

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: CHIEF EXECUTIVE OFFICE

BOARD AGENDA # IX. A.

Urgent _____ Routine X

AGENDA DATE October 2, 2001

CEO Concurs with Recommendation YES ph NO _____
(Information Attached)

4/5 Vote Required YES _____ NO X

SUBJECT: STATUS REPORT ON THE CHIEF EXECUTIVE OFFICE'S PROJECTS

STAFF RECOMMENDATIONS: ACCEPT THE STATUS REPORT

FISCAL IMPACT: There is no fiscal impact associated with the reporting of this information.

BOARD ACTION AS FOLLOWS:

No. 2001-777

On motion of Supervisor _____, Seconded by Supervisor _____
and approved by the following vote,

Ayes: Supervisors: _____

Noes: Supervisors: _____

Excused or Absent: Supervisors: _____

Abstaining: Supervisor: _____

1) _____ Approved as recommended

2) _____ Denied

3) _____ Approved as amended

MOTION: INFORMATION ITEM ONLY. NO ACTION TAKEN.

Christine Ferraro

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

By: Deputy

File No.

STATUS REPORT ON THE CHIEF EXECUTIVE OFFICE'S PROJECTS

Page 2

DISCUSSION: In order to keep you, other County departments and the public better informed regarding the major projects being conducted within the Chief Executive Office, we have developed a report that will provide bimonthly information on the activity of major projects. This project report continues to be in development and includes the status of projects being conducted by the Risk Management Division of the Chief Executive Office, the Board of Supervisors, and beginning with the August, 2001, Project List, the Purchasing Division of the Chief Executive Office. As before, this Project List features a list of completed projects.

The Project Report is broken down by Board priorities:

- Ensure a safe, healthy community
- Facilitate economic development
- Deliver excellent community services
- Promote efficient government operations
- Achieve multi-jurisdictional cooperation
- Model community leadership
- Each priority reflects all individual projects within that area. A Table of Contents is also included for your ease of use.

We expect to continue to simplify and modify the report to make it more readable. We are a continuous improvement organization, and welcome your feedback and comments regarding the report's content. It is our goal to ensure that this tool is both informative and useful to the Board.

POLICY

ISSUE: This Project Report meets the Board's priority of promoting efficient government operations.

STAFFING

IMPACT: There is no staffing impact associated with this recommendation.



CHIEF EXECUTIVE OFFICE

PROJECT LIST

AUGUST 2001

October 2, 2001



**CHIEF EXECUTIVE OFFICE
PROJECT LIST
TABLE OF CONTENTS
August 2001**

Board Priority

#1 - Ensure a Safe, Healthy Community

Project	Page
<u>Administration</u>	
1-877- 2 ASSIST Marketing Campaign	1
Energy Crisis	1
Public Information Officer Disaster Response Team	2
Tobacco Funds	2
<u>Capital Projects</u>	
Ceres Recovery Center	2
Juvenile Hall Special Needs Housing	3
Juvenile Retrofit Fire Spklr/Secur Elect	3
<u>Economic Development</u>	
Proposition 10 Commission (Children & Families First)	4
Stanislaus Childrens Council	4
Transportation	4
<u>Emergency Services/Fire Warden</u>	
Operations Plan for Emergency Operations Center (EOC)	5
Plan for new Emergency Operations Center facility	5
Stanislaus County Emergency Action Plan	6
<u>Operations & Services</u>	
Family Support Transition	6
<u>RMD - Safety</u>	
Automatic External Defibrillator	7

Board Priority

#2 - Facilitate Economic Development

Project	Page
<u>Economic Development</u>	
Ag Pavilion	7

<i>Business Park Development</i>	8
<i>County-wide Revenue Sharing Agreement</i>	8
<i>Regional Roundtable on Travel and Tourism</i>	8
<i>Renaissance 2000 Implementation</i>	9
<i>Silicon Valley Objective</i>	9
<i>Telecommunication Infrastructure</i>	10

Board Priority

#3 - Deliver Excellent Community Service

Project	Page
<u>Administration</u>	
<i>Board Highlights</i>	10
<u>Capital Projects</u>	
<i>Agricultural Center Landscaping</i>	11
<i>Area Agency on Aging/Veteran Services Relocation</i>	11
<i>Grayson Community Center</i>	11
<i>Health Services Agency Facilities Master Plan</i>	12
<u>CARE Unit</u>	
<i>Balanced Scorecard - County-wide</i>	13
<i>Success Story Database</i>	13
<u>Operations & Services</u>	
<i>Recruitment of Equal Rights Commissioners</i>	14
<u>Public Information Officer</u>	
<i>Know More Government</i>	14

Board Priority

#4 - Promote Efficient Government Operations

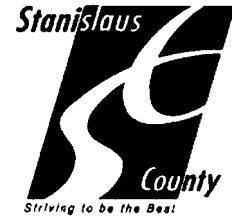
Project	Page
<u>Administration</u>	
<i>Alcohol & Drug Related Coordinating Council</i>	15
<i>CableOne Reports</i>	15
<i>Coordination of Energy Strategy</i>	15
<i>County Graphics Standards Manual</i>	16
<u>Capital Projects</u>	
<i>12th Street Parking Garage</i>	17
<i>CIP Plan Development</i>	17
<i>City Hall Block</i>	18
<i>Courthouse Reuse and Expansion Plan</i>	18
<i>Library Capital Improvement/Organizational Plan</i>	18
<i>Main Courthouse Expansion and District Attorney Planning</i>	19
<i>Public/Private Development - Westlands Development</i>	19
<i>Salida Collaborative</i>	20
<i>Waterford Library</i>	20
<i>West Modesto</i>	21

<u>CARE Unit</u>	
<i>Academic Institution Partnerships</i>	21
<i>Baldrige Training - Staff Level</i>	22
<i>California Award for Performance Excellence (State Baldrige equivalent)</i>	22
<i>CEO Strategic Planning</i>	22
<i>Customer Survey - All Departments (Follow-Up)</i>	23
<i>Parks TQM team facilitation</i>	23
<i>Pay for Performance Evaluation System</i>	23
<i>Process Management Training</i>	23
<i>Stanislaus County-wide Employee Survey</i>	24
<i>Strategic Planning Implementation/Evaluation</i>	24
<i>Team Stanislaus Orientation</i>	24
<u>Clerk of the Board</u>	
<i>Agenda Process Focus Group</i>	25
<i>Board Meeting Minutes Conversion to PDF Format</i>	25
<i>Boards/Commissions and Districts Roster Automation</i>	25
<i>Clerk of the Board Strategic Plan</i>	26
<u>Economic Development</u>	
<i>Geographical Information System (GIS) User-Group Task Force</i>	26
<u>Operations & Services</u>	
<i>County Budget</i>	27
<i>County/California Nurses Association Labor Negotiations</i>	27
<i>County/SCEA AFSCME Contract Negotiations</i>	27
<i>Health Services Agency Action Plan</i>	28
<i>Improve the Project List</i>	28
<i>Pay for Performance</i>	28
<i>Technology Strategy Plan</i>	29
<i>Trial Court Negotiations With Court</i>	29
<u>Purchasing</u>	
<i>Commodities/Services Catalog</i>	29
<i>Contract Log</i>	30
<i>Customer Service Guide</i>	30
<i>E-Procurement</i>	30
<i>Purchasing Policies Manual Update</i>	30
<u>RMD - Administration</u>	
<i>Challenge Grant Award Application</i>	31
<i>Health Care Organization</i>	31
<i>Risk Management - Balanced Scorecard</i>	31
<i>Strategic Plan</i>	32
<i>Streamline Driver Authorization Program</i>	32
<u>RMD - Disability Management</u>	
<i>Brochure for Pregnancy</i>	32

<i>Job Task Analysis Completion for Remaining Jobs.</i>	33
<i>Medical Records Retention</i>	33
<i>Post Offer Preplacement Testing</i>	33
<i>Pre-Employment Medical Screening</i>	34
<i>Return to Work Brochure</i>	34
<i><u>RMD - Employee Benefits</u></i>	
<i>Pacific Business Group on Health Cal Linx</i>	35
<i>Voluntary Benefits Program</i>	35
<i>WEB Enrollment</i>	35
<i><u>RMD - Liability Claims/Ins</u></i>	
<i>Liability Claims Procedure Manual</i>	36
Board Priority	
#5 - Achieve Multi-Jurisdictional Cooperation	
Project	Page
<i><u>Capital Projects</u></i>	
<i>Ag Center Water Feature</i>	36
<i>CSUS/SCEDCO 10th Street</i>	36
<i>Tenth Street Place</i>	37
<i><u>Economic Development</u></i>	
<i>Technology Access: Digital Divide</i>	38
Board Priority	
#6 - Model Community Leadership	
Project	Page
<i><u>Administration</u></i>	
<i>Gallo Performing Arts Center</i>	39
<i>Visioning Process</i>	39
<i>Water Coalition</i>	40
<i><u>Economic Development</u></i>	
<i>Agricultural Conservation</i>	40
<i>Stanislaus Partners In Education (SPIE)</i>	41

Project Status Report

For the Month of August 2001



Board Priority #1 - Ensure a Safe, Healthy Community

Division: Administration

Division Manager: Reagan Wilson

Mission Statement: To effectively lead policy development and effective administration of County government on behalf of the Board of Supervisors

Project Title: 1-877- 2 ASSIST Marketing Campaign

Project Description: An aggressive marketing campaign that will launch a 24-hour, 7 day-a-week hotline focusing on code enforcement issues, illegal dumping and substandard housing issues for use by all County residents

Project Initiation: 1/1/01 **Anticipated Completion:** 12/31/01

Team Leader: Libby Lane

Project Update: Initial marketing campaign complete. Maintenance includes ads on StaRT buses, bumper stickers and refrigerator magnets that will be distributed at community events. The need for additional media marketing will be determined by the Department of Environmental Resources. will be e

Project Update: Initial campaign complete. Ongoing marketing efforts include StART bus ads and magnets and bumper stickers. The need for further media advertising will be determined later by the Department of Environmental Resources.

