



Orientation

- Revamped the County Employee Orientation process.

Dale Woods-Team Leader

Anne Blair-Mentor

Members:

Joan Carroll

Barbara Adams

Chris Verilla

Rhonda Morgan

- ✓ More comprehensive
- ✓ More consistent
- ✓ Better defined

Adopted as a Priority Initiative
Forwarded to Human Resources for
Implementation July 1, 2010



Recruitment and

Selection

Shameka Wright-Team Leader

Kristen Wright-Mentor

Members:

Elaine Coates

Angela Galatro

Tracy Fairchild

Nikki Lee

Jesse Ratcliffe

- **Recommended new methods for employee recruitment.**
- **Redesigned employment application to be easier to access and use.**
- **Provided clarification and recommended changes to the interview process.**

Adopted as a Priority Initiative

Forwarded to Human Resources for

Implementation July 1, 2010



Infrastructure

Review

Innovation

Benny David-Team Leader

Mike Davidson-Mentor

Members:

Cathy Moore

Brandon Dillard

Mary Ammiss

Ardeania Ward

Renee Carr

- Recommended signage and landscaping improvements at the transfer stations.
- Reviewed CIP projects for efficiency.
- Worked on “Go Green Initiatives including E Waste Recycling Day and a county wide light bulb replacement project.
- Provided a list of energy savings ideas.



Citizen Services

Sherry Harding-Team Leader

Nan Carmack-Mentor

Members:

Cathy Vance

John King

Patrice Robertson

Pam Cooke

Carol Anne Booth

Teresa Phillips

- **Recommended signage for the Citizen Services Building.**
- **Developed ways to increase distribution and access to the “County Guide”**
- **Provided information and guidance on use of “social networking”**
- **Developed “Citizen Service Surveys” both as “point of service” surveys and as a web based survey.**



Innovation

Systems

Dave Baker-Team Leader

Aubrey Cheatham-Mentor

Mike Daly-Mentor

Members:

Cheryl Moody

Linda Sue Calloway

Sandy Becton

Lee Elliott

- **Surveyed employees on ways to increase communication.**
- **Recommended twice yearly open employee meetings**
- **Worked on streamlining and simplifying IT Request process and forms.**
- **Studied credit card usage by departments.**
- **Studied emergency roadside assistance practices.**
- **Reorganizing County Information folder.**



Coaching

Appraisals and

Work Plans

Robert Jackson-Team Leader

Rick Verilla-Mentor

Members:

Julie Rountrey

Mary Kaye

Cindy Walker

Charlene Faulkner

- Revised coaching appraisal form (new ratings, new definitions)
- Revised work plan forms
- Revised overall assessment form
- Developed a training curriculum



Communication

Charmagne Cook-Team Leader

Mary Pascale-Mentor

Members:

Amy Clark

Tanya Eubanks

Lynne Burrougham

Carter Tatum

- **Revised the content, format and distribution of the County Chronicle.**
- **Researched social networking modalities from other localities.**
- **Recommended enhancing content on the extranet.**
- **Provided a definition of open, honest and direct communication.**



Motivation

Beth Worth-Team Leader

Paul Harvey-Mentor

Members:

Jeannie Clay

Tina Morris

Tammy Blair

Erica Duffy

Debbie Snell

Karen Briggs

Bev Eubank

- Assisted with several employee events.
- Surveyed employees to determine what motivates them in the work setting.
- Administered this year's Innovation and Productivity Award.
- Researched implementing a virtual "Wall of Fame"
- Recommended replacing the Innovation and Productivity Award with an Employee Excellence Award and developed criteria and forms for the new award.



PIO Review

Shawn Smith-Team Leader

Clif Tweedy-Mentor

Members:

Mary Burleigh

Gloria Ingram

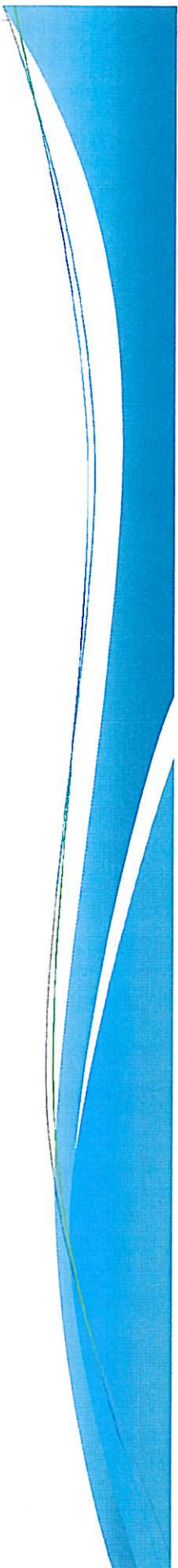
Steven Dean

Bev Eubank

Beth Eby

Doug Guthrie

- Reviewed and provided feedback on 44 Priority 1 initiatives.
- Developed a new PIO Master form.
- Developing guidelines, instructions and training to help employees better understand the full PIO process.



Personnel

Development

Rodney Lawson-Team Leader

Alan Lane-Mentor

Members:

Melissa Nelson

Kathy Tuck

Vanessa Purvis

Teresa Julian

Alex Taylor

- **Evaluated options for offering ongoing employee training.**
- **Evaluated need for computer skills training.**
- **Reviewed county policy on tuition reimbursement.**
- **Developed a survey to determine training topics for the Campbell County Employee Training.**

| <i>PT</i> | <i>PT Assignment Status</i> | <i>Leadership Team Action Pending</i> |
|----------------------------------|---|--|
| <i>Orientation</i> | completed | No action pending |
| <i>Recruitment and Selection</i> | completed | No action pending |
| <i>Communication</i> | completed | No action pending |
| <i>Citizen Services</i> | Developed point of service surveys Developed web based citizen survey Compile results of survey | Strategies for promoting completion of surveys. PTT to review and explain surveys and process to departments where surveys are to be placed. Review survey results with Leadership Team. |
| <i>Infrastructure Projects</i> | Develop a list of practical energy savings strategies for the County. | Departments to review list and provide feedback to PTT. (04/10) |
| <i>Innovation Systems</i> | Reorganize County Information Folder | Review folder reorganization plan. (04/10) |
| <i>Motivation</i> | Employee Excellence Award | Department Heads to review new award and criteria at department meetings in March 2010. Discuss at Leadership Team (4/10) |
| <i>PIO Review</i> | Develop Guidelines for PIO process | Develop general instruction and guidelines for PIO process. Review Sharepoint PIO database and determine if this should supplant PIO .pdf form. |
| <i>Coaching/ Appraisals</i> | Complete Coaching Appraisal Documents | PTT to review final version. Forward to HR to schedule training and implementation schedule. Leadership Team to review implementation schedule. (04/10) |
| <i>Personnel Development</i> | Campbell County Employee Training | Send out survey. Tally results Prioritize training topics and review with Leadership Team Submit results to HR for implementation. |