

From: Roxy Traxler
To: Commissioner; Gary Kruggel
Date: 2/12/2018 4:00 PM
Subject: Board update 2-9-18
Attachments: Social media breakfast.pdf; Goals 2016-2017 Report.pdf

Hi all,

Here is the board update:

Personnel Updates

- Highway Maintenance Worker - offer made and accepted
- Correction Officer - 3 New positions in background check process
- Investigator, Fraud - interviews Wednesday Feb. 14 (internal posting)
- Deputy Sheriff Posting - closes Feb 16
- Jayme Krauth, Health Educator (PHHS) last day March 2
- Eric Thorlacious, Social Worker - last day April 26(retirement)
- Deb Drexler from Case Aide II (PHHS) to Dispatcher (Jail)
- Rodney Drexler, promoted to Investigator - Drug Task Force
- Correction Officer for current vacant position - this will need to likely be reposted

Construction Update

- 1 - Work is continuing in the boiler room on the mezzanine level for our new HVAC system
- 2 - Door frames and walls have been added to the new basement break room area - from inside break room
- 3 - Walls going up basement conference room far end for new break room

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Goal Setting - please see attached overview of goals 2016 & 2017 (draft updated review of 2016 & 2017 goals attached, will also have copies)

◦ Board Work Session February 13

- Review goals from 2016 & 2017; prioritize County Board goals for 2018 & 2019
- Projects, etc in progress/planned for 2018&2019 - courthouse remodel, administration integration & addition of license center, integration of Auditor/Treasurer position and staff, leadership development (on hold per Board directive), performance pay (possible on hold for more discussion)
- Discussions for work for 2018 & 2019 - comprehensive plan, zoning ordinance update, CHS, insurance, training & development & performance pay (see above); set overall goals of the Board

- Training Update from Wednesday - we are looking at some internal options for training facilitation with Franklin Covey but we are looking at the price and what we receive now.
- Insurance Joint Powers update - the Board met last week to discuss plan options and to approve Blue Cross agreements. The Advisory committee has been scheduled for March 15th to meet to review plan options and ideas.
- Social Media Breakfast (see attached flyer and help spread the word!)
 - Friday Feb. 23 from 8:00 AM to 9:30 AM

upcoming events

- Thursday Feb 15 - Broadband Summit Planning Meeting Call @ 10:00 - Region 9
- Thursday Feb 22 - NACo Webinar on County Roles and Opportunities in Reentry Planning Thu, Feb 22, 2018 1:00 PM - 2:15 PM CST
- Friday Feb 23 - MACA Executive Board Meeting @ St. Paul
- Tuesday Feb 27 - Board Meeting & work session with tour of Court Admin & Probation
- Feb. 28 - March 1 - AMC Legislative Conference
- March 5 (PM) - Broadband Planning Meeting @ Mankato
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Goals & Strategies Notes

On December 11, 2015 we held a goal setting session with the department heads and the County Board.

The top identified categories from the meeting today include (not in any order):

- Facilities
- Retention of Employees / Succession Planning
- Technology
- Department Restructuring
- Economic Development
- Communications

The work done at the meeting included looking at and development of goals and strategies for each of the categories identified using these definitions.

Goals: Broad statements of what the organization hopes to achieve in the next 5 years and will be broken into short term goals (1-3 years) and long-term goals (3-5 years). As part of the goal, characteristics or descriptions of the goal will be used to define the desired outcomes.

Strategies: Major approaches or methods for attaining goals. Each Goal will have strategies associated with it, and could have both short and long term components.

The next step will be to gather staff feedback on related action steps, via the survey mentioned above, and to bring that data back to the department head / county board group in January.

Action Steps: Specific, concrete, measurable statements of what steps will be taken to achieve a goal and its associated strategies. Action items incorporate additional detail including responsible parties, completion dates, resources required and success measures/metrics. Each strategy will have action steps for completion of that strategy.

Survey was sent out to all staff from Dec. 23 to Jan 7 to gain feedback on action steps related to the goals as developed on Dec. 15

The group met again on January 15 to further detail the strategies with action steps and assignments.