Project Title: Energy Crisis

Project Description: Public Information Coordination with Turlock Irrigation District, Modesto Irrigation District and Pacific Gas & Electric Company, for the duration of the 2001 Energy Crisis in California.

Project Initiation: 1/1/01 **Anticipated Completion:** 12/31/01

Team Leader: Libby Lane

Project Update: Community forum held; crisis seems to be over for now.

Project Title: Public Information Officer Disaster Response Team

Project Description: In response to the increased need for public information, a team of seasoned public information officers from various entities have been selected to be a part of the Emergency Operations Center Disaster Response Team.

Project Initiation: 1/1/01 **Anticipated Completion:** 12/31/01

Team Leader: Libby Lane

Project Update: In progress.

Project Title: Tobacco Funds

Project Description: Tobacco Funds

Project Initiation: 1/1/99 **Anticipated Completion:** 12/31/01

Team Leader: Reagan Wilson

Project Update: The project is pending a final legal review and Board approved by November 1, 2001.

Division: Capital Projects

Division Manager: Patricia Hill Thomas

Mission Statement: Oversees and coordinates all major capital improvements which include new construction, major remodels and land acquisition.

Project Title: Ceres Recovery Center

Project Description: Collaborative Recovery Center

Project Initiation: 1/1/99 **Anticipated Completion:** 7/1/01

Team Leader: Andy Casazza

Project Update: The facility open house was conducted as scheduled on August 15, 2001 and all programs have moved in and are operating. Final punch list items are being completed. Other than delays caused by poor weather the project was completed on time and on budget.

Project Title: Juvenile Hall Special Needs Housing

Project Description: Juvenile Hall Special Needs Housing

Project Initiation: 6/16/00 **Anticipated Completion:** 10/2/02

Team Leader: Don Phemister

Project Update: Notice to Proceed was issued to Flintcote Constructors of Rancho Cordova on May 1, 2001. The Contractor has installed the underground utilities and has placed the foundations for the new building. The Contractor is currently behind schedule but is cooperating with the County to get back on schedule. The County has negotiated a contract with the Board of Corrections that includes adding 3 changes to the project. Those changes include a fire lane across the back side of the buildings that will complete a fire access loop around Juvenile Hall, an extended all weather outdoor recreational area, and additional storage space. These changes are being negotiated with the General Contractor.

Project Title: Juvenile Retrofit Fire Spklr/Secur Elect

Project Description: Juvenile Hall retrofit fire sprinkler, addition of cameras, monitors, and other security components to the original Juvenile Hall

Project Initiation: 4/1/00 **Anticipated Completion:** 5/6/01

Team Leader: Don Phemister

Project Update: The Fire Protection Work is complete. The Security Electronics Contract is scheduled for final completion Thursday Aug 23, 2001

Project Update: Have obtained performance design from contract engineers. The security design is with probation to check for completeness. Construction Manager to add language to bid documents.

Division: Economic Development

Division Manager: Richard Jantz

Mission Statement: To help facilitate a community business environment which provides economic advantage to existing and new businesses and that provides for a quality of place which promotes high skill job opportunities.

Project Title: Proposition 10 Commission (Children & Families First)

Project Description: Implementation and establishment of Commission

Project Initiation: 6/1/99 **Anticipated Completion:** 12/31/01

Team Leader: Bob Allaire

Project Update: The leadership role provided by the CEO is now completed. Through a partnership with the United Way of Stanislaus County, The Children & Families Commission has solicited proposals for mini-grants and designated & undesignated pilot projects to be awarded by October, 2001. The Commission is also soliciting proposals for master contracts for child care for children ages 0 - 5 .

Project Title: Stanislaus Childrens Council

Project Description: Planning and coordination of services to/for children, youth and families

Project Initiation: 6/1/90 **Anticipated Completion:** 12/31/01

Team Leader: Bob Allaire

Project Update: The Council is reviewing its bylaws and the work of its committees. The next meeting of the Council will not be until September.

Project Title: Transportation

Project Description: Create and present information to the community and special groups detailing transportation funding, spending discretion and projects which promote economic development.

Project Initiation: 6/1/99 **Anticipated Completion:** 12/31/01

Team Leader: Richard Jantz

Project Update: Staff continues to work with the StanCOG Technical Committee and the StanCOG Policy Board on the development of the Regional Transportation Plan Update. Four transportation project list alternatives have been identified. An Environmental Impact Report is being completed for each of the project list alternatives. Staff, along with the Executive Director of StanCOG, will update the Workforce Investment Board at their meeting in September.

Division: Emergency Services/Fire

Division Manager: Reagan Wilson

Mission Statement:

Project Title: Operations Plan for Emergency Operations Center (EOC)

Project Description: Development of an Operations Plan for the New Emergency Operations Center

Project Initiation: 4/1/00 **Anticipated Completion:** 12/31/01

Team Leader: Russ Richards

Project Update: Negotiations are continuing with the City of Modesto, our partners in the joint County/City Emergency Operations Center, regarding cost apportionment for fixed assets, as well as operating costs. Upon completion of negotiations, an agreement will be developed to fund the Emergency Operations Center.

Project Title: Plan for new Emergency Operations Center facility

Project Description: Completion of a plan and move in to new Emergency Operations Center facility at 3705 Oakdale Road

Project Initiation: 11/13/98 **Anticipated Completion:** 6/30/01

Team Leader: Russ Richards

Project Update: The plan for the Emergency Operations Center is nearly completed. There will be one more purchase to complete the furniture, wall treatment, communications, etc. There are issues dealing with integration into the cable television system, and interconnectivity to 1010 Tenth Street that are still under examination.

Project Update:

Project Title: Stanislaus County Emergency Action Plan

Project Description: Development of the new Emergency Action Plan for the County to conform with SEMS

Project Initiation: 1/1/99 **Anticipated Completion:** 6/30/01

Team Leader: Russ Richards

Project Update: The final draft of the plan has been completed and reviewed by the 12 key County departments. One agency, the Mountain Valley Emergency Medical Services Agency, is completing its review. After review, the draft plan will be presented to the Board of Supervisors for approval.

Division: Operations & Services

Division Manager: Patricia Hill Thomas

Mission Statement: Provides departmental support in the area of human resources, budget agenda item processing, and other department-specific operational needs. Additionally, staff supports a variety of commissions, advisory groups, committees and community groups.

Project Title: Family Support Transition

Project Description: Coordination with all stakeholders to ensure a smooth transition of the Family Support function to a separate, new County Department

Project Initiation: 10/30/00 **Anticipated Completion:** 12/31/02

Team Leader: Eileen Melson

Project Update: The transition team continues to meet toward development of the transition plan. Meetings with the employee organizations have occurred. The committee continues to work toward a December 2002 transition from a division of the District Attorney's Office, to a new county department.

Division: RMD - Safety

Division Manager: David L Dolenar

Mission Statement: Manage risks, reduce frequency, severity and associated cost of claims for County employees through education and communication.

Project Title: Automatic External Defibrillator

Project Description: Placement of 100 AED units in County Departments with between 500 and 800 trained responders.

Project Initiation: 6/1/99 **Anticipated Completion:** 10/1/01

Team Leader: David Becker

Project Update: No additional AED units place. No additional AED training has been conducted. We are working on staffing and contract issues.

Board Priority #2 - Facilitate Economic Development

Division: Economic Development

Division Manager: Richard Jantz

Mission Statement: To help facilitate a community business environment which provides economic advantage to existing and new businesses and that provides for a quality of place which promotes high skill job opportunities.

Project Title: Ag Pavilion

Project Description: Steering Committee fund raising to build a 23,000 sq. ft. facility - California Agricultural Technology and Learning Center

Project Initiation: 1/1/98 **Anticipated Completion:** 6/1/01

Team Leader: Richard Jantz

Project Update: The Agricultural Foundation has hired a professional fundraiser to assist them in their efforts to raise money for the construction of the Agricultural Pavilion. The fundraiser is putting together a campaign and will report to the Foundation members at their meeting in September.

