
ONGOING RESPONSIBILITIES - FY 2011

ONGOING RESPONSIBILITIES – Administration – 2011

- Each year establish annual goals and objectives to identify and prioritize direction for County and staff, as well as for budget development purposes. Modify long-term goals and objectives based on cost/benefit analysis. (Board/Laurrell/Department Directors).
- Continue with development/revision of the long range CIP. (Board/Laurrell/Lane).
- Develop a balanced budget that is built on meeting the established goals of the County in an efficient and effective manner while maintaining fiscal responsibility. (Board/Laurrell/Budget Committee).
- July of each year identify legislative issues for submission to the General Assembly and the Virginia Association of Counties. (Board/Laurrell/Moore).
- Review organizational processes to ensure minimum duplication of effort and reduction of operating costs. (Laurrell/Department Directors).
- Based on Board adopted initiatives, work with Performance Improvement Teams to develop Performance Improvement Objectives and track progress. (Laurrell/Department Directors).
- Review and update approved project timetables, costs and status with project managers. (Laurrell).
- In mid-November of each year have a meeting of the Chairman, Vice-Chairman and County Administrator with area legislators to discuss issues of importance to the County. (Moore).
- Strengthen inter-governmental and regional cooperation through participation in regional activities. (Chairman/Laurrell).
- Provide a four point training program to all employees that include personal development; professional development – technical skills; professional development – management skills; and leadership skills. (HR Manager/Consultants).
- Continue improvement work on restructuring and revising departmental operations on a rotating basis as part of a continual process. (Laurrell/Department Directors).
- Continue to look at better ways to communicate with the Board and make decisions that help the Board best interface with the Public. (Laurrell/Moore).
- Continue to work with all of our employees to be citizen friendly and helpful. (Laurrell/HR Manager/Department Directors).
- Management and Board positions represent a diverse population. Encourage better public service and more diverse opinions. (Board/Laurrell).
- In spring and fall of each year, and as needed, update the County Code to include newly passed ordinances and changes necessitated by state law changes and re-codification. (K. Wright/Eubank/Laurrell/Shreve)
- Meet regularly with area supervisors and Town of Brookneal and Town of Altavista to identify areas of mutual interest and collaboration.

ONGOING RESPONSIBILITIES - Clerk's Office -

- Assist the public via telephone, mail or in person. (Staff)
- Assess, collect and receipt statutory fees and costs. (Staff)
- Administration of courtroom duties when court is in session. (Staff)

- Process and maintain criminal, law, chancery, adoption and appealed case files. (Roman/Younger/Roakes/King)
- Record deeds, plats and other land records. (Davis)
- Index land records, judgments, financing statements, marriage licenses, wills, and other documents as necessary; digitally scan corresponding documents for retrieval in public access system. (Monroe)
- Establish and manage individual criminal receivable accounts. (Roakes)
- Probate wills; qualify and/or appoint fiduciary to administer estate. (Bosiger/Roman/Roakes)
- File Accountings and Inventories; compare values to Probate Tax Return, determine if estate has been undervalued for tax purposes and when necessary, collect additional tax and ensure that additional bond is posted. (Bosiger)
- Daily balance and prepare collections for intact deposit. (Bosiger)
- Train and supervise employees; provide back-up support when and where necessary. (Bosiger)
- Meet daily, weekly, monthly and yearly financial accounting and reporting requirements. (Hughes)
- Invest and disburse trust funds and other liability accounts. (Hughes)
- Prepare monthly payroll and budget reports. (Hughes)
- Determine office needs and prepare annual state and local budget requests. (Hughes)
- Balance checking account; track outstanding checks and prepare Trust Fund, Unclaimed Property and Unclaimed Restitution Reports. (Hughes)
- Disburse cash bonds upon final case disposition. (Hughes)
- Disburse restitution upon receipt. (Hughes)
- Create, update and maintain jury selection process; schedule grand jury and venire jury attendance and prepare report for payment of service. (Hughes)
- Identify need and apply for grants to supplement state and local budgets. (Hughes)
- Conduct recruitment, selection and hiring process for new employees, maintain position descriptions, and perform employee evaluations. (Hughes)
- Manage records in accordance with Virginia Public Records Act and submit records for destruction pursuant to and in accordance with Records Retention and Disposition Schedule. (Hughes)

