

Character: build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

Excellence: promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

Community: embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

Core Values

| Objectives | Quarter to be Complete | Staff | Core Value | Comments |
|---|------------------------|----------|-------------|--------------|
| Complete Summer hiring process | A | Scott S. | Excellence | Not Complete |
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| Complete Full-Time Personnel Policy Manual | A | Scott S. | Excellence | Not Complete |
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| Conduct Part-Time Manual Training for all seasonal hires | A | Scott S. | Excellence | Not Complete |
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| The Finance Department will update the fixed asset records of the District using AssetMax software. | A | John S. | Stewardship | Not Complete |
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| Attend a minimum of one training workshop or conference per quarter. | A | John S. | Excellence | Not Complete |
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| Assist Risk Manager (or designee) with Accident Reports and Worker's Compensation claim reporting to PDRMA. | A | Aleta K. | Excellence | Not Complete |
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| The Finance Department will maintain the fund accounting software (Incode) as well as QuickBooks. | A | John S. | Innovation | Not Complete |
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| Start implementation of newly created Part-Time wage scale | B | Scott S. | Stewardship | Not Complete |
| Plan Wellness Challenge & Wellness Kickoff Event | B | Scott S. | Community | Not Complete |
| Hold Benefit fair for full-time / key part-time employees | B | Scott S. | Excellence | Not Complete |
| Review potential sessions for the 2018 IAPD/IPRA state conference as a member of the A&F Program Committee. | B | John S. | Excellence | Not Complete |
| The audit will be completed and approved by the Board on September 18, 2017. | B | Aleta K. Eliza H. John S. | Stewardship | Not Complete |
| The annual Certificate of Achievement in Financial Reporting Award will be applied for by October 16, 2017. | B | John S. | Excellence | Select One |

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| The health insurance options for the District will be researched and a recommendation will be made to the Board of Commissioners by November 6, 2017. | C | Scott S. | Excellence | Not Complete |
| | | John S. | | |
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| Attend continuing education seminars | C | Scott S. | Innovation | Not Complete |
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| Prepare for 2018: New-Hire, Re-Hire Packets, Anniversary Gift Schedule, Performance Review Schedule, Employee Spotlight Schedule, etc. | C | Scott S. | Excellence | Not Complete |
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| The Finance department will assist the Executive Director and staff in preparation of the annual budget. | C | Aleta K. | Stewardship | Not Complete |
| | | John S. | | |
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| Work with the Management Association on the updated Compensation Study for IPRA. | C | John S. | Innovation | Not Complete |
| | | Scott S. | | |
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| Conduct Full-Time Staff Training - Recruiting or Professionalism | D | Scott S. | Innovation | Not Complete |
| Purge Incode of outdated employee records to free up space | D | Scott S. | Stewardship | Not Complete |
| Plan part-time employee appreciation lunch | D | Scott S. | Community | Not Complete |
| Using the data from User Data, input the budgeted cash flows into Incode for the new fiscal year. | D | John S. | Stewardship | Not Complete |
| Create and inplement a compensation policy for the district. | D | John S. Scott S. | Excellence | Not Complete |