Project Title: Business Park Development

Project Description: Increase of inventory of areas suitable for park development

Project Initiation: 1/1/96 **Anticipated Completion:** 12/31/01

Team Leader: Richard Jantz

Project Update:

Project Update: Staff from the City of Modesto and the County presented to the City-County Liaison Committee the strategy for business park development in north Salida, The Liaison Committee endorsed the effort and encouraged staff to make the same presentation to the Board of Supervisors and the Modesto City Council. It is anticipated this presentation will be made the first week in October, 2001. The EIR for the proposed West Patterson Business Park is being circulated. The staff, along with representatives of the Keystone Corporation are in the process of drafting a Development Agreement. It is anticipated that a general information presentation on this project will be presented to LAFCO at the end of September. Crows Landing Air Facility. Staff has visited with the directors of the Port of Oakland and gathered information on the air cargo industry. Staff has also continued discussions with NASA, the Navy, and the State regulatory agencies on the conditions of title transfer.

Project Title: County-wide Revenue Sharing Agreement

Project Description: County-wide sales tax agreement with all nine cities

Project Initiation: 1/1/99 **Anticipated Completion:** 6/30/01

Team Leader: Richard Jantz

Project Update: Staff has met with the City Managers for purposes of finalizing the criteria for applicants to the Economic Development "Bank". The final draft will be taken to the Workforce Investment Board during the month of September. It is anticipated that a Request for Proposal will be issued in the month of October. Staff is researching Community Reinvestment Act to determine the legal requirements of financing institutions to contribute to their communities.

Project Title: Regional Roundtable on Travel and Tourism

Project Description: Regional Roundtable on Travel and Tourism

Project Initiation: 6/1/99 **Anticipated Completion:** 12/31/01

Team Leader: Keith Boggs

Project Update: The Regional Roundtable is currently developing a strategic plan for this fiscal cycle. Delayed to include a business and community forum - the planning efforts will encompass event measurement, marketing strategies, and an ag tourism element. This group continues to be recognized as a regional voice and the membership has grown to include elected officials, business sector, chamber, city (all) and county representation. Recognized statewide as a grassroots benchmark (CALED) the group has presented the Stanislaus process at several regional and statewide venues. It is evident that our community is beginning to understand and support travel and tourism as the significant economic development driver that it could be.

Project Title: Renaissance 2000 Implementation

Project Description: Development of funding and priorities for Tobacco Settlement funds, Prop 10 and Welfare Reform Fiscal Incentives

Project Initiation: 8/1/99 **Anticipated Completion:** 4/1/01

Team Leader: Reagan Wilson

Project Update: Many of the recommendations are being implemented through action by the Children & Families Commission or the Board of Supervisors. The Community Services Agency and the CEO have made recommendations to the Board throughout 2001.

Project Title: Silicon Valley Objective

Project Description: Marketing campaign strategy that includes radio, print, and television advertising on Bay Area media stations as well as the San Jose Mercury News.

Project Initiation: 6/1/01 **Anticipated Completion:** 12/31/01

Team Leader: Richard Jantz

Project Update: The Board of Supervisors approved an agreement with SCEDCO to implement the Silicon marketing campaign. A Task Force has been established to work with SCEDCO in targeting businesses in the Silicon Valley for relocation to the County. The Workforce Investment Board does support this effort, and has financially contributed to the campaign. SCEDCO anticipates leasing an office in the Silicon Valley in November, 2001. The radio spots and the direct mail campaign is under development.

Project Update:

Project Title: Telecommunication Infrastructure

Project Description: Infrastructure needs assessment with all nine cities

Project Initiation: 3/1/00 **Anticipated Completion:** 9/1/01

Team Leader: Richard Jantz

Project Update: Staff is working with the Modesto Chamber, the Modesto Bee, and others in the community in the sponsorship of the Connecting Stanislaus Technology Faire, to be held at the DoubleTree on October 12th and 13. Staff is also working with the Connecting Stanislaus Steering Committee in the establishment of community technology centers and E-commerce practices.

Board Priority #3 - Deliver Excellent Community Service

Division: Administration

Division Manager: Reagan Wilson

Mission Statement: To effectively lead policy development and effective administration of County government on behalf of the Board of Supervisors

Project Title: Board Highlights

Project Description: Weekly news releases distributed to all County newspapers highlighting Board of Supervisors' action items to better inform citizens and employees

Project Initiation: 1/1/01 **Anticipated Completion:** 12/31/01

Team Leader: Libby Lane

Project Update: Board Highlights, a roundup of actions taken at the Board of Supervisors meetings continue to be issued.

Project Update: Board Highlights written and distributed after each Board of Supervisors meeting. Some newspapers, Denair and Hughson, are running them in their entirety.

Project Update: Continue to meet with cities and chambers within Stanislaus County. Offering a demonstration Learning Styles class at no charge in the city of Oakdale.

Division: Capital Projects

Division Manager: Patricia Hill Thomas

Mission Statement: Oversees and coordinates all major capital improvements which include new construction, major remodels and land acquisition.

Project Title: Agricultural Center Landscaping

Project Description: Issue a request for proposals (RFP), select successful proposer, design new landscaping, install new landscaping.

Project Initiation: 4/1/01 **Anticipated Completion:** 12/30/01

Team Leader: Eileen Melson

Project Update: The request for proposal has been finalized and distributed. Planning for review of proposals is underway.

Project Title: Area Agency on Aging/Veteran Services Relocation

Project Description: Find suitable lease space, develop lease agreement, effect tenant improvements and relocate Aging and Veteran Services to an appropriate downtown Modesto location.

Project Initiation: 2/1/01 **Anticipated Completion:** 8/1/01

Team Leader: Tim Fedorchak

Project Update: The Area Agency on Aging and Department of Veterans Services has relocated to 121 Downey Street, Suite 102 in Modesto, completely vacating their former space on 12th Street.

Flag pole relocation to the front planter area has been tentatively approved by landlord; but requires engineering and construction of a footing. The donor of the flagpole and commemorative plaque is to be contacted about possibly donating relocation of the flagpole and plaque to the new office location.

Project Title: Grayson Community Center

Project Description: Determine needs for, then acquire, design and develop community facilities for Grayson, including parks and recreation facilities, meeting space, program space and other needs.

Project Initiation: 5/22/01 **Anticipated Completion:** 3/1/02

Team Leader: Tim Fedorchak

Project Update: Property appraisals for the preferred site are currently underway. The result of these appraisals will form part of the basis for the recommended development site. The preferred architect has been identified and is currently preparing detailed cost proposal. The Architect's selection will be brought to the Board pending a decision on the site selection, or sooner if the currently preferred site is unobtainable.

Project Title: Health Services Agency Facilities Master Plan

Project Description: Development of a strategy for the deployment and development of Health Services Agency and related services facilities County-wide

Project Initiation: 8/14/00 **Anticipated Completion:** 6/30/01

Team Leader: Tim Fedorchak

Project Update: Initial data has been supplied to HDR for population-based healthcare demand analysis – first review of findings will be discussed 9/5/01.

Final adjustment to existing occupied space inventory to be developed. HSA planning strategy to be developed pending initial findings of demand for services (HDR contract).

Business plan for HSA cost recovery has been drafted by HSA Administration and CEO; impact to facilities needs to be assessed.

Division: CARE Unit

Division Manager: Reagan Wilson

Mission Statement: To instill in every employee the personal commitment to meet and exceed the needs of our customers, to create a learning environment whereby each individual can achieve their highest level of performance.

Project Title: Balanced Scorecard - County-wide

Project Description: A "dashboard" of measures with which to measure and monitor the overall effectiveness of the organization's operations: customer satisfaction, employee satisfaction, service quality, financial performance, innovation and department specifics

Project Initiation: 2/1/99 **Anticipated Completion:** 12/1/01

Team Leader: Jeff Lambaren

Project Update: The reformed Balanced Scorecard Taskforce has meet on three occasions, July 27th, August 10th and 24th of this year. The team has discussed a number of issues, the first meeting provided some historical review and a general discussion of strategy maps. The second and third meetings focused on the area of metrics (measures). The team is discussing what are appropriate definitions and where the information will come from, as well as the frequency of the data. An alignment matrix will be discussed at upcoming meetings. The matrix will help determine which measures are closely aligned with the Board's Priorities.

Project Title: Success Story Database

Project Description: Database designed to record TQM success stories

Project Initiation: 4/1/00 **Anticipated Completion:** 3/31/01

Team Leader: Jeff Lambaren

Project Update: Stories of success are being collected, to date only a few entries have been collected. As soon as the Balanced Scorecard and Process Management Training are up and running more focus will be placed on developing this database.

Division: Operations & Services

Division Manager: Pat Sweeny

Mission Statement: Provides departmental support in the area of human resources, budget agenda item processing, and other department-specific operational needs. Additionally, staff supports a variety of commissions, advisory groups, committees and community groups.