ONGOING RESPONSIBILITIES – Community Development – 2011

- Represent the County and the Board’s adopted priorities during updates to local and regional transportation plans. Present information to VDOT, the Local Government Council and others as needed (Harvey, Shackelford).
- Enforce applicable codes and ensure compliance with ordinances and licensing requirements: Building, Zoning, and E&S. (Building, Zoning, Environmental Management).
- Issue permits and process Certificates of Occupancy for eligible applicants (both temporary and permanent): (Building, Zoning, Environmental Management).
- Perform Inspections: Building, Zoning, Fire Code, Property Maintenance (tenant complaint), Biosolids and E&S. (Building, Zoning, Environmental Management).
- Review Plans; Building, E&S, Site Plans and Subdivision Plats. (Building, Zoning, Environmental Management, Planning).

- Provide information to public, contractors, real estate agents, surveyors, and government agencies on property issues, flood zones, zoning issues. (Building, Environmental Management, Zoning, and Planning).
- Process applications and provide staff support for meetings: Board of Supervisors, Planning Commission, Board of Zoning Appeals, and Building Code Board of Appeals. (Building, Zoning, Planning).
- Provide Notary services to public. (Gough, Administrative Aide).
- Name Streets, maintain Master Street Addressing Guide and Master Street list, and assign addresses. (Woods, Tuck, Shackelford).
- Provide addressing information to public and utility providers. (Tuck, Woods).
- Maintain GIS system. (Woods, Tuck).
- Assist the Public Safety Department with their mapping system needs, including routine and emergency operations. (Woods).
- Organize, manage and co-ordinate the Project Evaluation Committee meetings for those projects that meet the criteria for review. (Tatum).

ONGOING RESPONSIBILITIES - Economic Development – 2011

- Set time each year and convene a one-day planning session/retreat at a location within Campbell County for the Board of Supervisors to concentrate on long-term strategic planning. (Moore/ Davidson/Gleason).
- Develop, maintain, and market Campbell County’s industrial sites and facilities. (Davidson/Turner/Gleason/Board).
- Work with potential clients and state agencies on business expansion or location issues. (Davidson/Turner/Gleason).
- Identify and apply for grants and funds to assist Campbell County with business expansion and economic development. (Davidson/Turner/Gleason).
- Provide information to public, contractors, real estate agents, and government agencies on economic development issues. (Davidson/Turner/Gleason).
- Provide staff support for meetings for: Board of Supervisors, Board CED Committee, Economic Development Commission, and Region 2000 Economic Development Council Marketing Directors Committee. (Davidson/Gleason/Turner).
- Manage existing business visitation program. (Davidson/Gleason).
- Monitor County and State Economic Development Web sites; update and enhance on a weekly basis or as needed. (Gleason/Davidson).
- Manage administrative requirements of grant reporting from sources such as Tobacco Commission, EDA and DBA. (Gleason/Davidson).
- Act as fiscal agent for the 501 Coalition and provide staff support to include updating the Coalition Web Site. (Davidson/Gleason).
- Provide comprehensive administrative staff support for the Campbell County Industrial Development Authority and the Brookneal Campbell County Airport Authority. (Davidson/Gleason/Turner).
- Provide oversight for Campbell County’s Tourism efforts and provide staff support for a tourism alliance. (Davidson/Turner/Gleason).

