

2014-2015 Accomplishments

- Continued training for Leadership/Supervisory Staff
- Implemented the Legacy Project/County 101
- Created the Culture Committee
- Conducted countywide employee survey
- Standardized business cards/letter head/e-mail signature lines
- Continued employee compensation efforts
- Working on updating Court Consolidation/Animal Shelter Agreements
- Continued with recruitments for critical positions
- Moved Housing to Melody Lane and Adult/Juvenile Probations combined into one location at the OBHS
- Updated Zoning Regulations
- Continued to engage in State and Federal land issues
- Continued to work on water recharge projects/land acquisitions
- Shifted staff responsibilities within the Board Office re: tourism, economic development, legislative liaison, and enhanced communications/community relations
- Provided comments to CSA on a number of legislative proposals
- Relocated EOC from CCSO to Melody Lane IT
- Completed Envision 2020 Comprehensive Plan update
- Conducted Online Land Auction
- Addressed IT Capital needs (network refresh, microwave)
- Established CCSO Shooting Range
- Updated blood borne pathogens policy and implementing training
- Appointed Procurement Director
- Acquired narrow band radios for applicable staff; other radios reassigned to Probation, etc.
- Updated the Light Pollution/Sign Code and successfully enforced the Digital Sign Code
- Established budget committee to suggest cost savings/additional revenue sources
- Implemented greater communication efforts with the public and employees – Jim’s Journal, intranet, FB, etc.
- Revised County organization chart
- Elections and Recorder researched and procured a new election system (hardware/software) for the County
- Continued implementation of facility improvements to address AICP inspection issues (62 buildings)
- Affected Title 36 contract with Canyon Vista – 19 beds; 4 geriatric
- Continued to implement Mansker recharge project and assess Bella Vista and Riverstone for future projects.
- Entered into a Cooperative Agreement with the US Army to facilitate purchases for recharge projects
- Reached an agreement with DOC for engineering for future phases of the BDI water system
- Resolved years of threatened litigation by ADEQ and the AG for past WRL violations
- Transferred PRR Coordination from BOS to CAO

- Hired a new County and Deputy County Administrator - ☺
- Came up with a viable plan to clean up Fry Townsite (currently frustrated by Balmer bankruptcy, but will happen sooner or later)
- Began implementing digital signatures to increase efficiency of paper flow
- Approved rezoning for the Red Horse Solar Project, and agreement on road repairs for Torch Wind Project
- Entered into an IGA with the City of Benson for enforcement of building codes and planning assistance
- Established a uniform credit card system
- Negotiated agreement with Med Trans for air transport of inmates – similar to an insurance policy and savings of \$60,000 this year
- Implemented Electronic Health Records system in CHSS Nursing Division
- Deployed mobile tablets in Environmental Health
- Established Local Health and Wellness Advisory Committees established in Sierra Vista and on Ft. Huachuca
- Opened Employee Fitness Centers in service centers in Bisbee (24/7 access), Benson, Foothills
- Streamlined NEO material; added HazCom and Bloodborne Pathogen trainings
- Transmitted Quarterly County vehicle damage and liability claim update summaries to SO, H&F, SW; annual updates to all other depts.
- Continued Safety Program: HazCom Implementation/Training – include 744 online Safety Data Sheets pulled and organized into work site binders; trained 910 County and Judicial employees
 - Safety Committee – quarterly meetings, frequent safety briefs; focus on HazCom and Bloodborne Pathogens; hosted free OSHA 10-hr safety training for employees from County and area govt.
- Continued Volunteer efforts – Vietnam Vet Commemorative Committee, Neighbors Helping Neighbors
- Established Respiratory Protection Program
- Conducted Multiple Fitness for Duty/ADA Consultations – Interactive process

2015 – 2016 Ongoing Projects

- Vehicle Use Policy update - ARRB fault determination responsibilities shifted to departments with Fleet/RM oversight and data support
- Strategic Plan update
- IDC analysis – fee schedule revisions and hiring of a ILS manager
- E-government Task Force to include online permitting/tracking
- County Image Campaign
- Records Committee: Retention/Destruction
- Babocomari RID finalization
- Employee Compensation

- Microwave project
- Solid Waste privatization/system analysis
- Enhanced grants management and oversight
- Cell phone usage analysis
- Copier analysis
- Continued staff development/CPM
- COOP process
- CPR training
- Facility Use Policy
- Workplace Violence Policy – policy and program training/implementation
- D/A Policy
- Inmate Work Policy to include use of inmates and associated training
- Elected official organization chart
- Expanded public relations/marketing effort
- Revise business manager job description and enhance financial efforts in individual departments
- Web mapping project
- HR Needs Assessment/survey of DDs
- Pima County RTC Contract revisions
- Emergency Action Plan Revision and Implementation
- Actively pursuing National Accreditation for Health Department
- Expansion of Local Health and Wellness Advisory Committees
- Relocation/centralization of Office of Vital Records to Bisbee
- Expand Employee Fitness Centers to Willcox and Douglas
- Finalize presence of P & Z in Sierra Vista
- NEOGOV Application System Implementation
- New World HR Module Implementation(Personnel Actions, EE Event Tracking)
- ACA Reporting /Compliance
- Document Storage (OnBase?)
- Safety Program: Confined Space Program, Respiratory Protection Program, Ongoing Bloodborne Pathogen Implementation/Training
 - Safety Committee – focus on Building Safety, Fleet Safety, and creating the foundation of a Safety Manual; Improve employee access to safety info on Intranet
- CDL/Safety Sensitive review
- Add AED training (defibrillator) onto the CPR notation
- Continue efforts to control unemployment costs

