

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

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

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

Core Values

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

19-20 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Complete Summer hiring process	A	Scott S.	Excellence	Complete
Conduct Part-Time Manual Training for all seasonal hires	A	Scott S.	Excellence	Complete
Conduct employee satisfaction survey and review	A	Scott S.	Innovation	Complete
The Finance Department will update the fixed asset records of the District using AssetMax software.	A	John S.	Stewardship	Not Complete
Attend a minimum of one training workshop or conference per quarter.	A	John S.	Excellence	Not Complete
The Finance Department will maintain the fund accounting software (Incode) as well as QuickBooks.	A	Eliza H. John S.	Innovation	Not Complete
Assist Risk Manager (or designee) with Accident Reports and Worker's Compensation claim reporting to PDRMA.	A	Aleta K.	Stewardship	Not Complete

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Work on strategy for minimum wage increases	B	Scott S.	Stewardship	In Progress
Complete 2019 FT & PT Employee Manuals	B	Scott S.	Excellence	Complete
Hold Benefit fair for full-time / key part-time employees	B	Scott S.	Excellence	In Progress
Attend a minimum of one training workshop or conference per quarter.	B	John S.	Innovation	Select One
The audit will be completed and approved by the Board on September 16, 2019.	B	Aleta K. Eliza H. John S.	Stewardship	Select One
The annual Certificate of Achievement in Financial Reporting Award will be applied for by October 31, 2019.	B	John S.	Excellence	Select One
Attend a minimum of one training workshop or conference per quarter.	B	John S.	Innovation	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 7, 2019.	C	Scott S.	Excellence	Not Complete
		John S.		
Attend continuing education seminars	C	Scott S.	Innovation	Not Complete
Work on 2020 Compensation / Salary Structure for FT Employees. Consult with Phil Olsen from Leading Edge.	C	Scott S.	Stewardship	Not Complete
		John S.		
The Finance department will assist the Executive Director and staff in preparation of the annual budget.	C	Aleta K.	Stewardship	Not Complete
		Eliza H.		
		John S.		
		Scott S.		
Attend a minimum of one training workshop or conference per quarter.	C	John S.	Excellence	In Progress
	Select One	Select One	Select One	In Progress
	Select One	Select One	Select One	In Progress

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Purge Incode of outdated employee records to free up space	D	Scott S.	Innovation	Not Complete
Plan part-time employee appreciation lunch	D	Scott S.	Community	Not Complete
Conduct all Full-Time Staff Training	D	Scott S.	Character	Not Complete
Attend a minimum of one training workshop or conference per quarter.	D	John S.	Innovation	Not Complete
Using the data from User Data, create the budgeted cash flow worksheets for the new fiscal year.	D	John S.	Stewardship	Not Complete
Create Budget and Appropriations Ordinance for FY 2020-21 and file with Cook and lake Counties after approval by Board of Commissioners in April, 2020.	D	John S.	Stewardship	Not Complete