Project Title: Recruitment of Equal Rights Commissioners

Project Description: Working with the Clerk of the Board, we are currently in the process of recruiting for two vacancies on the Equal Rights Commission.

Project Initiation: 5/1/01 **Anticipated Completion:** 7/1/01

Team Leader: Pat Sweeny

Project Update: Chairperson Minerva Martinez wrote a very informative article for the Modesto Bee regarding the Equal Rights Commission which encouraged applicants to apply. As a result of her article and the recruitment by the the Board office, the Board of Supervisors appointed our newest Commission members, Constance Fliermans and Many DeAbreau.

Division: Public Information Officer

Division Manager: Reagan Wilson

Mission Statement: To inform and educate the citizens of Stanislaus County about County services and programs using media and other communication mediums to get our message out.

Project Title: Know More Government

Project Description: A marketing campaign to encourage citizens to get to know more about Stanislaus County services and programs. The campaign includes a series of radio, print, and television spots that currently run on cable.

Project Initiation: 6/1/01 **Anticipated Completion:** 12/1/01

Team Leader: Libby Lane

Project Update: Project on hold right now.

Board Priority #4 - Promote Efficient Government Operations

Division: Administration

Division Manager: Reagan Wilson

Mission Statement: To effectively lead policy development and effective administration of County government on behalf of the Board of Supervisors

Project Title: Alcohol & Drug Related Coordinating Council

Project Description: Alcohol & drug services coordination, leadership, and policy direction

Project Initiation: 6/1/97 **Anticipated Completion:** 12/31/01

Team Leader: Reagan Wilson

Project Update: The Council will re-convene in September. It is currently monitoring the opening of the Stanislaus Recovery Center, the implementation of Proposition 36 and the ongoing success of both the Adult and Juvenile Drug Courts.

Project Title: CableOne Reports

Project Description: "Know More Government" - Quarterly ten second vignettes highlighting a particular department to educate the community on County services

Project Initiation: 1/1/01 **Anticipated Completion:** 12/31/01

Team Leader: Libby Lane

Project Update: Up and running.

Project Title: Coordination of Energy Strategy

Project Description: To draft a countywide energy strategy to be used during the energy crisis.

Project Initiation: 5/1/01 **Anticipated Completion:** 12/1/01

Team Leader: Pat Sweeny

Project Update: The Board of Supervisors approved the energy strategy in July, and the information has been shared with all employees, who quickly complied by adjusting thermostats, removing personal refrigerators, etc. The departments continue to identify additional energy saving opportunities, working with the Public Works Department.

Project Title: County Graphics Standards Manual

Project Description: A manual to be distributed to all County departments with specific guidelines on utilizing the County logo in printing

Project Initiation: 1/1/01 **Anticipated Completion:** 4/1/01

Team Leader: Libby Lane

Project Update: Manual is being proofread. Once complete, it will be printed and distributed to deparmtns

Project Update: Manual will be ready for distribution to county departments soon.

Division: Capital Projects

Division Manager: Patricia Hill Thomas

Mission Statement: Oversees and coordinates all major capital improvements which include new construction, major remodels and land acquisition.

Project Title: 12th Street Parking Garage

Project Description: Program, plan, design, bid and construct a 675-space multi-level parking facility on County-owned property on 12th Street between I and H Streets. The County will own and operate the parking garage after its completion.

Project Initiation: 12/19/00 **Anticipated Completion:** 10/7/02

Team Leader: John Nichols

Project Update: On December 19, 2000, the Board of Supervisors accepted the program plan for the proposed 12th Street Parking Garage. The project architect, SVWB Architects, began work on the initial design on June 26, 2001. The schematic design portion of the initial design was completed on September 7, 2001. The architect then began work on the design development portion of the initial design work on September 10th. The project team expects to return to the Board on about November 20th for approval of the initial design work for the project. The team is currently working on obtaining site specific geotechnical soils information to support the ongoing design effort. The forecast for the start of garage construction is March 2002 with completion expected by the end of that year.

Project Title: CIP Plan Development

Project Description: Design and develop a Capital Improvement Project program to identify projected capital expenditure needs for Board prioritization and budget planning purposes.

Project Initiation: 3/1/01 **Anticipated Completion:** 6/30/02

Team Leader: Tim Fedorchak

Project Update: The initial three-year Capital Improvement Plan (CIP) was presented to the Debt Advisory Committee. Funding of CIP projects was discussed relative to the long range fiscal impacts for the County, resulting in several recommendations for funding of near-term Parks and Library projects in Salida, re-evaluation of project timing for a new Turlock Regional Library and remodel of the Modesto Main Library. A new section of the Final Budget Addendum was written to summarize the CIP. CEQA review will be required upon completion of the proposed CIP for consideration by the Board of Supervisors.

Project Title: City Hall Block

Project Description: City Hall Block

Project Initiation: 1/1/97 **Anticipated Completion:** 12/31/01

Team Leader: Patricia Hill Thomas

Project Update: The project has been renewed. In late summer, the Board of Supervisors approved the staff recommendation to proceed with the interior renovations of the former City Hall building. The building will be occupied by Adult Probation, Public Defender, Sheriff Civil and Alternative Work Program and the Grand Jury. Architectural design for the renovation of the building has begun and the building will be occupied in late summer, 2002.

Project Title: Courthouse Reuse and Expansion Plan

Project Description: Development of a new court's tower, improved security tunnel and renovations within the existing courthouse

Project Initiation: 7/1/97 **Anticipated Completion:** 12/1/02

Team Leader: Patricia Hill Thomas

Project Update: A portion of the project, improved accessibility to the Courthouse building has begun. An architectural firm specializing in renovations of this nature has been retained and meetings with the Court and community are being scheduled.

Project Title: Library Capital Improvement/Organizational Plan

Project Description: Estimating the cost of building and staffing various Stanislaus County libraries. Implementation of an organizational plan establishing four regional libraries supported by local lending libraries.

Project Initiation: 3/13/01 **Anticipated Completion:** 9/30/01

Team Leader: Tim Fedorchak

Project Update: The Library Facilities Master Plan was presented to the Board of Supervisors for consideration at the July 10 meeting. The Board approved the Library Facilities Master Plan. The Board also approved conditional acquisition of Breuner's building for the first Regional Library to be located in Salida, pending completion of due diligence and resolution of operational funding issues. Final approval scheduled in September, 2001.

Project Title: Main Courthouse Expansion and District Attorney Planning

Project Description: Analysis to determine best strategy for expansion of the Main Courthouse and provide space needs for the District Attorney

Project Initiation: 2/1/01 **Anticipated Completion:** 11/1/01

Team Leader: Tim Fedorchak

Project Update: The Board approved a contract for ADA Accessibility improvements to the Courthouse. The State Administrative Office of the Courts (AOC) proposed to develop twenty-year Court Facilities Plan in conjunction with the Court and the County. The Initial planning meeting with HOK for AOC planning effort is tentatively scheduled for mid-October, 2001, pending the start of State project. A possible site for interim relocation of Child Support Services was toured. Limited space was identified in the existing downtown Modesto Main Courthouse; the possible relocation of the DA investigators to a site at Crow's Landing Road is being reviewed.

Project Title: Public/Private Development - Westlands Development

Project Description: Proposal of a public/private development along 12th Street, between H and I Streets in Modesto, including a private commercial project, a public parking garage and a County facility

Project Initiation: 3/1/00 **Anticipated Completion:** 1/2/02

Team Leader: Patricia Hill Thomas

Project Update: The first phase of design work has been complete for the 12th street parking garage. Final negotiations are underway for the parking license agreement with the adjacent private development (also in design) private office building. The license agreement will provide 160 spaces for the private development which will off-set the cost of the parking garage.

Project Title: Salida Collaborative

Project Description: Coordinate all activities for Salida, including possible collaborative including the Library, Sheriff, Schools and Post Office

Project Initiation: 4/1/00 **Anticipated Completion:** 5/1/01

Team Leader: Tim Fedorchak

Project Update: The Board of Supervisors approved conditional acquisition of the Breuner's building as a Salida Regional Library and Community Center. Strategy for remaining Salida Partnership components to be solidified, including use of Community Center, location of Sheriff, HSA, CSA, BHRS, Post Office spaces. Capital Projects has retained 'On-Call Structural Engineer' services and is engaging this firm (J. H. Lawder) to conduct a due diligence investigation of the Breuner's building condition.

Salida Post Office has expressed interest in relocating to the proposed Regional Library and Community Center site in conjunction with initiating home delivery service, providing community response to such a relocation is positive.

Project Title: Waterford Library

Project Description: Collaborative with the Library, Sheriff and City of Waterford to move into an expanded site.

Project Initiation: 2/29/00 **Anticipated Completion:** 12/1/01

Team Leader: Tim Fedorchak

Project Update: Terms of partnership with the City of Waterford continued to be discussed with Waterford City Administrator. A property appraisal by Cogdill & Giomi was completed for the Community Baptist Church parcels, and is in progress for the 121 F Street property. Red Cat Properties/Waterford Development provided a tour of an existing, vacant winery property suggested as a possible alternative – the developer is to prepare a proposal for the City and County.