- Work with regional partners, county school systems, and organizations to promote the Program and Strategies on Workforce Training as listed in the Campbell County Comprehensive Economic Development Strategy 2007 Update. (Davidson/Turner/Gleason).
- In cooperation with the Virginia Department of Business Assistance's annual Business Appreciation Week, plan for and organize county events including a mailing to businesses county-wide and a Business Appreciation luncheon for all major county employers. (Gleason/Davidson).
- Work with the in-house county construction crew to bush hog and clear brush off of lots in Phase II of the Dearing Ford Business & Manufacturing Center as time allows. (Davidson/Turner).
- Work with and attend meetings of the Altavista Economic Development Authority, Altavista-On-Track, and the Town of Brookneal Economic revitalization Committee on economic development issues affecting the Towns of Altavista and Brookneal.
- Stay abreast of and update any new development of vertical assets inventory of existing towers and other tall structures potentially suitable for antennas to support wireless broadband and cellular telephone service. (Turner/Davidson)

ONGOING RESPONSIBILITIES – Human Resources – 2011

- In the spring and fall of each year continue to hold an employee appreciation event to extend our thanks for their hard work and dedication. (HR Manager/Employee Committee).
- Administer employee benefits program approved by County Administrator and Board of Supervisors. (Taylor/HR Manager/Lane).
- Coordinate recruitment, selection and hiring processes for new employees. (Admin. Aide/HR Manager).
- Conduct exit interviews for employees leaving County employment status. (Taylor/HR Manager).
- Assist in the compilation and maintenance of accurate and up-to-date job descriptions. (Admin. Aide/HR Manager/Department Heads).
- Input new employee information and salary and deduction changes for existing employees into payroll file. (Taylor/HR Manager).
- Maintain personnel records. (Admin. Aide/HR Manager).
- Process payroll and benefits changes. (Taylor).
- Review annual performance appraisals and develop salary adjustments for implementation each July. (HR Manager).
- Ensure compliance with local, state and federal employment regulations. (HR Manager).

ONGOING RESPONSIBILITIES – Information Technology – 2011

- Provide proactive oversight and integration of all information technology systems and software used for government services within Campbell County. (Blair).
- Provide recommendations and input on current state-of-the-art information technology systems and software for non-governmental services within Campbell County. This is primarily related to assisting Economic Development and Community Development in meeting the needs of individual and business consumers of IT services in order to maintain a competitive community edge. (Blair).

- Maintain the County Website. (Baker/Smith/Crews/County Departments).
- Maintain Third-Party Software to meet minimum down time standard, including scheduling upgrades and backups to maximize availability for users. (Howard/Dean).
- Provide Application support (custom & third-party) for mainframe users. (Contractor).
- Provide Programming and Systems support for areas not provided by third-party software. (Contractor).
- Maintain system security to prevent intrusion by viruses and unauthorized users. (Network Engineer/Blum).
- Provide hardware (Desktop, Server, Routing, and Switching) and software support to all County workstations to maximize utilization and minimize work disruption. (Dean/Blair).
- Provide support for Library and Emergency Services networks. (Dean/Blum/Network Engineer).
- Continue development and refinement of Campbell County Information Technology (CCIT) Plan, including personnel and organizational requirements. (Blair).
- Identify key weaknesses in training and support areas related to IT and take action to eliminate those identified. (Blair/Baker/Dean/Network Engineer).
- Continue to analyze and refine methods of doing business for the County (process engineering) and the associated policies and procedures. (Blair).
- Maintain and replace Countywide PC hardware and software. (Dean/Howard).
- Maintain and replace Network Server hardware and software. (Blum/Network Engineer/Crews/Howard)
- Coordinate with the IT staff to focus on the Board's priorities and plan for future needs. (Blair).
- Oversee continued development of new forms to be designed for the Forms Printing Solution. (Howard/Dean).
- Prepare an annual Capital Improvement Plan Budget and Operating Budget. (Blair/Adams).
- Join Technology Groups in the area and attend meetings as time permits (BRITE-Blue Ridge IT Executive, VALGITE-Virginia Local Government IT Executives, and R2TECH-Region 2000 Technology Council) and ensure BAI User Group meetings are attended. (Blair).
- Maintain the County employee extranet. (Baker/Smith/Departments)
- Maintain Keyless Entry System to including adding new facilities as approved by the Board. (Howard/Dean)
- Maintain Internet, extranet and mainframe access to meet minimum down time standards, including scheduling upgrades/backups to maximize user availability. (Network Engineer/Blum/Smith/Howard).
- Continue mainframe training for IT staff. (Howard/Blair/Adams).

