

**Government Review Committee  
Meeting Notes  
March 13, 2008**

**Present:** Lowell Kelsey, W. Gary Edwards, Jane Powers, Bill Dashnaw, Pattie, Ritchie, Ruth Ayan, Pat Turbett, Bill Serafin, Phil Cosmo, Dave Patterson, Ruth Doyle and Tedra Cobb

**Overview of Meeting:** The Committee reviewed each item in the Action Plan and received an update on any activities taken since the last meeting.

**Next Meeting:** June 5<sup>th</sup> at 3pm in the Human Services Building, Economic Development Classroom.

<i>Short Term</i>		
<b>Action Items</b>	<b>Team/Completion Date</b>	<b>Update and Discussion</b>
<p>Explore opportunities for shared services and consolidation between County departments</p> <ul style="list-style-type: none"> <li>• Create standardized process for executing contracts</li> <li>• Develop process to respond to grants favorable to county's interest</li> </ul>	<p>Bill Serafin, Keith Zimmerman</p> <p>Completion Date: Jan, 31<sup>st</sup>, 2008</p>	<p>Ruth Ayan handed out a draft for contracts and tracking outcomes/ reporting. The template was developed by the Community Services Board. She will bring it to the other Dept Heads to review and will also seek feedback from some outside agencies in order to create a template.</p> <p>We discussed that each agency should provide a summary of their Annual Report, budget for previous three years, and total cash on hand.</p>
<p>Review process of reporting and accounting for Capital Projects in all County departments.</p>	<p>Bill Dashnaw, Bob McNeil, Keith Zimmerman, Natalie Aldrich and Karen St. Hilaire</p>	<p>There was no report</p>

*Short Term*

<p>Staff Development</p> <ul style="list-style-type: none"><li>• Conduct succession planning and cross training process</li><li>• Conduct staff development training targeting mandatory Continuing Education Units (CEU), training in management and adaptive skills</li><li>• Assessing opportunities for tele-education and on-line training</li><li>• Conduct employee satisfaction survey</li><li>• Increase opportunities for creating an entrepreneurial culture within county government<ul style="list-style-type: none"><li>○ Create a process for employee suggestion box</li><li>○ Creating a meaningful incentive program</li></ul></li></ul>	<p>Karen St. Hilaire, Natalie with assistance from employees and dept heads</p> <p>Completion Date: Training Plan- January 2008</p> <p>Employees Satisfaction Survey – March, 2008</p>	<p>Laura Perry forwarded a draft employee satisfaction survey to Jane and Joanne Sevick. The draft was handed out. This could be developed into two surveys – an employee survey and a customer service survey. **</p> <p>We agreed that Laura Perry should be asked to participate in this subcommittee and also a union representative.</p> <p>There was no report regarding staff development training.</p>
<p>Conduct assessment of mileage and car policy and explore cost saving opportunities such as creating a county fleet</p>	<p>Bob McNeil, James Davis, Bill Dashnaw, Bill Serafin, Gary Jarvis</p> <p>Completion Date: March 2008</p>	<p>The resolution to purchase a fleet of five cars for DSS and five cars for Public Health will be brought to the BOL this month at a special board meeting.</p> <p>Ruth Doyle is working on gathering other county's travel policies with the goal of having a draft for our next meeting.</p>

*Short Term*

<b>Action Items</b>	<b>Team</b>	<b>Update</b>
Create and disseminate a Local, State and Federal organizational resource guide	Pattie Ritchie and Chandra Wirtz	Pattie reported that the 2008 directories are in the process of being printed.
Explore ways to be more customer driven: <ul style="list-style-type: none"><li>• Conduct a community satisfaction survey/suggestion box</li><li>• Explore and identify ways to better communicate with public</li><li>• Design and conduct a marketing/public relations campaign</li><li>• Increase community outreach and education on county services</li><li>• Implementation of 211 system</li><li>• Create and distribute a County Newsletter</li></ul>	Joanne Sevick and Jane Powers, Karen St. Hilaire, Connie Martin  Completion Date:	See above under Staff Development**
Review and update current code of ethics and local ethics law- including responding to FOIL requests	Chandra Wirtz, Jane Powers, Tedra Cobb and Mike Cunningham  Completion Date: March 2008	An Ethics Law and Disclosure Form have been completed in draft form. We will present a resolution for a Public Hearing to get the discussion going and get feedback on edits.  Jane will send out the drafts to the Government Review Committee

*Short Term*

<p>Conduct assessment of current insurance program and catastrophic coverage</p>	<p>David Forsythe, Peter Lekki, Natalie Aldrich, Karen St. Hilaire</p> <p>Completion Date:</p>	<p>An RFP for catastrophic insurance has been sent out.</p>
<p>Review current resource allocation and funding process and exploring further partnering opportunities with “outside” agencies</p>	<p>Judy Wendt, Joan Narrow, Pat Kelly, Joanne Sevick, Karen St. Hilaire, Bob McNeil</p> <p>Completion Date:</p>	<p>Bill Serafin was working on the contracts and will meet with Ruth Ayan, Peter Lekki and create a template for our review. This will be done in concert with Action Item #1.</p>
<p>Assess current process for appointing advisory and governing boards and explore ways to increase communication with and public access to minutes, by-laws and actions taken by boards.</p>	<p>Tedra Cobb and Jane Powers</p> <p>Completion Date:</p>	<p>There was discussion in the BOL on reporting outcomes of committees to the Board. It was agreed that each committee will report to the jurisdictional committee quarterly. The Government Review Committee reports to the Operations Committee.</p> <p>We will continue to encourage Advisory Boards to post their minutes on-line to increase access to County Government.</p>

*Long Term*

<b>Action Items</b>	<b>Team</b>	<b>Update</b>
Review relationship, decision making, policy implementation and communication with State and Federal government	Karen St. Hilaire, Sam Burns, Leg. Liaison, Chair of Board, Patrick Kelly	No report
Explore opportunities for consolidation and municipal sharing of services	Gary Edwards, Bill Serafin, Bill Dashnaw, Jim Smith, Pat Turbett, Lowell Kelsey, Joan Narrow, Bob Wells, Jane Powers	There have been several grants that have been submitted:  The County Treasurer applied for a County Tax Collection System Study Grant  Real Property has applied to ORPS for a grant to study county-wide assessment or more coordinated assessment.  Bill Dashnaw reported that the Town, Village, and School system in Canton are meeting to discuss a shared salt shed and other services.
Conduct Strategic Planning with the Board of Legislators and County Departments	Chair, Tedra, Administrator, Bill Serafin	No report
Explore reaction to and opportunity for Community Wide Standards and procedures	Jane Powers and town officials	Jane continues to work with the county Code Enforcers. They have brought forward ideas for better training, more standardized enforcement, etc. and will apply for grants to further their agenda as they become available.

**Other Discussion Areas:**

- Pattie reported that she is surveying all Departments to assess what they are currently doing regarding records management and what their needs may be now and in the future.
- We suggested that the Space Committee needs to reconvene to meet with Department Heads regarding satellite offices and to work with Pattie on space for records.