The project strategy remains to select the alternative with the least cost impact. Cost impact cannot be determined until the appraised property values have been established and property negotiations continue.

City of Waterford and the Community Baptist Church are active participants in this project.

Project Title: West Modesto

Project Description: Development of West Modesto Collaborative project with the Health Services Agency, Community Services Agency, Probation Department, the Library, Behavioral Health & Recovery Services, etc.

Project Initiation: 12/1/98 **Anticipated Completion:** 2/16/02

Team Leader: Tim Fedorchak

Project Update: Initial site work has been completed and building framing is currently underway. Facility operating budget is pending final cost estimates for energy management system and card readers not originally anticipated in the developer's proposal. JHL Interiors is meeting with tenants, beginning with the WIC Program, to specify equipment and furnishings, and for preliminary interior design concepts and selections.

Developer reports that construction progress indicates a possible early completion pending suitable weather conditions for construction purposes.

Division: CARE Unit

Division Manager: Reagan Wilson

Mission Statement: To instill in every employee the personal commitment to meet and exceed the needs of our customers, to create a learning environment whereby each individual can achieve their highest level of performance.

Project Title: Academic Institution Partnerships

Project Description: To establish partnerships with California State University, Stanislaus (CSUS), Modesto Junior College (MJC), and other academic institutions to increase access to continuing education or academic credits and to increase learning opportunities

Project Initiation: 1/1/00 **Anticipated Completion:** 6/30/01

Team Leader: Claudia Krausnick

Project Update: Results of the Leadership 2000 post-test have been reviewed and refinements to scoring have been implemented.

Project Title: Baldrige Training - Staff Level

Project Description: To implement a one-day Introduction to Baldrige course for staff at all levels of the organization to teach staff about the Malcolm Baldrige National Quality Award criteria and to develop internal instructors for this course.

Project Initiation: 4/1/01 **Anticipated Completion:**

Team Leader: Claudia Krausnick

Project Update: Two Introduction to Baldrige classes are scheduled to be taught by a Baldrige expert in fall. Three internal staff are working with the Baldrige consultant to learn to teach the course.

Project Title: California Award for Performance Excellence (State Baldrige equ

Project Description: To coordinate an on-site C.A.P.E. Examiner Certification seminar for designated staff in county departments.

Project Initiation: 4/1/01 **Anticipated Completion:** 8/30/01

Team Leader: Claudia Krausnick

Project Update: A California Award for Performance Excellence (state Baldrige equivalent) Examiner Certification class was held. Fifteen employees were certified as new Examiners and five employees were re-certified as Examiners. One employee was certified as a Senior Examiner. Fourteen employees will serve on statewide examiner teams to assess applications for C.A.P.E. Awards.

Project Title: CEO Strategic Planning

Project Description: Creation of a strategic plan for the operations of the Chief Executive Office to align with the department's balanced scorecard as well as project updates

Project Initiation: 3/1/00 **Anticipated Completion:** 8/1/01

Team Leader: Reagan Wilson

Project Update: Two meetings are scheduled with a Baldrige expert to continue development of the Chief Executive Office strategic plan.

Project Title: Customer Survey - All Departments (Follow-Up)

Project Description: To develop and implement continuous improvement plans of action based on customer survey feedback

Project Initiation: 5/1/00 **Anticipated Completion:** 12/1/01

Team Leader: Reagan Wilson

Project Update: It is anticipated that a survey will be completed by December 1, 2001.

Project Title: Parks TQM team facilitation

Project Description: Facilitation of Parks TQM Team

Project Initiation: 2/1/01 **Anticipated Completion:** 8/1/01

Team Leader: Christy Kneller

Project Update: Met with Steve Brodie and went over the proposed action plans. The review team will develop a draft to send out to stakeholders by September.

Project Title: Pay for Performance Evaluation System

Project Description: Revision of the current Pay for Performance System for Department Heads, Management and Confidential staff based on customer survey feedback

Project Initiation: 10/1/99 **Anticipated Completion:** 6/30/01

Team Leader: Reagan Wilson

Project Update: A review of the Evaluation System will be completed by December 1, 2001, to ensure that customers' needs are being met.

Project Title: Process Management Training

Project Description: Implementation of process management throughout the organization through the design of 4MATted curriculum, certification of internal experts and the training of all staff throughout the organization

Project Initiation: 2/1/99 **Anticipated Completion:** 12/1/04

Team Leader: Jeff Lambaren

Project Update: The CARE Unit obtained the name of a nationally recognized consultant; staff contacted the consultant for his availability and cost. Additionally, a book was purchased to assist with the development of Process Management Training. The team conducted a planning day in August where issues and a course of action were discussed.

Project Title: Stanislaus County-wide Employee Survey

Project Description: Creation of a quantitative and qualitative survey regarding employee satisfaction and organizational health for the purpose of improving overall planning and decision making throughout the County and calculation of the metric for the County's scorecard

Project Initiation: 2/1/00 **Anticipated Completion:** 6/30/01

Team Leader: Reagan Wilson

Project Update: It is anticipated that a survey will be completed by December 1, 2001.

Project Title: Strategic Planning Implementation/Evaluation

Project Description: To provide coordination and assistance to departments in developing strategic plans and to assist in conducting Baldrige criteria evaluation of the departmental strategic plans.

Project Initiation: 4/1/01 **Anticipated Completion:** 4/1/02

Team Leader: Claudia Krausnick

Project Update: One department met with Denise Shields, the Baldrige expert, to present the draft departmental strategic plan and to receive feedback for improvements.

Project Title: Team Stanislaus Orientation

Project Description: Development of a Team Stanislaus Orientation to help all employees understand the culture of Stanislaus County and to help long-term employees understand the changes in the way we do business

Project Initiation: 7/1/98 **Anticipated Completion:** 6/30/01

Team Leader: Claudia Krausnick

Project Update: A design team has developed topics to be included in Team Stanislaus Orientation and will begin to design the curriculum for the course.

Division: Clerk of the Board

Division Manager: Christine Ferraro-Tallman

Mission Statement: The Clerk of the Board maintains accurate legislative records of Stanislaus County and provides our customers access to those records in an efficient, courteous manner.

Project Title: Agenda Process Focus Group

Project Description: Create a focus group from users of the agenda system. Survey this group for process improvements. Meet with the group for discussion of survey results. Implement improvements in current agenda system. Utilize group in exploration of agenda automation.

Project Initiation: 9/1/00 **Anticipated Completion:** 6/1/01

Team Leader: Christine Ferraro-Tallman

Project Update: The Board Request Form (green sheet) is now completed and reviewed by the CEO's Office. The green sheet is being sent to Central Services for printing and will be sent out to Departments in September. The Agenda Process Focus Group will meet in September to finalize the changes to the Action Agenda Summary (yellow sheet) instructions.

Project Title: Board Meeting Minutes Conversion to PDF Format

Project Description: To convert all of the Board of Supervisors meeting minutes from 1993 forward to pdf. format and place them on the internet for easy access for researching purposes.

Project Initiation: 10/1/00 **Anticipated Completion:** 12/1/01

Team Leader: Christine Ferraro-Tallman

Project Update: Additional archival information has been placed on all the Minutes from January 1993 through January 2001 and are ready for conversion into .pdf format. We will replace the existing Minutes from the Board of Supervisors web page with these archived Minutes. We are working with MIS to enhance the research capability of the Minutes, and are waiting for software to be updated and installed to enhance the web page search engine.

Project Title: Boards/Commissions and Districts Roster Automation

Project Description: To create an automated system for record keeping of the Boards and Commission and Special District rosters and facts sheets

Project Initiation: 9/1/00 **Anticipated Completion:** 12/31/01

Team Leader: Christine Ferraro-Tallman

Project Update: The County website now has the information and application form for the Boards and Commission. This information is updated weekly. The on-line application has been improved. We plan to create an application that can be filled in on-line and sent to us in one easy step. The Boards and Commission information has been on the site since the middle of June and in the month of July over 1500 hits were recorded. Statistics are being kept on the number of applications that are received as well as the number of people who review the site. The placement of this information on the internet was a piece of the automation project that we were able to complete prior to the automation of the entire process. We are still exploring different types of software for the completion of the project.

Project Title: Clerk of the Board Strategic Plan

Project Description: Create a Strategic Plan for the Clerk of the Board Division

Project Initiation: 6/28/00 **Anticipated Completion:** 6/1/01

Team Leader: Christine Ferraro-Tallman

Project Update: The Strategic Plan has been reformatted and the action plans are being completed. The staff will continue to complete the plan and submit it to Denise Shields for review.

Division: Economic Development

Division Manager: Richard Jantz

Mission Statement: To help facilitate a community business environment which provides economic advantage to existing and new businesses and that provides for a quality of place which promotes high skill job opportunities.

