

From: Roxy Traxler
To: Commissioner; Gary Kruggel
Date: 1/5/2018 8:30 AM
Subject: Board Update 1-5-18

Happy Friday! Here are some updates on what is happening in the office, where I am happy to report it is warm and toasty inside.

- Roxy

Leadership and Organizational Training - Leadership at the Helm / Siccora Consulting Program Update

- We have reached out to Siccora Consulting to learn more about their program, which a few of you saw at the AMC conference in December and thus requested more information on the program. Below is a brief outline of the process, and I have a call set up with Dr. Sicora next week to discuss in more detail so a proposal can be developed for us. We do have funds in our professional services budget for training in 2018.

Process for Organizational Transformation (from Sicora Consulting)

- Discovery Phase

Activities: Interviews, Focus Groups, Surveys (including 8 Factors of Engagement baseline), and Analysis

Intention: To discover the positive core of the organization, and understand what might be getting in the way of system optimization.

- Program Kickoff

Activities: Leadership at the Helm & Discover the Leader Within

Intention: To understand the balanced approach to organization effectiveness and transformation. For each individual to understand the unique leadership style they bring, and how appreciative inquiry can help to bring out the positive core in everyone and the organization.

- Program Progression

Activities: Completely depends upon what was uncovered during the Discovery and Kickoff phases.

Focus Areas can include:

- Strategy
- Leadership development
- Purposeful Culture of Trust
- Team Effectiveness
- Employee Engagement
- Process Management and Work Flow
- Client, Customer, Community Engagement
- Measuring Results (creating a culture of accountability and performance)

- Program Maintenance & Sustainability

Activities & Intention: Setting up a maintenance schedule that always for continued measurement and improvement activities using the Helm model and methodology to ensure continuous improvement and sustainability.

I hope this helps as a nice outline to start, obviously there are many activities and elements that help to make this all happened, and one phase feeds into the next, each being very unique based upon the organization we work with.

You can find more information at <https://sicoraconsulting.com/> and with these video clips:

Short Video https://youtu.be/1zv_tPDrInI

Long Video <https://youtu.be/4Saqrabd4cY>

Personnel Updates

Posted

- Correctional Officer - <https://www.governmentjobs.com/careers/sibleycountymn>
- Highway Maintenance Worker - to be posted on Friday

Open Positions

- IT Technician - interviews to be held January 5
- RN - position offered to candidate

New Staff(start date of 1/2/18) - Welcome!

- Katie Havemeier, Child Protection Social Worker
- Deric Sievert, Temp Ditch Technician

County Board Work Session & Department Tour Schedule (always subject to change)

- January 2 - PHHS
- January 23 - Board Work Session - Administration - training & development; joint work session with McLeod County Board
- Feb 13 - Board Work Session - strategic planning
- February 27 - Court Administration and Probation Offices
- March 27 - Recorder
- April 24 - Public Works and Extension
- June 26 - Property Assessing and Zoning, with road tour
- July - BUDGET
- August - BUDGET
- Sept 25 - Sheriff's Office & Jail (tent)
- October 23 - County Attorney (tent)
- November 27 - Administration
- December 26 - Auditor & Treasurer

I have been in contact with both Nicollet and Le Sueur counties about scheduling joint work sessions and am waiting to hear back on dates from each of them.

Policy Review Items

- We are working on updates to the PERA Phased retirement program - there are some changes from PERA and we want to add some clarification language about staying under 20 hours per week, thus not earning additional time off and also language to pay out any PTO at time of retirement
- We need to add clarification language to the Catastrophic Sick bank to make it clear this is for regular employees and that those on probation cannot access the CSB.
- There is some legal definition language changes that we are also working on and our goal is to bring all of these clarifications to the Board in February.

Performance Evaluation / Pay System Update

- A committee of department heads, HR, and supervisors is being formed to review and update and recommend a system for moving into 2019 with pay for performance. Jodi is working on this and will be meeting with them in the coming months to develop this new system.

Goals & Strategies Review

- I am reviewing the goals and strategies that were adopted by the Board on March 22, 2016 so that they can be updated with new goals, strategies, and/or action items at an upcoming work session on Feb. 13th. We have met most of the goals identified, some are in progress and some need to be re-evaluated to determine where to go next and also there needs to be discussion about new goals or changes to strategy for 2018-2019.

Construction Update

- We are planning to start work in the boiler room and then the basement about January 16. Staff will be cleaning out the items in the basement starting next week, and moving to temporary storage at St Paul's Church as they have space we can rent /use for this project. They will be working on the boiler room and proceeding to the basement from there. We are working on finalizing schedules for the overall work as well. Mainly we are waiting for the final information on the board approved changes and the change orders that will go with those. Once construction starts, more regular, construction site meetings will be held and I will then share those updates as well. I am meeting with the MCIT representative next week to review our builder's risk policy and go over the plans to make sure all of our insurance issues are covered. I am also meeting with the department heads that will be using the temporary basement space next week to finalize plans for cubicles, etc for when they are in the basement space. Russ, Mark and I looked at the temporary storage space this week and have developed a plan to get the basement cleared out next week. We will be adding 2 additional construction trailers next to the Contegrit trailer on the back lawn for the duration of the project, as this will keep the trailers together, and there is power and data if needed. We are leaving the other lawn and driveway open for dumpsters, outside storage and access for when the chiller and pad work is to be done and also for any temporary trailers or deliveries to better access the boiler room and side door to the annex. The area will then be fenced as well for safety and security.

Historical Society

- Amy started her work with the Historical Society Jan. 4. The plan at this time is for her to be in Henderson at the museum usually Tuesday

and/or Thursday for a few hours each week until we have a better understanding of the needs of the group.

Daycare Initiative - First Children's Finance

- We have a core team meeting on Friday January 12 to review information gathered at the last meeting about priorities and goals.

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