ONGOING RESPONSIBILITIES – Library – 2011

- Provide information access, both for research and recreation, to Campbell County citizens, through digital, print and electronic materials.
- Promote community involvement and volunteerism in the Library by presentations to civic organizations, schools. The community may receive information through our updated web site, quarterly newsletter, annual report and marketing tools. (Carmack/Tuck/Trent/Phillips/Public Services Librarian).

- Serve in an advisory capacity for fundraising events appropriate for the Friends and maintain a relational database of Friends of the Library groups for each branch library. (Public Services Librarian/Branch managers).
- Upgrade and maintain the library computer LAN network to provide Internet access to all Campbell County citizens. Replace outdated computer hardware and software on a rotating basis for staff and public use. (Smook/Blair/Outside Technical Support).
- Maintain partnerships with other Campbell County departments to provide coordinated joint programs on a variety of topics for all age groups. (Carmack/Phillips/Public Services Librarian).
- Provide library personnel with opportunities to upgrade skill levels depending upon their individual job requirements. (HR/Library of Virginia).
- Continue to seek and write grants to supplement the Library and Literacy budgets. (Carmack/Tuck/Phillips/Public Services Librarian).
- Provide instruction for adult Campbell County citizens who read at or below 6th grade level through the Literacy Volunteers program. Teach conversational English as a second language. (Cothran/Wheeler).
- Stimulate a love of books and reading in children through the Pre-School Story Time and the Summer Reading Program. (Phillips/Trent/Branches).
- Collect statistics and prepare annual statistical reports and financial statements for the Library of Virginia. (Carmack/Geho/Verilla/Branch Mgrs).
- Recruit individuals to serve on the Board of Directors for the Campbell County Public Library Foundation as vacancies occur. (Carmack/Tuck).
- Approach major donors, businesses, and community organizations to help fund a new library facility in the Timbrook area. Coordinate fundraising efforts with the Recreation Department to avoid duplication of contacts and increase creative manpower. (Tuck)(Harding).
- Maintain an up-to-date Campbell County Public Library website, which will be linked to the Campbell County website. (Smook/Public Services Librarian).
- Prepare and maintain annual Operating Budget and Capital Improvement Budget. (Geho/Carmack/Library Board of Trustees).
- Develop a fundraising program designed for the Foundation that will include annual giving, planned giving, and memoriam gifts. Serve in an advisory capacity for fundraising events appropriate for Friends groups. (Tuck/Public Services Librarian).
- Create an Annual Report at the close of each fiscal year. (Carmack/Tuck).

ONGOING RESPONSIBILITIES – Management Services – 2011

- Process payroll each month by the deadline (Clay/).
- Process Accounts Payable invoices to meet weekly check signing deadlines (Elliott).
- Reconcile bank statements within five days of receipt (Vance/Julian).
- Perform the monthly closing within five days of month end (Vance).
- Prepare financial statements and general ledger reports for distribution prior to Board Book deadline (Lane/Julian/Vance).
- Process Central Store sales and maintain inventory at prescribed levels (Ingram).
- Process all Purchase Orders promptly while adhering to State and County requirements and procedures (Johnson/Moody).
- Maintain telephone service at prescribed operating level (Ingram).

- Maintain an efficient IFB & RFP process. (Johnson/Lane).
- Maintain County Insurance Policies in force (Johnson/Lane).
- Maintain County Inventory Control (Moody/Johnson).
- Continue to analyze and refine methods of doing business for the County (process engineering) and the associated policies and procedures (Lane).
- Cross train Finance and Purchasing staff (Lane/Julian/Johnson).
- Monitor staffing needs to insure adequate number, training, and future requirements. This includes encouraging staff to attend BAI training courses to better understand and utilize BAI software applications. (Lane/Vance/Johnson/ Julian/Clay).
- Review, process, and refer to County Administrator requests for transfers and requests for supplemental appropriations received from department heads, Constitutional officers and agency heads (Clay).
- Maintain assessment values for real property (Burleigh/Phillips/Appraisers).
- Valuation of all new building permits (Burleigh/Phillips/Appraisers).
- Identify and recommend improvements and upgrades in valuation software for real property (Burleigh/Phillips).
- Maintain written documentation to support systems and for Real Estate office (Burleigh/Phillips).
- Work with GIS to integrate software and systems for real property (Burleigh/Phillips).