Project Title: Geographical Information System (GIS) User-Group Task Force

Project Description: GIS User-group task force

Project Initiation: 2/1/00 **Anticipated Completion:** 12/31/01

Team Leader: Keith Boggs

Project Update:

Division: Operations & Services

Division Manager: Patricia Hill Thomas

Mission Statement: Provides departmental support in the area of human resources, budget agenda item processing, and other department-specific operational needs. Additionally, staff supports a variety of commissions, advisory groups, committees and community groups.

Project Title: County Budget

Project Description: Ongoing fiscal analysis such as Mid Year, Third Quarter and Year End, as well as the budget preparation effort for fiscal year 2000-01

Project Initiation: 1/1/00 **Anticipated Completion:** 3/13/01

Team Leader: Monica Nino-Reid

Project Update: The Board of Supervisors adopted the Final Budget on September 18, 2001. The recommendations in the Final Budget Addendum included the addition of 52 new positions, as well as funding for a number of unmet needs. The Final Budget totalled approximately \$707 million, an increase of less than one percent over the Adopted Proposed Budget. Mid-year review of the budget will begin in December.

Project Title: County/California Nurses Association Labor Negotiations

Project Description: Contract negotiations covering employees assigned to the bargaining unit represented by California Nurses' Association.

Project Initiation: 6/21/01 **Anticipated Completion:** 9/30/01

Team Leader: Gina Leguria

Project Update: Meetings continue with the California Nurses Association (CNA). The Primary focus has been on developing a Staff Nurse III career ladder. The parties have been meeting approximately two days per week, with dates scheduled through September 30, 2001, to collaborate on solutions to this issue and continue negotiations on wages.

Project Title: County/SCEA AFSCME Contract Negotiations

Project Description: Contract negotiations covering employees assigned to the four bargaining units represented by SCEA/AFSCME Local 10

Project Initiation: 4/24/01 **Anticipated Completion:** 9/30/01

Team Leader: Eileen Melson

Project Update: Negotiation sessions continue through the use of the interest based approach to bargaining. The team has resolved a number of issues and continues to make positive progress.

Project Title: Health Services Agency Action Plan

Project Description: Staff will prepare an Action Plan for the Board of Supervisors' review that contains options to reduce and eliminate the Health Services Agency's deficit.

Project Initiation: 6/19/01 **Anticipated Completion:** 9/11/01

Team Leader: Reagan Wilson

Project Update: The Action Plan is being finalized and will be submitted to the Board in September.

Project Title: Improve the Project List

Project Description: Improve the inner workings of the Project List by adding a Table of Contents, a Team Leader combo box, an Update/Missing Project report, and install a separate Front and Backend (so multiple users can work simultaneously)

Project Initiation: 9/1/00 **Anticipated Completion:** 6/30/01

Team Leader: Pat Sweeny

Project Update: Purchasing is included in this report for the first time, as we continue to expand the input to ultimately include all division of the Chief Executive Office.

Project Title: Pay for Performance

Project Description: Pay for Performance

Project Initiation: 4/1/96 **Anticipated Completion:** 6/30/01

Team Leader: Eileen Melson

Project Update: Departments were to comment on the new evaluation process and the Incentive Plan in early August. The committee has met to review the feedback, incorporate the suggestions made and provide feedback to resolve areas of concern/question. A survey of represented employees is planned to establish a baseline of data to measure the results of this program once implemented.

Project Title: Technology Strategy Plan

Project Description: A County-wide effort to develop a strategic plan for technology to allow us to invest wisely, avoid duplication, and measure our resources more effectively in the future

Project Initiation: 1/1/00 **Anticipated Completion:** 12/31/01

Team Leader: Reagan Wilson

Project Update: The Plan is being finalized and it is anticipated that it will go before the Board prior to November 1, 2001.

Project Title: Trial Court Negotiations With Court

Project Description: AB 233-Related Transition Issues

Project Initiation: 10/1/97 **Anticipated Completion:** 12/31/02

Team Leader: Reagan Wilson

Project Update: Informal discussions have occurred, although there has been no formal agreement reached between the parties.

Division: Purchasing

Division Manager: Dale Butler

Mission Statement: Provides procurement services for the County and its departments, and is responsible for leasing County property and/or equipment.

Project Title: Commodities/Services Catalog

Project Description: Catalog would be available through County's webpage and would contain names of commodities/services used by the County, along with vendor names/addresses and price information, where appropriate

Project Initiation: 8/14/01 **Anticipated Completion:** 12/31/01

Team Leader: Jim Nelson

Project Update: Team is presently in the process of developing this catalog.

Project Title: Contract Log

Project Description: This contract log would list contracts/agreements in effect by vendor's name/commodity and service provided, contract expiration date, and provide other required information.

Project Initiation: 8/14/01 **Anticipated Completion:** 3/31/02

Team Leader: Jim Nelson

Project Update: Contract log is in the process of being developed.

Project Title: Customer Service Guide

Project Description: Purchasing, Central Services and Fleet Services Customer Service Guide

Project Initiation: 10/1/00 **Anticipated Completion:** 12/1/01

Team Leader: Dale Butler

Project Update: Final draft of this Guide is presently under review.

Project Title: E-Procurement

Project Description: Develop an electronic system that is able to interface with the County's Purchasing Oracle Module to allow bid/RFP solicitations.

Project Initiation: 8/14/01 **Anticipated Completion:** 9/1/02

Team Leader: Jim Nelson

Project Update: Presently in the process of evaluating possible E-Procurement systems.

Project Title: Purchasing Policies Manual Update

Project Description: Updating County's Purchasing Policies Manual

Project Initiation: 10/1/00 **Anticipated Completion:** 12/1/01

Team Leader: Dale Butler

Project Update: Presently in the process of reviewing final draft of Purchasing Policies Manual.

Division: RMD - Administration

Division Manager: David L Dolinar

Mission Statement: Manage risks, reduce frequency, severity and associated cost of claims for County employees through education and communication.

Project Title: Challenge Grant Award Application

Project Description: Complete Challenge Grant Award application and write a 15 page description of the CEO-Risk Management Division's strategic planning process, strategic plan and associated benchmarking data.

Project Initiation: 4/1/00 **Anticipated Completion:** 5/1/01

Team Leader: David L Dolinar

Project Update: The CEO-Risk Management Division received its Challenge Award at a recent California Council for Excellence luncheon in Concord, California on September 17, 2001.

Project Title: Health Care Organization

Project Description: Form a task force to explore the concept of Health Care Organizations (HCO) in the area of Workers' Compensation.

Project Initiation: 7/1/00 **Anticipated Completion:** 1/1/02

Team Leader: David L Dolinar

Project Update: Due to higher organizational priorities this project will resume after the adoption of the County Budget.

Project Title: Risk Management - Balanced Scorecard

Project Description: To develop the CEO-Risk Management Division's Balanced Scorecard.

Project Initiation: 4/1/00 **Anticipated Completion:** 6/1/02

Team Leader: David L Dolinar

Project Update: The meeting with the County Balanced Scorecard Team is on hold due to a staff replacement in the CARE Unit. This project will proceed when staffing has been completed.

Project Title: Strategic Plan
Project Description: To develop a multi-year strategic plan.
Project Initiation: 5/1/99 **Anticipated Completion:** 5/31/01
Team Leader: David L Dolenar
Project Update: Completion of the brochure was temporarily placed on hold pending higher organizational priorities. The brochure is planned to be completed prior to October.

Project Title: Streamline Driver Authorization Program
Project Description: To streamline the Driver Authorization Program to reduce amount of time currently required for increased effectiveness and efficiency.
Project Initiation: 7/1/01 **Anticipated Completion:** 1/1/02
Team Leader: David L Dolenar
Project Update: DMV regulations are being reviewed and revisions will be made consistent with the law. The project is currently on track.

Division: RMD - Disability Manage
Division Manager: David L Dolenar
Mission Statement: Manage risks, reduce frequency, severity and associated cost of claims for County employees through education and communication.

Project Title: Brochure for Pregnancy
Project Description: Create and produce a concise brochure covering leave issues pertaining to pregnancy. Pregnancy leave often incorporate Family and Medical Leave, California Family Rights Act, Pregnancy Disability Leave, Sick Leave, SDI, Vacation and un-paid leave status.
Project Initiation: 4/1/01 **Anticipated Completion:** 6/1/01
Team Leader: Peggy Huntsinger
Project Update: Task force met on July 10th. We agreed on several issues and draft has been updated to reflect discussion in the July 10th meeting. Revised draft is being circulated for comment by Task Force once approved will send draft to several pregnant employees to obtain feedback from end user.

Project Title: Job Task Analysis Completion for Remaining Jobs.
Project Description: Complete Job Task Analysis for all job classifications within the County with the exception of key employee positions.
Project Initiation: 7/1/01 **Anticipated Completion:** 6/1/02
Team Leader: Peggy Huntsinger
Project Update: Job Task Analysis (JTA) Status: Phase 1 - 26 JTAs were completed 9/1/96. Phase 2 - 28 were completed 11/1/97. Phase 3 - 7 JTAs completed 12/1/99. Phase 4 - 6 JTAs completed 4/27/00. Phase 5A - 22 completed 9/15/00. Phase 5B - 24 JTAs completed 1/15/01. Phase 5C - 32 JTAs completed and to be delivered by 8/24/01. Phase 6 scheduled to begin in October - approximately 25 JTAs left to be completed.

