

GOALS AND OBJECTIVES 2022
ADMINISTRATION DIVISION (Finance / IT / HR / Concessions)

#	GOAL	STRATEGY	OBJECTIVES	ASSIGNMENT	TIMETABLE	STATUS
1	Review Cash Handling Procedures	Documenting Best Practices	Visit various facilities to make sure controls are in place. Write or rewrite procedures as needed.	Kevin Hill Alex Massimi Kerry Riguzzi	All Year	On-going
2	Train Facility Managers and users in financial/contract procedures	Expanding Professional Competencies	Refresh staff on the basics of the PRC Admin Manual for purchasing, contracts, cash reports, etc.	Kerry Riguzzi Kevin Hill Anthony DiRubba Alex Massimi	All Year	On-going
3	Equipment Inventory	Documenting Best Practices	Visit facilities annually to inspect all Small and Large Fleeted equipment	Anthony DiRubba Mike Wolf	Fall 2022	On-going
4	Cross-Training	Expanding Professional Competencies	Familiarize staff with each other's responsibilities, daily tasks, and how to navigate certain programs so coverage is easily provided in the absence of staff members.	All Finance Staff	All Year	In progress
5	Better utilization of the Shared Drive	Documenting Best Practices	Allowing all finance/contract/concession staff to access information as needed. Created locked folders on the s drive so they are only available to approved staff.	Kerry Riguzzi Heidi Schwalbach John Condon	All Year	On-going
6	Staff Training	Demonstrate results	Train staff on the new version of Rectrac	Angelo Palladino Clement Snipe Jobin Alias Roberto Saavedra	All Year	On-going
7	Webtrac	Demonstrate results	Work with Vermont Systems to upgrade and move to a new web processing system for activities, rentals, picnics, etc.	Angelo Palladino Clement Snipe Jobin Alias Roberto Saavedra	Q3	On-going
8	GPS Advertising	Demonstrate results	Utilize the GPS system at all golf course to market our programs. In conjunction with the Marketing Division	Angelo Palladino	All Year	On-going
9	Wifi updates throughout parks system	Documenting Best Practices	Add additional wifi in Parks	Angelo Palladino	All year	In process
10	Review all capital projects for IT related items	Documenting Best Practices	To assist in the capital project process by getting a head start of any IT related items associated with the project so delays are avoided.	Angelo Palladino	All Year	On-going
11	Create permit / contract summary sheet	documenting best practices	Provide documentation to managers to clarify what types of events/programs go through the Permit office and what needs a full contract to alleviate confusion and processing delays	Heidi Schwalbach	Q2	In process
12	Complete Inventory of Legacy Programs	Documenting Best Practices	Review expiring agreements	John Condon Heidi Schwalbach	All Year	In process

GOALS AND OBJECTIVES 2022
ADMINISTRATION DIVISION (Finance / IT / HR / Concessions)

#	GOAL	STRATEGY	OBJECTIVES	ASSIGNMENT	TIMETABLE	STATUS
13	Convert Expired/Expiring Legacy Programs to IMAs	Documenting Best Practices	Draft Intermunicipal Agreements for review by County Attorney's Office	John Condon Heidi Schwalbach	All Year	In process
14	Create PIP review of concessions and IMA's	Demonstrate results	Develop and implement a review process similar to PIP for concessions and IMA's to hold the location responsible for contractual obligations	John Condon	All Year	In process
15	Utilize a newly created dedicated department mailbox for Job Postings	Documenting best practices	E-mail address would be noted on all County Job Postings to facilitate submissions electronically	Lorraine Lang & MaryAnn Alvarez	All year	On -going
16	Implementing new Labor Dept. Unemployment Hamlet software	Documenting Best Practices	Streamline Unemployment process	Darryl Smith * Chrissy Simoncini	All Year	On -going
17	Transition and oversight of DSS Hiring and Special Programs	Expanding Professional Competencies	New Liaison to meet with and coordinate special programs with DSS	Darryl Smith & William Bland	All Year	On-going
18	Train additional staff on how to fingerprint	Expanding Professional Competencies	Allow additional staff to learn the fingerprinting process so employment applications can be processed without delay	Darryl Smith, Calyca Marshall MaryAnn Alvarez	All year	on-going
19	Transition of Duties	Expanding Professional Competencies	Cross training in certain administrative duties so tasks are covered in the absence of any staff member	Lorraine Lang Darryl Smith Calyca Marshall Chrissy Simoncini MaryAnn Alvarez	Spring 2022	On-going