ONGOING RESPONSIBILITIES – Commissioner of the Revenue –

- Each year, develop a budget for the Commissioner’s office and business license department that meets the established goals of the respective offices and the County in an efficient and effective manner (Massie).
- Work with the County Administrator and Board of Supervisors to implement local tax policy and annual revenue projections (Massie/Laurrell/Board).
- Assess personal property and maintain County’s personal property database (All COR staff).
- Process annual real estate tax relief applications for the elderly and the disabled and maintain the tax relief database (Coates/Massie).
- Process annual land use applications and maintain the County’s land use database (Cartwright/Coates/Massie).
- Process annual business license applications and maintain the business license database (Roakes/Massie/Oien).
- Process state income tax returns filed locally. (Woosley/Oien/Cartwright/Coates/Rountrey).
- Assist public in matters regarding personal property tax, business license and real estate tax (All COR staff).

ONGOING RESPONSIBILITIES – General Registrar’s Office –

- Provide all registration transaction services, process absentee ballots, and participate in canvass of election required by the Constitution and the Code of Virginia. (Registrar/Danos/Marshall).
- Manage preparations for elections, including materials, machines, ballots, polling places and election officials. (Registrar/Danos/Marshall).
- Year-round management and maintenance of candidate files. (Registrar/Danos/Marshall).
- Each year determine financing needs for an effective voter registration program and election services; submits a budget request for both the Electoral Board and Registrar which will

support the program; justifies the request to the governing body; and attends budget meetings. (Registrar/ Marshall).

- Annually develop a public information program to promote registration and voting, and to publicize changes in registration and election laws. Work with newspapers, radio, television and civic groups. Change materials and methods to meet the needs of changing election cycles, town elections, primaries, special or general elections. (Registrar/Danos/Marshall).
- Attend annual General Registrar and Electoral Board Training. (Registrar/Danos/Marshall).
- Attend annual meeting of Voter Registrar’s Association of Virginia (VRAV). (Registrar/Danos/Marshall).
- Continue to develop and maintain log/inventory of voting equipment with serial numbers, purchase date, record of repair and/or replacement including battery life and cost of upkeep. To be maintained in Registrar’s Office.(Danos/Marshall)
- Continue to update Election Official master database. (Danos/Marshall)
- Recruit and train additional election officials over and above current levels. (Danos)

ONGOING RESPONSIBILITIES – Treasurer’s Office –

- Issue tax bills for Real Estate, personal property, BPOL, license fees, public service corporations (Jefferson/B. Tweedy/St.Clair).
- Process collections and deposits of state and local funds (Jefferson/B. Tweedy/St.Clair).
- Invest local funds (Jefferson/B. Tweedy/St.Clair).
- Disburse local funds (Jefferson/B. Tweedy/St.Clair).
- Preparation of unclaimed property reporting to the Commonwealth (Jefferson/B. Tweedy/St.Clair).
- Issue dog tags (Jefferson/B. Tweedy/St.Clair).

ONGOING RESPONSIBILITIES – Public Safety – 2011

- Facilitate Fire and EMS CIP vehicle purchase. (Public Safety Director/Fire Marshal/Stroud).
- Continue to work on reducing response time to emergency medical service calls. Manage the fee for service and career EMS programs that provide career support to the volunteer system and ensure volunteer activities remain the mainstay of our system. (Public Safety Director/Stroud).
- Perform Emergency Management function. (Public Safety Director/Briggs).
 - Coordinate Local Emergency Planning Committee (LEPC).
 - Perform as the repository for the SARA title III reporting.
 - Maintaining the County Emergency Operations Plan (EOP).
 - Exercising the EOP.
 - Public Education for disaster preparedness.
- Continue to refine the Animal Shelter Operations to ensure effective service to the citizens. (David).
- Continue the administration of the insurance for the volunteer emergency service providers (updating policy, filing of claims, and development of RFP). (Stroud/Baldwin).
- Management of the budgets for all related Emergency Services. (Public Safety Director/Fire Marshal/Fairchild/Stroud/David/Briggs).