Project Title: Medical Records Retention
Project Description: Investigate laws requiring medical record retention, develop a matrix w/various timelines. Investigate various storage options, develop a P & P to comply w/laws that impact the medical record retention requirements.
Project Initiation: 4/1/00 **Anticipated Completion:** 9/1/02
Team Leader: Peggy Huntsinger
Project Update: Core group (PH, DLD, DB, BW, DB) met on 8/3 set timelines and plan of action. Next Core Group meeting is set for 8/17. Department representatives have been selected and asked to join a task force to study job classifications in need of medical screening. This group will meet on 9/5. Draft Matrix has been completed and will be updated as necessary based on task force consensus.

Project Title: Post Offer Preplacement Testing
Project Description: Train hiring authorities on physical agilities testing and ergonomic screening protocols. Develop a monitoring process between Personnel, Departments, CEO-RMD, H.S.A. & Anderson & Baim. Develop Benchmarking Criteria.
Project Initiation: 4/1/01 **Anticipated Completion:** 7/1/01
Team Leader: Peggy Huntsinger

Project Update: Core group (PH, DLD, DB, BW, DB) met on 8/3 set timelines and plan of action. Next Core Group meeting is set for 8/17. Department representatives have been selected and asked to join a task force to study job classifications in need of medical screening. This group will meet on 9/5. Draft Matrix has been completed and will be updated as necessary based on task force consensus.

Project Title: Pre-Employment Medical Screening

Project Description: Survey other counties to see if they have pre-employment medical screening, what job classifications they screen and request copies of their protocol. Form a task force, review data received & determine a course of direction.

Project Initiation: 1/1/98 **Anticipated Completion:** 1/1/02

Team Leader: Peggy Huntsinger

Project Update: Core group (PH, DLD, DB, BW, DB) met on 8/3 set timelines and plan of action. Next Core Group meeting is set for 8/17. Dept representatives have been selected and asked to join a task force to study job classifications in need of medical screening. This group will meet on 9/5. Draft Matrix has been completed and will be updated as necessary based on task force consensus.

Project Title: Return to Work Brochure

Project Description: Create and produce a brochure explaining the Return to Work process. This tool should assist in conveying information to our injured workforce.

Project Initiation: 5/1/01 **Anticipated Completion:** 7/1/01

Team Leader: Peggy Huntsinger

Project Update: Draft brochure has been completed and is being circulated to departmental Injury Management Coordinators for input.

Division: RMD - Employee Benefits

Division Manager: David L Dolinar

Mission Statement: Manage risks, reduce frequency, severity and associated cost of claims for County employees through education and communication.

Project Title: Pacific Business Group on Health Cal Linx

Project Description: Automatic Carrier and PBGH Eligibility

Project Initiation: 7/1/00 **Anticipated Completion:** 1/1/02

Team Leader: Barbara Cooper

Project Update: Further work on the PBGH Cal Linx project is pending Stanislaus County's PeopleSoft upgrade to 8.0. The needed configurations are part of the upgrade packet. All team members are ready to progress when our 8.0 PeopleSoft system goes on-line.

Project Title: Voluntary Benefits Program

Project Description: Menu of voluntary benefits packaged with administration.

Project Initiation: 7/1/00 **Anticipated Completion:** 7/1/02

Team Leader: Barbara Cooper

Project Update: Voluntary Benefits Program's Request For Proposal (RFP) is being reviewed by Purchasing Division. After final draft is approved, RFP will be mailed to 3-4 interested vendors as well as public notification on Stanislaus County WEB site and in the Modesto Bee.

Project Title: WEB Enrollment

Project Description: Employee Benefits in self-serve format.

Project Initiation: 1/1/01 **Anticipated Completion:** 1/1/02

Team Leader: Barbara Cooper

Project Update: WEB enrollment for new hires and annual open enrollment changes is pending implementation of County's upgraded PeopleSoft system 8.0 which is web enabled. As part of the County plan to empower our eligible employees, more sections of our Employee Benefits forms are being adjusted to accommodate WEB enrollment. By working on our infrastructure while we are awaiting the upgrade, our Unit will be ready to go forward in an organized manner.

Division: RMD - Liability Claims/In

Division Manager: David L Dolinar

Mission Statement: Manage risks, reduce frequency, severity and associated cost of claims for County employees through education and communication.

Project Title: Liability Claims Procedure Manual

Project Description: Create a manual for General Liability and Insurance procedures.

Project Initiation: 3/1/01 **Anticipated Completion:** 7/1/01

Team Leader: Ed Fenton

Project Update: The Liability Claims Procedure Manual has been reviewed and implemented and final revisions will be completed in September.

Board Priority #5 - Achieve Multi-Jurisdictional Cooperation

Division: Capital Projects

Division Manager: Patricia Hill Thomas

Mission Statement: Oversees and coordinates all major capital improvements which include new construction, major remodels and land acquisition.

Project Title: Ag Center Water Feature

Project Description: Water feature construction at Ag Center with MID & TID

Project Initiation: 8/1/99 **Anticipated Completion:** 12/31/01

Team Leader: Richard Jantz

Project Update: This project is pending a decision regarding the relocation of the 10th Street Water Feature.

Project Title: CSUS/SCEDCO 10th Street

Project Description: Co-locating to Tenth Street Place

Project Initiation: 11/1/99 **Anticipated Completion:** 12/31/01

Team Leader: Patricia Hill Thomas

Project Update: Additional space is needed by Stanislaus County Economic Development Corporation (SCEDCO), CSUS Stanislaus and the Workforce Investment Board. Attempts to acquire or buy a portion of the empty retail space on the 1st floor of 10th Street Place were not successful. As a result a new space plan is being finalized and we will pursue leasing the additional space needed. When the planning is complete, the plans for renovation will be put back out to bid and work can commence on completion of the tenant improvements.

Project Title: Tenth Street Place

Project Description: Resolution of Issues concerning Tenth Street Place Project

Project Initiation: 1/1/96 **Anticipated Completion:** 12/31/01

Team Leader: Patricia Hill Thomas

Project Update: Final arrangements are being made for project close-out as the final plans and space for SCEDCO , CSUS Stanislaus, Workforce Investment Board and Stanislaus Business Library are being completed. Management committee meetings for the shared exterior portions of the project/ plaza , service area are being held on a monthly basis. City and County management staff have made a final job offer which has been accepted for a Maintenance Director for 10th Street Place. The County still awaits payment from the City and Redevelopment Agency for funds advanced for construction and project payments.

Division: Economic Development

Division Manager: Richard Jantz

Mission Statement: To help facilitate a community business environment which provides economic advantage to existing and new businesses and that provides for a quality of place which promotes high skill job opportunities.

Project Title: Technology Access: Digital Divide

Project Description: Technology Access: Digital Divide

Project Initiation: 11/1/99 **Anticipated Completion:** 12/31/01

Team Leader: Keith Boggs

Project Update: The access to technology initiative (as part of the overall Connecting Stanislaus project) continues to roll out very successfully. In the past weeks we have seen the Keyes learning and tech lab come on-line as well as final preparations for a second lab in Newman. A third site - featuring a learning environment for seniors (a too often missed component to the digital divide conversation) is scheduled for start-up in late October. Our Compaq and community partners remain very committed to assisting with these efforts. In addition, Connecting Stanislaus - the community wide technology fair is scheduled for Friday and Saturday - October 12-13 at the Center Plaza. Over 3000 residents, families, and businesses are anticipated to attend this first of its kind event.

Board Priority #6 - Model Community Leadership

Division: Administration

Division Manager: Patricia Hill Thomas

Mission Statement: To effectively lead policy development and effective administration of County government on behalf of the Board of Supervisors

Project Title: Gallo Performing Arts Center

Project Description: Gallo Performing Arts Center

Project Initiation: 6/1/98 **Anticipated Completion:** 12/31/01

Team Leader: Patricia Hill Thomas

Project Update: On September 18, 2001, the Board of Supervisors approved the recommendation of the Central Valley Center for the Arts and the County staff to select the design architect joint venture firms of Carrier/Johnson and John Sergio Fisher and Associates (CJ/JSFA) to join the Executive Architectural firm of Nestor Gaffney and Associates and the staff project team for this project. The design concept submitted by CJ/JSFA was also approved and the first two phases of design work are to begin. The county and the Central Valley Center for the Arts will join equally in the cost of the schematic and design development phases of design. Meetings with the partners and users representatives will begin the week of September 24, 2001. Final financing efforts are underway as well.