Each of the items were ranked at the Jan. 15 meeting and further action steps defined. Those highlighted in **RED** were determined, via vote, to have the most importance.

The group met again on March 9, made final updates to the plan. It is being presented to the Board for approval on March 22, 2016. This is a plan meant to be a guidance document with achievable goals and time lines as outlined. As a plan, it is always subject to change, and shall be reviewed at least annually.

Communications

GOAL:

Provide quality customer service by expanding communications between county departments and the community

Characteristics of the Goal:

- Brief Newsletters
- Website Improvements – Board updates, department updates, FYI’s
- Articles in local papers
- Utilize township / fire departments / other sources of information
- Tax statements / other department notices
- Facebook
- Twitter

Strategies & Action Steps to meet the Goal

Strategy #1: Better Utilize website & Department heads review departments’ website / Improve County Website

Action Steps	Assigned	Deadline
Dept Hds review and put more info out there – establish requirements for web pages	IT / Departments (could be part of best practices review)	June / July 2016
DH update websites at minimum on a monthly basis	DH / Administration	Monthly by 15 th
Look at options for staffing related to communication consistency, website updates, , website content, social media updates, communications, articles, etc and fit with economic development staffing	Administration	Ongoing
Develop Survey to determine needs – staff, residents, etc, website design, structure, look at other counties – review CTC to look at website, options for survey tools	IT / Computer Tech Cmte	June 30 2016
Send out survey – completed by Sept 15	IT	Sept 15, 2016
Review data and make recommendations	Computer Technology Cmte	Oct / Nov / Dec
Determine need for vendor change, develop process if needed for RFP, etc	Computer Technology Cmte	Oct / Nov / Dec
Submit recommendations to Administrator on next steps / needs	Computer Technology Committee	December 15, 2016

Strategy #2: Utilize Social Media sites such as Twitter, Facebook and others as identified

Action Steps	Assigned	Deadline
Determine if updates done by department or countywide	IT / Tech Cmte	September 2016
Review use policy	Admin & County Attorney	October 2016
Identify core group of administrators	Admin, EM, Sheriff, IT	October 2016
Develop best practices & Implement (Technology #3)	IT	2017

Strategy #3: Develop a program to teach/educate staff about what each other does and what each department does (i.e. Blue Earth County Ambassador program)

Action Steps	Assigned	Deadline
Present to Labor Management Safety Committee (LMSC) for review	Admin / Roxy	July 2016
Develop plan based on feedback	LMSC / Admin	Sept – Nov 2016
Implement if approved	Admin	2017

Strategy #4: Hold Town Hall Meetings

Action Steps	Assigned	Deadline
Review with County Board to see if they want to proceed	Roxy / Admin	July 2016
Review with Dept Heads if Board wishes to proceed	Roxy / Admin	August 2016
Recommendation from feedback	DH / Roxy / Board	October 2016
Implementation if recommended	DH / Roxy / Board	March 2017

Strategy #5: Develop quarterly newsletter / mailings to residents

Action Steps	Assigned	Deadline
Review for need in 2017	Administrator	March 2017

Strategy #6: Provide County wide updates for emergencies, accidents, and road closures

Action Steps	Assigned	Deadline
Review for options in 2017	Emergency Manager / Admin	March 2017

Department Restructuring

GOAL:

Design an organizational structure that will provide quality and efficient services to the public.

Characteristics of the Goal:

- Reduce the number of departments and department heads
- Provide better service
- One stop shopping
- Cross Training
- Efficiency – cost and services

Strategies & Action Steps to meet the Goal

Strategy #1: Develop a committee to determine which departments and services to include by looking at who, when, and how this work can be done.