- Provide technical assistance to the users of the Campbell County Communications System via in-house and on call external vendor support. (Public Safety Director/Fairchild/Communications Tech. /Annual Services Vendor)
- Develop budgets for Public Safety, Animal Control, Animal Shelter, 911 (Dispatch), 8 Fire Departments, 6 Rescue Squads, Fire General and Rescue General. (Public Safety Director/Fire Marshal/Fairchild/David/Stroud).
- Enforcement of the State Fire Prevention Code (SFPC) and all related functions of the Fire Marshal duties. (Public Safety Director/Fire Marshal).
- Updating Public Safety Strategic Plan and facilitate the execution of the plan. (Public Safety Director/Fire Marshal/Fairchild/David/Stroud).
- Providing a focal point for the Fire Commission, Rescue Commission and the Public Safety Committee. (Public Safety Director/Fire Marshal/Stroud).
- Coordinating and maintaining the effective operations of the Central Dispatch function (911 Center). (Fairchild/Simpson/Saunders/Bush/Foisy).
- Facilitation of the maintenance of the County Wide Radio System. (Fairchild).
- Continue to define the Performance Improvement process within Public Safety and support of the countywide process. (Public Safety Director/Fire Marshal/Fairchild/David/Stroud).
- Facilitate the Recruitment and Retention initiative. (Public Safety Director/Fire Marshal/Stroud/Rice).
 - Coordination of County Wide training for Volunteer Emergency Service providers.
 - Perform as the focal point for new applicants.
 - Perform background checks of new applicants.
 - Conduct a Public Education program on the proper use of the EMS & Fire System.
- Plan and execute Volunteer Appreciation Day. (Guthrie/Baldwin/Briggs/ Rice)
- Ensure the coordinated development and training of Communications Staff via programs facilitated by the Communications Training Officer. (Communications Training Officer/Fairchild)

ONGOING RESPONSIBILITIES – Public Works – 2011

- Work to advance the strategic and long term planning efforts that have been ongoing for the past 10 years to all levels within Public Works. (Guthrie/Pribble/Tweedy).
- Meet regularly and provide assistance as needed to Community Development and CCUSA to plan, design and construct water and sewer projects that improve the infrastructure of Campbell County. (Tweedy).
- Meet regularly with Recreation and Public Works Staff to assist in coordinating, planning, and construction of proposed park and recreation facilities per Board approved funding and schedule. (T Moore/Tweedy/Pascale).
- Work with Community Development to keep the current Erosion & Sediment Control Program up to State standards and plan for implementation of future Stormwater Control regulations. (Stokes/Tweedy).
- Continue to improve the skills of the Maintenance department and recognize their accomplishments. (Guthrie/Tweedy).

- Insure the efficient operation of the Regional Landfill and plan for long-term solid waste management. (Tweedy).
- Insure the County's grounds and buildings are properly maintained in an efficient manner by continuing to promote preventive maintenance. (Guthrie /Tweedy).
- Spend all funds under Public Works control efficiently to accomplish the goals of the County. (Guthrie /Pribble/Tweedy).
- Continue to take steps necessary to improve security for all County facilities through coordination with effected agencies and managing installation of desired security measures. (Guthrie /Tweedy).
- Provide equipment, staff and facility upgrades to operate Maintenance efficiently, particularly considering the planned expansion of grounds maintenance responsibilities as usage of the planned park facilities increases. (Guthrie /Pribble/Tweedy).
- Plan, budget and implement improvements for proper maintenance of the existing County Buildings to include HVAC upgrades, window and roof replacement and parking lot repaving as funds are available. (Guthrie/T Moore/Tweedy).
- Monitor, modify, plan and complete special projects with County staff as approved by the Board in support of their goals. (Guthrie /Pribble/T Moore/Tweedy).
- Take the lead in establishing and improving the County's environmental awareness through development of a sound Environmental Policy. (Tweedy).
- Work with VDOT to continue to identify funding mechanisms for construction of Board approved road priorities. (T Moore/ Tweedy)
- Monitor the existing recycling program and expand it when it can be done effectively and efficiently. Look at viable alternatives to residential and commercial recycling programs that produce valid, cost-effective results. (Tweedy)
- Work with Economic Development, Recreation and other departments to identify, budget, plan and complete various projects with the in-house construction group. (Tweedy/Pribble/Various Departments).

