

Objective 2.1: Review and update all ordinances and establish mechanisms for timely reviews and updates based on relevance. (Project Lead: Mike Ciccozzi)

Specific Tasks	Status	Personnel Designated	Timeline
1) Confirm names of team members	Completed 2/12/18	Mike Ciccozzi	N/A
2) Hold initial meeting to discuss and develop strategy	Completed 2/12/18	Mike Ciccozzi, Paula Frantz, Jennifer Franich, Barbara Houghton, Charlene Carveth	N/A
3) Hold follow up meetings as necessary	In progress	Mike Ciccozzi, Paula Frantz, Jennifer Franich, Barbara Houghton, Charlene Carveth	
4) Draft memo to Department Heads regarding update to Ordinance Code	In progress	Mike Ciccozzi, Paula Frantz	7/30/18
5) Receive primary contact person information from departments	Pending	Paula Frantz	8/15/18
6) Initial meeting with Department contacts to discuss process	Pending	Mike Ciccozzi, Paula Frantz, Department Staff	8/30/18
7) Departments respond with issues identified in the Ordinance Code	Pending	Mike Ciccozzi, Paula Frantz, Department Staff	9/30/18
8) Draft revisions to Ordinance Code to accomplish "rough clean up" of Ordinance Code	Pending	Mike Ciccozzi, Paula Frantz, CAO and Department Staff	10/30/18
9) Provide update to the Board on status of policy update project	Pending	Mike Ciccozzi, Paula Frantz Jennifer Franich, Barbara Houghton, Charlene Carveth	12/31/2018

Objective 2.2: Review and update, and if appropriate, propose new policies to inter-office services and public services. Establish a mechanism for timely updates, review for relevance to ensure a balance between appropriate level of internal control and efficient work flow. (Project Lead: Jim Mitrising)

Specific Tasks	Status	Personnel Designated	Timeline
10) Confirm names of team members	Completed 01/31/2018	Jim Mitrising	01/31/2018
11) Hold meetings as needed	Ongoing	Jim Mitrising, Shawne Corley, as needed department staff and Counsel	12/31/2018
12) Convert any remaining policies due for review from PDF to Word	Completed April 2018	Jim Mitrising	05/01/2018
13) Notify Department Heads of any remaining policies due for review	Completed April - May 2018	Jim Mitrising	06/01/2018
14) Recommended updates to Policies A-1 and A-2 to Board	In Progress	Jim Mitrising, Shawne Corley	06/30/2018
15) Determine status of pending policy updates and continue to track pursuant to Policy A-1	Pending	Jim Mitrising	08/31/2018 And 11/30/2018
16) Provide update to the Board on status of policy update project	Pending	Jim Mitrising, Shawne Corley	12/31/2018

Objective 2.3: Develop and implement best practices relative to the administration and function of Board appointed Commissions/Committees. (Project Lead: Jim Mitrising)

Specific Tasks	Status	Personnel Designated	Timeline
1) Confirm names of team members	Completed 01/31/2018	Jim Mitrising	01/31/2018
2) Hold first team meeting.	Completed 02/26/2018	Jim Mitrising, Charlene Carveth, Mike Ciccozzi, Vickie Sanders, Greg Stanton	02/28/2018
3) Develop materials for annual Brown Act training and conduct the training	In Progress	Jim Mitrising, Mike Ciccozzi	09/15/2018
4) Develop materials for an online committee member "manual" with common references; including a template for Bylaws	In Progress	Team members	12/31/2018
5) Develop a new online system for committee rosters, documents etc. in the SharePoint environment	In Progress	Jim Mitrising initially, team members	12/31/2018
6) Evaluate committee Agendas for Brown Act compliance and advise as needed	In Progress	Jim Mitrising	06/01/2018-12/31/2018
7) Propose Board policy defining how new committees are established, include rules for Ad Hoc	Pending	Team members	12/31/2018
8) Analyze committee Minutes and Semi-Annual reports for relevance/purpose	Pending	Team members	Q1 2019

Objective 2.4: Develop a multi-year labor negotiation strategy to ensure compensation is consistent with Board philosophy, consistency across bargaining units, as well as long term sustainability. (Project Lead: Don Ashton)

Specific Tasks	Status	Personnel Designated	Timeline
17) Confirm names of team members	Completed 1/5/2018	Don Ashton	1/31/2018
18) Hold first team meeting.	Completed 1/11/2018	Don Ashton, Shawne Corley, Tameka Usher, Mike Ciccozzi, James Robbins, Tim Moore (Team Members)	1/30/2018
19) Identify short term objectives.	Completed 3/8/2018	Team Members	2/28/2018
20) Implement short term objectives	In Progress	Team Members	12/31/2018
21) Identify long term objectives	In Progress	Team Members	8/30/2018
22) Implement long term objectives	In Progress	Team Members	12/31/2019

*Examples of short term objectives include longevity pay reform, updating the cell phone policy, and consistent language in regards to uniform allowance, boot allowance and the Tahoe differential. Implementation of these changes will allow for a reduction in the number of special pay codes and easier implementation of FENIX.

*Long Term negotiation strategies will be discussed further during Closed Session with the Board of Supervisors.