Action Steps	Assigned	Deadline
Develop committee – Roxy send e-mail for members	1 comm, 3 DH, 3 staff - Administrator	April 15
Setting meeting dates for committees, establish structure, hold first meeting	Administrator	May 1
Committee should road trip to other counties as needed	Committee / DH's	As needed
Determine services to combine	Committee	July 31
Sub-committees formed based on dept's / duties being reviewed	As needed	September 2016
Recommendation to Administrator for review	Committee	November 1, 2016
Recommendation to the Board	Administrator	Nov / Dec 2016

Strategy #2: Implement LEAN programs and processes (Develop a Continuous Improvement culture)

Action Steps	Assigned	Deadline
LEAN team established – going to Facilitator training (7 staff)	Administrator	Feb 16 First Meeting
First Kaizen Event	Sibley C.I.A (LEAN TEAM)	March 23-25
LEAN team set goals and strategies; develop process to	Sibley C.I.A	April 30

submit ideas, forms, intranet page		
Every DH should come up with at least 1 area for potential LEAN	DH to Sibley C.I.A	June 30
50% of projects in 2016 & 50% of projects in 2017 – Plan by Lean Team to Administrator	Sibley C.I.A	Sept 30, 2016
Cross training staff: output	Sibley C.I.A / Administration	Dec 2016 / ongoing
Develop LEAN training plan for 2017	Sibley C.I.A	Dec 2016 / ongoing

Strategy #3: Establish a help desk or central information center

Action Steps	Assigned	Deadline
Review need after strategy #1 recommendation	ALL	2017

Strategy #4: Cross training of staff; keep specialists as needed

Action Steps	Assigned	Deadline
Review and update after strategy #1 completed	ALL	March 2017

Economic Development

GOAL:

Supporting an economic plan that promotes business retention and expansion through financial incentives, technological advances and through partnership with cities, townships and non-profit associations.

Characteristics of the Goal:

- Tax Incentives
- Opportunities provided by increased technologies
- Increase adequate housing
- Amenities to retain aging populations
- Attract new residents

Strategies & Action Steps to meet the Goal

Strategy #1: Determine needs of County residents in the areas of housing location needs, amenities, demographics and develop a strategic plan (see #2)

Action Steps	Assigned	Deadline
Survey – housing types & locations, infrastructure capabilities, amenities, etc – sent out	Administrator / Cities / Econ Committee	May 1, 2016
Review survey and summary plans for review	Administrator / Econ Committee	July 1, 2016
Determine amenities existing & those needed	Econ Committee	July 15
Determine Sibley County’s “selling” points	Econ Committee	August 15
Develop Housing Plan in coordination with Strategic Economic Plan	Econ Committee / Administrator	Sept / October 2016
Semi-annual municipalities mtg – bring in state demographer re: trends so leaders are informed	Administrator	Fall 2016
Current Economic Development Committee will be working on all of these strategies	Econ Committee	ongoing
Present Plan to Board		November 2016
Look at staffing options for economic development	Administrator	ongoing

Strategy #2: Establish county-wide Economic Development Action Team & Strategic Plan

Action Steps	Assigned	Deadline
Team developed already – first mtg was Tuesday	Economic Dev Committee / Administrator	Ongoing Monthly
Survey Businesses about future of Sibley County / gather data	Economic Dev Committee / Administrator	March & April 2016
Develop strategic economic development plan for Sibley County	Economic Dev Committee / Administrator / staff	June 1, 2016
Comments from business and residents on plan	Economic Dev Committee / Administrator / staff	June / July / August
Final Plan presented to Committee	Administrator	September 13, 2016
Final Plan presented to County Board	Economic Dev Committee / Administrator	Oct / November 2016

Strategy #3: Housing Policy review and development (may be rolled into #2 as part of strategic plan)

Action Steps	Assigned	Deadline
Review other jurisdictions housing policies and plans	Administrator / Econ Committee / Intern	June – October 2016
Based on adopted housing plan, develop housing policy	Administrator / Econ Committee	December – Jan 2017
Housing Policy Review	Administrator / Econ Committee	Feb – March 2017
Implement Housing Policy & practices	Administrator / County Board	April – May 2017

Strategy #4: Develop a tool box of incentives for businesses

Action Steps	Assigned	Deadline
Based off Economic Development Strategic Plan	Administrator	Jan – June 2017
Review types of incentives with the Board (strategic plan)	Econ Committee / staff	TBD

Strategy #3: Develop a communication plan for Economic Development

Action Steps	Assigned	Deadline
Develop plan to communicate adopted strategic plan	TBD / staff	Jan – June 2017

Facilities

GOAL:

Monitor our existing structures and make improvements, and evaluate and address space needs and security issues.