ONGOING RESPONSIBILITIES – Recreation – 2011

- Maintain the County Recreation website. (Ratcliffe/Worth)
- Continue serving citizens of Campbell County through the department's four divisions: (Harding/Pascale).
 - *Senior Programs:* Recreation senior centers, trips, Bingo, volleyball, out-reach groups, and Baby-Boomer activities (Becton/Harding)
 - *Athletics:* Leagues, classes, clinics, etc. (Ratcliffe/Snell)
 - *Facilities:* Scheduling of schools and county facilities for recreation and community use. (Pascale)
 - *Cultural Arts:* Art, dance, craft classes, festivals, drama, concerts, specials events, public relations and ticket sales. (Worth/Saunders/Clark/Harding)
 - *Parks:* Purchase, planning, and development. (Pascale)
- Continue to evaluate, analyze and refine methods to provide services to county citizens. (Staff)
- Identify departmental training needs; provide training opportunities to achieve maximum staff potential. (Pascale/Harding)

- Publish and distribute two (2) Chronicles (County Newsletter) each year. (Worth/Saunders/Harding)
- Maintain and print the Guide to Campbell County (Worth/Saunders/Harding)
- Offer public forums for citizen input (once every two years). (Harding/Pascale)
- Meet regularly with Public Works staff to coordinate and plan the construction of proposed parks and recreation facilities. (Tweedy/Pascale)
- Continue planning, construction and development of area parks in accordance with the established timetable. (Pascale/Public Works)
- Continue to work with Region 2000 & other surrounding localities on regional greenways/blue ways plans that include biking/hiking/greenways trails as assigned. (Pascale/Harding)
- Maintain the new RecWare scheduling program. Update as needed. (IT/Pascale)
- Reorganize the registration process to coincide with the implementation of the RecWare program. Continue to analyze and update process as needed. (Pascale/Harding)
- Continue to aggressively market the department through local media.-(Harding/Worth)
- Update park development funding schedule each year to remain current with the development. (Pascale).
- Offer a Summer Concert Series for the community. (Worth)
- Repair and resurface tennis courts based upon maintenance schedule. High School courts at Brookville, William Campbell, Rustburg then Altavista will occur first. Followed by Brookneal park courts, and new courts at Abbott Duncan or Fray and Long Mountain Park and Central Park as approved by the Board. (Pascale).(Also referenced in Future Priorities)
- Repair ball field lighting yearly at Rustburg Middle, Concord Elementary and Yellow Branch Elementary. (Pascale). Note: Funding for the lighting of athletic facilities needs to be budgeted yearly; a schedule for yearly inspection is not recommended by the lighting specialists. Staff will regularly assess when maintenance is needed.
- Work in conjunction with the Community Park committee to offer a community driven Heritage Festival at the William Campbell School/Community Park site; coordinate logistics with school personnel, public works, and citizen stake holders, and recreation staff; general funds needed not to exceed \$5,000. (Harding/Pascale/Worth)
- Offer two senior programs a year during evening hours (dinner theater, ball games, movie, dancing, etc.) to appeal to the baby boomer generation. (Becton/Harding)
- Offer one centrally located computer course designed for seniors, using donated computers; incorporate basic computer terminology, basic emailing, and rudimentary
- Continue to participate in TRI-Ad's efforts to keep seniors aware of safety issues. (Becton/Harding) – This is a project we have consistently supported.

