

**Government Review Committee  
Meeting Notes  
12/16/2008**

**Present:** Chandra Coffey, Chris Boulio Deborah Kent, Ruth Ayen, Jane Powers, and Tedra Cobb.

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

<i>Short Term</i>		
<b>Action Items</b>	<b>Team/Completion Date</b>	<b>Update and Discussion</b>
Analyze various types of contracts, obligations and procedures and explore liability, minimum requirements and accountability standards.	Ruth Ayen, Peter Lekki and Andrew Moses, Keith Zimmerman and Ruth Doyle  Completion Date: September 1, 2008 – draft  January 1, 2009 - Completion	Keith has collected various samples of contracts.  The next step is for this committee to meet to review the contact categories, update those that have out of date language, especially with regard to liabilities, and make recommendations for changes.
Review process of reporting and accounting for Capital Projects in all County departments.  Review process for updating the Board on open Capital Projects	Bill Dashnaw, Bob McNeil, Keith Zimmerman, and Karen St. Hilaire	No action has been taken on this item.

*Short Term*

<b>Action Items</b>	<b>Team/Completion Date</b>	<b>Update</b>
<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></ul>	<p>Chris Boulio, Karen St.Hilaire</p> <p>Completion Date:</p>	<p>In an effort track current training efforts throughout the County, Chris is communicating with Department Heads to have them forward mandatory training and other trainings done in each department. The goals is to identify the mandates trainings to ensure that those are met, while identifying other training needs and ways to share resources to meet those needs.</p> <p>Tedra and Chris met to discuss succession planning and cross-training. Chris will continue to work on barriers and opportunities.</p>
<p>Conduct assessment of County policies to explore cost saving and efficiencies.</p>	<p>Bob McNeil, Bill Dashnaw, Debbie Kent and Ruth Doyle, Chris Boulio</p> <p>Completion Date:</p>	<p>No work has been done since the last meeting on the cell phone policy.</p> <p>Chris agreed to head up policy reviews since they may have an impact on the terms and conditions of employment. He agreed to work on the cell phone policy and to review the travel policy. He will review the policy with regards to the IRS rules.</p>

*Short Term*

<p>Review and update current code of ethics and local ethics law- including responding to FOIL requests</p>	<p>Chandra Wirtz, Jane Powers, Tedra Cobb, Mike Cunningham, Peter Lekki, and Andrew Moses</p>	<p>This item is still in committee with the BOL.</p>
<p>Explore ways to be more customer driven:</p> <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>• Create and distribute a County Newsletter</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>○ Create a meaningful incentive program</li></ul></li></ul>	<p>Joanne Sevick and Jane Powers, Connie Martin</p> <p>Completion Date:</p>	<p>No action has been taken on this item.</p> <p>Chris Boulio agreed to participate on this Action Item.</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>No action has been taken on this item.</p>
<p>Review current resource allocation and funding process and exploring further partnering opportunities with “outside” agencies</p>	<p>Judy Wendt, Joan Narrow, Joanne Sevick, Ruth Doyle, Bob McNeil</p> <p>Completion Date:</p>	<p>No action has been taken on this item.</p>

*Long Term*

<b>Action Items</b>	<b>Team</b>	<b>Update</b>
Explore opportunities for consolidation and municipal sharing of services	Gary Edwards, Bill Serafin, Bill Dashnaw, Jim Smith, Pat Turbett, Lowell Kelsey, Joan Narrow, Jane Powers	Work has continued in this area with SMSI grant applications and meetings. We have several SMSI grant applications being developed and work continues on many already received. Treasurers office – study completed for shared tax system – discussion set for February Finance meeting. Real Property – shared assessment - study completed - presentation to the Board will take place in December. Personnel – insurance study – RFP went out and Locy and Cahill were sole bidders to conduct the study. Highway – applications will be submitted for several shared salt/storage sheds and fuel island projects
Conduct Strategic Planning with the Board of Legislators and County Departments  Explore opportunities for shared services, cost savings and potential consolidation between County departments	Chair, Tedra Cobb, Administrator, Joanne Sevick, Ruth Doyle, Bill Dashnaw	No action was taken on this item.
Explore reaction to and opportunity for Community Wide Standards and procedures	Jane Powers and town officials	No action was taken on this item.