Characteristics of the Goal:

- Update security systems
- Update older structures
- Evaluate parking needs
- Evaluate building space
- Review Building efficiencies

Strategies & Action Steps to meet the Goal

Strategy #1: Review building security and employee security

Action Steps	Assigned	Deadline
Security assessment	Bryan & Karen M	March 16, 2016
Reassess SCSC security	Bryan	March 16, 2016
Research items on security assessment for cost, feasibility, process, etc	Bryan, Roxy, Karen, Security Committee	May / June / July 2016
Review of safety related items by LMSC	LMSC & Roxy	May / June / July 2016
Recommend implementation to Board of options for 2017 Budget	LMSC , Security Committee & Roxy	August 2016
Develop intercom notification system – both buildings	Vicki & Beth	Ongoing

Strategy #2: Evaluate building space needs as part of department restructuring and location

Action Steps	Assigned	Deadline
Each department evaluate space	Individual DH's	2017
Report department needs to Administrator (after restructuring plan)	Department Heads / Restructuring Committee	2017
Complete a space needs report for the Board	Administrator	2017

Strategy #3: Assess energy efficiencies in buildings

Action Steps	Assigned	Deadline
Request and compile energy usage numbers	Jim & Roxy	September 2016
Review and make recommendations for improvements based on usage	Jim & Roxy	June 2017

Strategy #4: Evaluate existing public works shops

Action Steps	Assigned	Deadline
Compile list of current spaces / review needs	Tim, Roxy, Consultant	July 2016
Prepare report on deficiencies and needs	Consultant	December 2016
Recommendations, options and review for 2018 budget	ALL	June 2017

Strategy #5: Develop a maintenance / cleaning / upkeep plan for existing buildings

Action Steps	Assigned	Deadline
Review current strategies	Jim G	Dec. 2016

Retention of Employees / Succession Planning

GOAL:

Provide work-life balance with comparable pay to recruit, employ and retain staff. Provide opportunities to retiring and current senior staff to assist in succession planning, ensuring a quality work force for generations to come.

Characteristics of the Goal:

- Pay structure comparable to current market value
- Succession plan in place meeting needs of retiree and individual department with least impact on service
- Continuous training and improvement environment
- Cross training, leadership and coaching opportunities
- Implement employee suggestions to improve services

Strategies & Action Steps to meet the Goal

Strategy #1: Pay for performance system in place

Action Steps	Assigned	Deadline
Review & select different procedures to develop & decide COLA, mentoring, discuss longevity - recommendations	Roxy & Performance Committee & Dept Heads	September 2016
DH's to do regular ongoing performance evaluation, meet with employees. DH's performance management training started January 2016	DH – January to March	March 2016, 2017
Develop and send ideas to established committee for review – forms, procedures, performance criteria, performance %, as requested by committee	ALL	March to September 2017
Meet with unions as needed to negotiate implementation for 2019	Admin	Fall 2016 & 2017 & 2018
New Performance Eval Forms need to be complete – These will be used for the reviews done Jan – March 2019 based on performance from Feb 2018 – Jan 2019	ALL Forms by Admin with Committee review	January 2018
Training – develop calibration process	Roxy & Performance Comm	Fall 2017 & 2018
Mentor individuals at end of curves	DH's	Ongoing process
Implement Pay for Performance plan if adopted – 2 nd Payroll 2019	ALL	2019

Board Adopted March 22, 2016

Strategy #2: Mentor & succession planning training program / onboarding

Action Steps	Assigned	Deadline
New employees – orientation buddy assigned (like employee)	Kim & Roxy & LMSC members	July 1, 2016
3 & 6 month probation reviews	Ongoing DH's	ongoing
Cross training, mentoring to accept responsibility of sup or DH absent <ul style="list-style-type: none"> Develop Mentoring Program 	DH / Admin / HR / LMSC	April 2017
Shadowing other departments or other counties	As needed	All
Onboarding Program / New Employee Orientation	Kim & Roxy & LMSC	Sept 30, 2016