ONGOING RESPONSIBILITIES – Sheriff –

- Provide professional law enforcement services to all citizens of Campbell County (All Sheriff's Office Members).
- Promote strong community policing programs within the county (Gaddy/Hutcherson/Administrative Division).
- Provide the best quality training opportunities for all Deputies of the Campbell County Sheriff's Office (Gaddy/Hutcherson/Division Captains).

- Continue to pursue grant programs for funding equipment and programs for enhanced law enforcement and patrol throughout the county. (Gaddy/Hutcherson/Division Captains/C. Caldwell).
- Continue providing Project Lifesaver program to residents of Campbell County with Alzheimer's or Autism at no cost to the patient, fund additional transmitters as the need grows and provide batteries and bracelets. (Gaddy/Hutcherson/Elder).
- Maintain compliance with Federal National Incident Management System guidelines for all Sheriff's Office personnel. (Gaddy/Hutcherson/Jordan).
- Purchase new vehicles each year to replace vehicles with 100,000 miles. This will maintain the safety of our fleet and minimize maintenance costs as well as decrease the down time for our deputies as a result of having their vehicle in the shop for maintenance/repair work. (Jordan).

ONGOING RESPONSIBILITIES – Y.A.C.S – 2011

- Provide input and oversight of budgets for all affiliated programs under both direct and indirect supervision. (Daly).
- Support volunteer efforts which are beneficial to the County. (Daly).
- Maintain professional affiliations that will positively impact regional collaboration. (Daly).
- Evaluate effectiveness and efficiency of current volunteer programs. (Daly/Blair).
- Maximize Grant Revenue for the department and identify funding sources for the County. (Daly/Irby).
- Ensure the provision of quality services with CSA. (Daly/Coates).
- Identify means to measure organizational processes and program successes and communicate those successes to the Board, work force and the community. (Daly/Laurrell).
- Market the Department to ensure that Campbell County Citizens are aware of current programs and services. (Daly).
- Continue to explore local, regional and state efforts to control and reduce costs in the Comprehensive Services Act program. (Daly).
- Provide ongoing assessment of youth needs and resources. (Daly).
- Develop and facilitate programs to meet priority needs of youth as identified in the *Youth Needs and Services Planning process* and Comprehensive Youth Plan. (Daly).
- Increase Community Awareness of and involvement in County Volunteer Programs. (Daly/Blair).
- Increase integration of community volunteers into existing youth and senior programs. (Daly/Blair).
- Serve as liaison to the Campbell County Historical Society. (Daly).
- Assist with interpreting and researching ADA compliance issues. (Daly).
- Research and apply for prevention grants dealing with areas such as child abuse prevention, substance abuse prevention, violence prevention and parental involvement. (Daly).

ONGOING RESPONSIBILITIES – Social Services – 2011

- Determine initial and ongoing eligibility for six (6) public assistance programs and three (3) subsidy programs. (Benefits/Social Work/Fiscal Staff)
- Provide direct social work services and case management to children in custody of the Social Services Board and children placed in adoptive homes. (Social Work Staff)

- Investigate reports of elderly/disabled adult abuse, neglect, and exploitation; and provide supportive social work services. (Social Work Staff)
- Investigate reports of child neglect and abuse; and provide supportive social work services. (Social Work Staff)
- Arrange and supervise companion services for low-income elderly/disabled adults. (Social Work/Fiscal Staff)
- Arrange for emergency assistance and social work services to families in fiscal crisis. (Social Work/Fiscal Staff)
- Provide Information and Referral services to families in crisis. (Social Work Staff)
- Investigate reports of welfare fraud and collect overpayments. (Faulkner)
- Assist, train, and prepare recipients of Temporary Assistance for Needy Families (TANF) for gainful employment. (Caldwell/Neal/Cook)
- Recruit and supervise volunteers to assist agency staff and community efforts, including the Christmas, Thanksgiving, Easter, and Back-to-School programs. (Clark/Cook)
- Provide administrative and fiscal support for Social Services and Comprehensive Services Act programs. (Fiscal Staff)