Objective 2.5: Review and make any necessary changes to the fiscal/budget policies in the interest of achieving long term fiscal health for the County, including the consideration of priority based budgeting. (Project Lead: Shawne Corley)

Specific Tasks	Status	Personnel Designated	Timeline
Fiscal/Budget Policies			
1) Review/Update Budget Policies	Complete	Shawne Corley, Department Heads, CAO Analysts	11/14/2017
2) Review/Update Board Policy B-1 "Budget Control and Responsibility"; Revised policy Adopted by BOS	Complete	Shawne Corley, Department Heads, CAO Analysts	3/6/2018
3) Review Budget Policies with Budget Ad Hoc Committee, present recommended changes to BOS	Ongoing	Shawne Corley, Budget Ad Hoc Committee	Annually during budget process
4) Discuss Possible new/revised Budget Policy re: Fixed Assets with the Budget Ad Hoc Committee, present recommended changes to the BOS	Pending	Shawne Corley, Don Ashton, Budget Ad Hoc Committee	12/31/2018
Budgeting Philosophy/Approach			
5) Consideration of Budgeting Philosophy/Approach, including Priority Based Budgeting*	Pending	Shawne Corley, Don Ashton, Department Heads	12/31/2019

*Implementing changes to the budgeting philosophy/approach, including priority based budgeting, is being delayed until December 2019 considering the priority for the FY 2019/20 budget cycle is the successfully implementation of the FENIX Budget Module.

Objective 2.6: Review the performance evaluation process for all represented employees, as well as implement a 360 Performance Evaluation process for Department Heads and Unrepresented Management Employees. (Project Lead: Tameka Usher)

Specific Tasks	Status	Personnel Designated	Timeline
1) Confirm names of team members	Completed 1/30/2018	Tameka Usher	1/31/2018
2) Hold first team meeting.	Completed 3/21/2018	Tameka Usher, Don Ashton, Don Semon, Laura Schwartz, Jeffery Warren, Katie Lee (Team Members)	3/30/2018
3) Implement 360 evaluations for all Appointed Department Heads: 8 have been completed. As of July, the 9 th is in progress.	Completed 11/30/2017	Tameka Usher and Don Ashton	3/30/2018
4) Implement 360 evaluations for Unrepresented Management (supervisor and manager) and Managers' and LEMA Association employees	In Progress	Tameka Usher, Don Semon, Laura Schwartz	6/30/2019
5) Review/demo at least three performance evaluation systems	In Progress	Tameka Usher, Katie Lee, Jeff Warren	10/1/2018
6) Develop training plan and create training for employees to give/receive feedback.	Pending	Committee	12/1/2018
7) Deliver feedback training to employees	Pending	Tameka Usher, Katie Lee	3/1/2018
8) Pilot new performance evaluation system for represented employees	Pending	Tameka Usher, Don Semon, Katie Lee	TBD
9) Implement new performance evaluation system and processes for all represented management employees	Pending	Committee	TBD

Objective 2.7: Implement a formal, countywide employee development and succession planning program. (Project Lead: Patricia Charles-Heathers)

Specific Tasks	Status	Personnel Designated	Timeline
1) Confirm names of team members	Completed 2/6/2018	Patricia Charles-Heathers	1/31/2018
2) Hold first team meeting.	Completed 3/2/2018	Carolyn Brooks, Patricia Charles-Heathers, Bill Edwards, Tameka Usher, Nita Wracker (Team Members)	2/28/18
3) Obtain Dept Head support and buy in of Objective, including ideas regarding their definition of Succession Planning.	Completed 3/23/2018	Patricia Charles-Heathers	3/31/2018
4) Define Succession Planning	Completed 5/29/2018	Patricia Charles-Heathers, Bill Edwards, Katharine Miller, Tameka Usher, Nita Wracker. (Updated Team Members).	5/31/2018
5) Seek Board of Supervisors input and approval of Succession Planning definition.	In process	Team Members	7/31/2018
6) Collect questions and information needed for compiling the survey. Prepare draft survey.	In Process	Shannon Vanskike	7/31/2018
7) Finalize survey questions.	Pending	Team Members	8/31/2018
8) Distribute survey to relevant County employees.	Pending	Shannon Vanskike	9/30/2018
9) Compile survey feedback information.	Pending	Shannon Vanskike	10/31/2018
10) Determine the Employee Development activities needed.	Pending	Shannon Vanskike	11/30/2018
11) Determine the Succession Planning activities needed.	Pending	Team Members	11/30/2018
12) Determine the cost of the Employee Development Activities	Pending	Team Members	12/31/2018
13) Determine the cost of Succession Planning activities	Pending	Team Members	12/31/2018
14) Develop the protocols, policies	Pending	Team Members	2/28/2019

and procedures needed in order to implement Employee Development and Succession Planning activities.			
15) Present Employee Development and Succession Planning activities and costs to the Board of Supervisors for approval.	Pending	Team Members	3/31/2019
16) Create a schedule for implementing the Employee Development and Succession Planning process countywide.	Pending	Team Members	5/31/2019
17) Implement the Employee Development and Succession Planning activities countywide.	Pending	Team Members	7/31/2019