Project Title: Visioning Process

Project Description: Vision of the Future of the Region

Project Initiation: 12/1/98 **Anticipated Completion:** 12/31/01

Team Leader: Reagan Wilson

Project Update: The Chair of the Workforce Investment Board, Executive Director of SCEDCO, and the Director of Employment and Training presented a progress report regarding the proposed merger of WIB and SCEDCO. It is anticipated the new board will be incorporated in January 2002. City and County Planners made a presentation to the Visioning Group and stated that the visioning statements should be viewed as core values that will take root in each community and be reflected in public policy. Public Safety representatives are developing vision statements for the Visioning Group's consideration. The idea of the Visioning Group assuming the role of a Policy Advisory Committee was discussed. Transportation funding and capital facility fee policy were cited as examples of the need for countywide policy. The Executive Director of StanCOG will be invited to the next Visioning Group Meeting which will be held on October 24, 2001.

Project Title: Water Coalition

Project Description: Water Coalition

Project Initiation: 1/1/99 **Anticipated Completion:** 12/31/01

Team Leader: Richard Jantz

Project Update: No meeting was held in August.

Division: Economic Development

Division Manager: Richard Jantz

Mission Statement: To help facilitate a community business environment which provides economic advantage to existing and new businesses and that provides for a quality of place which promotes high skill job opportunities.

Project Title: Agricultural Conservation

Project Description: Farm Land Trust Committee participation, and emerging consumer-driven technology

Project Initiation: 4/1/00 **Anticipated Completion:** 12/31/01

Team Leader: Richard Jantz

Project Update: Stanislaus Farm Land Trust meeting continues on a monthly basis. The first farmland easement is under negotiation.

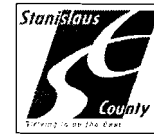
Project Title: Stanislaus Partners In Education (SPIE)

Project Description: Meet monthly & develop an annual business plan to develop partnerships, teacher internships, career education grants and foster mentorships.

Project Initiation: 6/1/99 **Anticipated Completion:**

Team Leader: Stan Little

Project Update: Three of the fourteen teachers from Stanislaus County participated in a summer internship with County departments. Ty Thompson spent time with the Management Information Services, Gayle Boling was placed with Families In Partnership (a joint project of the Community Services Agency, the Health Services Agency, Behavioral Health and Recovery Services, the Chief Executive Office and the Probation Department) Donald Kirk was involved at the District Attorney's Office. Mr. Allaire serves as a member of the SPIE Board of Directors.



**CHIEF EXECUTIVE OFFICE PROJECT LIST
COMPLETED PROJECTS
August, 2001**

Title of Project	Manager	Team Leader	Actual Completion Date
Injured Worker Survey	David Dolinar	Peggy Huntsinger	5/1/01
RMD Project List	David Dolinar	David L. Dolinar	5/1/01
Landfill	Reagan Wilson	Reagan Wilson	5/1/01
CEO Reorganization	Reagan Wilson	Reagan Wilson	5/1/01
Baldrige Implementation	Cathy Bankson	Claudia Krausnick	4/30/01
Benchmarking Training and Development	Cathy Bankson	Claudia Krausnick	4/30/01
Institute Administration	Cathy Bankson	Claudia Krausnick	4/30/01
Project List	Pat Sweeny	Pat Sweeny	4/17/01
Life Insurance Vendor Change	David L. Dolinar	Barbara Cooper	4/1/01
Animal Services Modular Kennel Project	Patricia Hill Thomas	Andy Casazza	3/1/01
Mayenne-Stanislaus County Leadership Project	Cathy Bankson	Cathy Bankson	3/1/01
County News - Employees Newsletter	Reagan Wilson	Virginia Madueno	2/1/01
Human Resources Automation	Patricia Hill Thomas	Gina Leguria	1/1/01
Human Resources - Re-engineering	Patricia Hill Thomas	Gina Leguria	1/1/01
Empire Tot Lot	Patricia Hill Thomas	Pat Sweeny	1/1/01
Doctors Medical Center/HSA Contract Issues	Reagan Wilson	Reagan Wilson	1/1/01
State of County Video	Reagan Wilson	Becky Hackler	1/1/01
Facilitation for Library	Cathy Bankson	Claudia Krausnick	12/7/00
Emergency Dispatch Center (EDC) Project	Patricia Hill Thomas	John Nichols	11/8/00
Emergency Dispatch Center Move	Patricia Hill Thomas	John Nichols	11/3/00
County Center III Demolition	Patricia Hill Thomas	Andy Casazza	11/3/00
Regional Criminal Justice Training Center MOU	Reagan Wilson	Reagan Wilson	10/2/00
County Transportation Planning	Reagan Wilson	Richard Jantz	10/1/00
Team Leader Consultation / Coordination	Cathy Bankson	Claudia Krausnick	9/30/00
Marketing Institute Classes	Cathy Bankson	Claudia Krausnick	9/30/00
Strategic Planning Training	Cathy Bankson	Claudia Krausnick	9/30/00
Institute Evaluation Measurement	Cathy Bankson	Claudia Krausnick	9/30/00
On-site Facilitator Seminar	Cathy Bankson	Claudia Krausnick	9/30/00
Training Needs Assessment	Cathy Bankson	Claudia Krausnick	9/30/00
CEO Balanced Scorecard Team	Cathy Bankson	Claudia Krausnick	9/30/00
4MAT Redesign	Cathy Bankson	Claudia Krausnick	9/30/00
Balanced Scorecard Consultation	Cathy Bankson	Claudia Krausnick	9/30/00
Effective Meeting Curriculum Design	Cathy Bankson	Christy Kneller	9/30/00
CSUS Academic Credit	Cathy Bankson	Claudia Krausnick	9/30/00

Title of Project	Manager	Team Leader	Actual Completion Date
Institute Strategic Planning	Cathy Bankson	Claudia Krausnick	9/30/00
Cal Poly USDA Limited Resource Farmer Conference	Reagan Wilson	Michele Laverty	9/30/00
District Attorney Office Reorganization	Patricia Hill Thomas	Eileen Melson	9/12/00
Juvenile Hall Expansion	Patricia Hill Thomas	Gary Crawshaw	8/22/00
United Way of Stanislaus County	Richard Jantz	Bob Allaire	7/31/00
Training Web Page	Cathy Bankson	Christy Kneller	7/31/00
Teenwork	Richard Jantz	Bob Allaire	7/31/00
Taking Care of Yourself Orientation	Cathy Bankson	Claudia Krausnick	7/31/00
Baldrige Training	Cathy Bankson	Claudia Krausnick	7/31/00
Statistics Training	Cathy Bankson	Claudia Krausnick	7/31/00
Organizational/Corporate Citizenship	Richard Jantz	Bob Allaire	7/31/00
Keeping Public Informed About Board of Supervisors	Reagan Wilson	Libby Lane	7/31/00
Jail Medical Contract Renewal	Patricia Hill Thomas	Pat Sweeney	7/31/00
Updating Board of Supervisor Web Page	Reagan Wilson	Virginia Madueno	7/31/00
CCQS Applications	Cathy Bankson	Cathy Bankson	7/31/00
Leadership Retreat	Cathy Bankson	Christy Kneller	7/30/00
Renegotiation of Indigent Defense Contracts	Patricia Hill Thomas	Arlene Stevens	7/14/00
Resident Negotiations	Reagan Wilson	Pat Sweeney	7/1/00
Instructor Newsletter	Cathy Bankson	Christy Kneller	7/1/00
Groundwater Advisory Facilitation	Cathy Bankson	Cathy Bankson	7/1/00
Instructor Development On-site Seminar	Cathy Bankson	Claudia Krausnick	6/30/00
Water Use and Conservation	Richard Jantz	Richard Jantz	6/1/00
Ag Video Conference Center	Richard Jantz	Richard Jantz	6/1/00
Asset-Based Mapping (CSU Stanislaus)	Richard Jantz	Bob Allaire	6/1/00
4MAT instructor recertification	Cathy Bankson	Claudia Krausnick	5/31/00
County Leadership Team Retreat	Cathy Bankson	Cathy Bankson	5/31/00
County Schools Leadership 2000 Partnership	Cathy Bankson	Claudia Krausnick	5/31/00
CSA Information Processing Unit Retreat	Cathy Bankson	Christy Kneller	5/31/00
CSA Supervisors Facilitation	Cathy Bankson	Christy Kneller	5/31/00
DET House of Quality	Cathy Bankson	Christy Kneller	5/31/00
Institute Committee Retreat	Cathy Bankson	Claudia Krausnick	5/31/00
Instructor Appreciation Reception	Cathy Bankson	Christy Kneller	5/31/00
Open House for County Center III, building 9	Cathy Bankson	Christy Kneller	5/31/00
4MAT Assessment Workshop	Cathy Bankson	Claudia Krausnick	5/31/00
StanCog Facilitation	Cathy Bankson	Christy Kneller	5/31/00
Sally Port	Patricia Hill Thomas	Gary Crawshaw	5/30/00
Administration Building/SCOE	Patricia Hill Thomas	Andy Casazza	5/30/00
Center III Building One Remodel	Patricia Hill Thomas	Andy Casazza	5/30/00