Strategy #3: Early Retirement Incentive Programs (listed in Strategy #2)

Action Steps	Assigned	Deadline
Review other counties and options	Roxy / DH's	Jan – March 2016
Present information at DH Meeting	Roxy	March 9, 2016
Board work session discussion(will determine next steps) to look at rule of 90 concepts	DH / Roxy	March 22, 2016
Submit plan to Board or no plan recommendation	Roxy	April / May 2016
If move forward, start work on final plans	All	July – Sept 2016

Strategy #4: Keep up with market value related to compensation (i.e. – pay more)

Action Steps	Assigned	Deadline
Annual Review of Market data (Jan – Feb) <ul style="list-style-type: none"> Review market data for comparable counties Review pay ranges Review range movement 	Roxy	March 2016, March 2017
Present to Board changes as needed or recommended	Roxy	April 2016, April 2017
Implement 2017, 2018 as needed and approved	Admin	2017 & 2018

Strategy #5: Training programs to improve work force skills

Action Steps	Assigned	Deadline
Discuss and develop list of training programs & options	Labor Mgmt Committee	Oct 2016 - Jan 2017
Survey staff to prioritize down programs and options	Labor Mgmt Committee & Roxy	Feb / March 2017
Develop plan to implement training options; including budget items	Labor Mgmt Committee & Roxy	April – June 2017
Recommend plan to Administrator / Board during budget process	Admin	July – August 2017
Implement 2018	Admin	

Strategy #6: Work Life Balance

Action Steps	Assigned	Deadline
Review topic with Labor Management Committee	Roxy / Labor Mgmt Committee	May 2016
Labor Management to discuss / develop survey / options	Roxy / Labor Mgmt Committee	August 2016
Survey Staff	Admin / HR	Sept /October 2016
Report staff responses to Labor Management Committee	Admin	November 2016
Recommend policy, program or other changes to Administrator / Board	Labor Mgmt Committee	December 2016

Technology

GOAL:

Utilize and fund technology advancements that are geared toward improving employee efficiency, simplifying tasks and improving services to constituents.

Characteristics of the Goal:

- Employees jobs more efficient
- Funding Technology
- Education on available technology
- Modern / cutting edge
- Training on and full utilization of technology

Strategies & Action Steps to meet the Goal

Strategy #1: Provide online services within 5 years regarding property data and information including Assessor, GIS, Treasurer, and Environmental Services (i.e. specific property value, notice of value; GIS Pictometry, Tax Statements & TNT, permitting, etc all online)

Action Steps	Assigned	Deadline
Assessor, GIS, ES, Treas & Aud meet to determine timeline & needs	Assessor, GIS, ES, Treas & Aud	June 30, 2016
Report to Tech Committee	Assessor, GIS, ES, Treas & Aud	June / July 2016
Prepare a plan to meet the needs with 1-3-5 year goals	Technology Committee	August 15, 2016
Present plan to Administrator during budget process	Technology Committee	August 2016
Board planning and budget process as needed	Roxy / Tech Committee	Sept – Oct 2016
Adopt plan		Nov 2016
Implement plan		2017 - 2018

Strategy #2: IT to develop computer replacement plan

Action Steps	Assigned	Deadline
IT to maintain list of all county computers	IT	March 2016
IT to determine how often computers / technology to be replaced	IT	April 2016
IT to check with departments for any new technology needs	IT	April / May 2016
IT to submit annual budget and replacement plan to Administrator	IT	June 15, 2016 (ongoing)
Administrator to review / add computer items to overall budget and capital improvement plan (Each year)	Admin	August 2016

Strategy # 3 - Develop Best Practices for both website and Social Media

Action Steps	Assigned	Deadline
Review existing policy and make recommendations for changes	IT	Dec 2016
Set up Best Practices	IT / Technology Committee	2017
Review with Departments and Board	IT / Technology Committee	2017
Implement	IT / Departments	2017

Strategy #4: Fund Full-Time GIS Position

Action Steps	Assigned	Deadline
Review GIS position needs after strategy #2 plan is completed	ALL	January 2017

