

Sauk County, Wisconsin
Administrative Coordinator's Annual Report

2017 Highlights: The Administrative Coordinator's office has gone through a successful year of transition. The Department Head's adopted values and wrote a letter to the County Board outlining those values. The Administrative Functional Group has started meeting monthly. We have started mapping processes. This has led to working on creating an electronic contract routing system. We have implemented small changes to improve communication, including changes to the resolution format and increased email communication.

2017 Goals Review

2017 GOALS REVIEW

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2017?
	Yes or No (If no, please provide comment)
Communication, Trust and Respect - Define and Implement strategies for improving communications, trust and respect.	Yes. We have implemented values, clearer communication strategies, and increased communication.
Economic Development - Facilitate efforts to define the role of Sauk County in economic development regionally and develop and implement strategies for economic growth.	Yes. We have been implementing the Place Plan and have been working with SCDC on workforce development and housing.
Strategic planning - Develop and implement a comprehensive strategic planning framework.	No. This was not a goal that I was able to work on given the transition of the department.
CDBG Revolving Loan Fund Program - Administer loan program and identify opportunities to support efforts of entrepreneurs in business start up and expansion	Yes.

Changes / Accomplishments:

2017 was a year of transition for the Administrative Coordinator's Office. I have instituted regular meetings among Department Heads in small groups and one on one. The focus of the department was to work on trust, communication (internal, board, and public), budget process, and management and leadership skills (policy, process, programmatic). Trust through value discussions and team building. Communication strategies are used on larger issues as they come up. We are also teaching Departments how to get their message across in a clear and concise way.

Regular communication occurs with all staff. Ways to communicate with the public have been identified and will be increased as full staffing levels are reached. This office has successfully transitioned many departments through difficult staffing changes. Teaching and equipping managers with the tools and skills they need to do their jobs has also been important. In addition, I am proud of all the work that the County has done this year, despite the struggles. Our initiatives and accomplishments are comprehensive.

Statistical Summary:

OUTPUT MEASURES

DESCRIPTION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL
Number of Informational Postings	12	11	Average 2 per month
Number of Department Head Meetings Held	12	11	11
Number of RLF Loans Processed	0	5	2