Strategy #5: Use already available technology to improve internal efficiencies

Action Steps	Assigned	Deadline
IT implement & train instant messaging	IT	Ongoing
Assess need for Public WiFi / Educate DH's on county wireless system	IT	November 2016
Calendar use for meeting needs	IT	June 2016

Strategy #6: Technology Training Plan

Action Steps	Assigned	Deadline
Discuss and develop list of training programs & options	LMSC	Oct 2016 - Jan 2017
Survey staff to prioritize down programs and options	LMSC & Roxy	Feb / March 2017
Develop plan to implement training options; including budget items	LMSC, Tech Cmte & Roxy	April – June 2017
Recommend plan to Administrator / Board during budget process	LMSC, Tech Cmte & Roxy	July – August 2017
Implement for 2018	ALL	2018

- April 4-6 - AMC Leadership Summit
- April 5 - Broadband Summit @ Mankato
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Sibley County: A safe, healthy, progressive county providing quality public service in a cost effective manner through innovation, leadership and cooperation.

Goals 2016/2017 Report
February 12, 2018

Section 1 Goals Met 2016/2017

Communications

- Better Utilize Website
 - Departments update pages at least monthly and report to Administrator
 - Items have been added to the website pages
 - Links have been added to website pages
 - The Tech Committee recommended and is working on the website update/redesign that was approved by the Board in late 2017
- Utilize Social Media
 - We now have a County Facebook page, this is used by many departments
 - The Board adopted a Social Media Policy
- County Wide Emergency Management Updates
 - Code Red was implemented, residents can sign up on our website to be included in notices
 - Facebook is being utilized to send out EM notices
 - IPAWS is being used
 - Email notices are sent to internal county staff on related events

Restructure

- Restructure Committee
 - The Committee made recommendation to the Board for changes and this was adopted and implemented with changes by the Board
 - Reduced the number of departments and department heads
- Implement LEAN
 - Continuous Improvement Action (CIA) Committee was formed and is ongoing
 - Several Kaizen Events were completed included hiring, expenses, ditches
 - Ongoing department work is being done in the area of continuous improvement
 - CIA reported to Board in late 2017 (report will be attached)
 - Department heads will be reviewed in part on continuous improvement

actions

Facilities

- Review Building Security
 - Security review was completed in August 2017
 - Security grant was written and granted in Sept. 2017 for improvements in 2018
 - Security upgrades, such as lighting, access doors part of courthouse project in 2018
- Implement Cleaning Plan
 - This is ongoing, working with DAC, a regular cleaning schedule has been implemented
- Assess Energy Efficiency
 - Courthouse Project reviewed and approved 2017 to Update and replace old HVAC and electrical and make more efficient systems
 - Lighting controls will include sensors and detectors as to create efficiencies
 - Redundant boiler system will be more efficient
 - Service Center lighting evaluated in 2017, being updated with new LED lights (with rebates) in 2018
- Evaluate Restructure Space Needs
 - Ongoing process during the courthouse project
 - Plans completed and approved by the Board for combined Auditor/Treasurer space, one IT space, County Attorney space, etc

Retention / Employees

- Review Early Retirement Options
 - This was completed, plans was presented to the Board and discussed, and it was decided to not pursue this option
- Compensation Review / Market Value
 - Market value payscales were implemented in 2016
 - As part of this implementation, additional adjustments were made for existing staff based on longevity with the county
 - Market value general adjustments of 2% each were made in 2017 and 2018

- Training Programs for Employees (just a few examples)
 - Excel Training was conducted in 2016
 - Instant Messaging Training was done
 - Lynda.com training was made available to staff in 2017 and 2018 for a variety of training topics
 - LEAN Training was held in 2016
 - Facilitator Training was offered in 2016 and 2017
 - Training is ongoing

- Work Life Balance
 - Paid Time Off was added to the Personnel Policy in 2017 to allow more flexibility in time-off for employees
 - Ongoing – LMC/Safety will look at this more in 2018

Technology

- IT Computer Plan
 - Replacement Planning and Procurement of technology now being done by the Technology Office
- Technology Training
 - Excel, Groupwise, Instant Messaging, Lynda.com, and more and ongoing
- Best Practices Web / Social Media Policy
 - Website, Technology and Social Media policies were adopted in 2016 and also then updated in 2017
- Fund Full-Time GIS position
 - This was completed in 2017
- Improve Internal Efficiencies
 - Email training, messaging training
 - Planned for moving the GIS position to same office location as other Technology staff in 2018

Economic Development

- Establish Countywide Economic Development Team
 - Committee meets 2-4 times per year
 - Annual strategy discussed and approved
 - Needs to be part of overall Comprehensive Plan (if done)

- Housing Needs Analysis & Policy
 - County decided to not participate in 2017 Housing Needs Study
 - Data was gathered and reviewed by Econ Dev. Committee in 2016
 - Needs to be part of overall Comprehensive Plan (if done)

- Tool Box for Businesses
 - Loan Programs are now all online and links for the cities are included as well
 - Tax Abatement program information is now compiled and available online
 - Multiple resources are now online and available for programs such as Region 9, SMIF, Small Business Development Center, Small Business Administration, and others
 - Community Development Manager hired full-time in 2018, completes extensive business visits to share this information as well as others

Section 2 Goals in Progress

Property Data and info Online

- Group meetings were held to discuss planning
- Planned in 2019/2020 Capital Improvement Plan
- In process of scanning documents and records in preparation for going online

Mentor/Succession Planning

- Staff development fund have been budgeted for 2018
- In process of looking at training and planning for changes

Website Design

- The Tech Committee is currently working with Revize on new website to be live in 2018

Pay for Performance

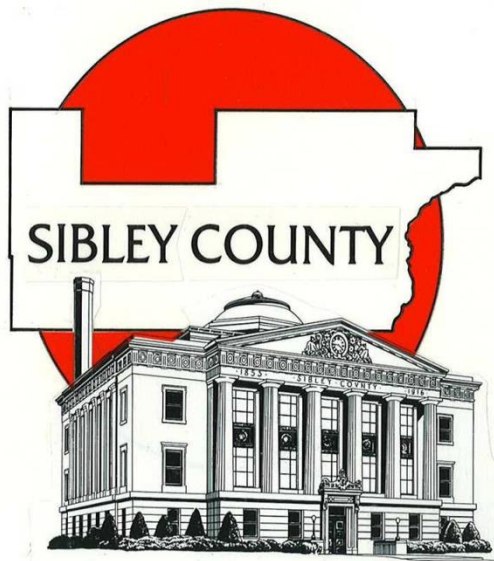
- Committee met 2 times in 2016 to discuss ideas decided not ready to move forward yet with full plan
- Implemented 2017 and 2018 “performance step” in policy
- New Committee formed in 2018 to review need for program and readiness for program

Establish Help Desk

- Part of restructure review with committee, not assigned to any department, continue to review as to need and location during restructure

Section 3 Goals Not Done or Not Proceeding

- Program to Teach staff about other departments
- Town Hall Meetings – discussed with Board by Administrator, directed to not proceed
- Newsletter Mailing – discussed with Board by Administrator, directed to not proceed



Sibley County Social Media Breakfast

Friday, February 23

8:00 a.m. to 9:30 a.m.

**Sibley County
Commissioners Room**

FREE event!

Have you wanted to jump on the social media train?

Are you intimidated by starting a Facebook page?

**Do you wonder how you would find the time to use social media
for marketing?**

Where do you find the content for Facebook posts?

Join us for this FREE event on February 23. Social media and website consultant Shannon Frost will be in the Commissioners Room at the Sibley County Courthouse to demonstrate the impact of using Social Media to promote your business.

- There are approximately 66,000 people between the ages of 13 and 65 on Facebook within a 34 mile radius of Gaylord
- 59% of Americans with social media accounts think that customer service through social media has made it easier to get questions answered and issues resolved
- 2 million businesses use Facebook for advertising. Social media advertising is one of the cheapest advertising forms

This event is free, but please RSVP to Amy Newsom at 507-237-4117 by February 21st.