



Roane County Executive

Staff Retreat

WHAT ARE WE (YOU) DOING TO MAKE ROANE COUNTY BETTER?

What you are to do today.

Grade every presentation: 70-100

Take notes of questions to ask presenter

Make notes of ways you may be able to help or assist another department in reaching their goals or the goals of the organization

Make notes of what you have learned

Tom Connelly put it this way, “He who asks a question may be a fool for five minutes, but he who never asks a question remains a fool forever.”

Abraham Lincoln said, “If I had eight hours to chop down a tree, I’d spend six sharpening my axe.”

Today we will sharpening our axe.

Admiral H.G. Rickover- “Father of the Nuclear Navy”- excerpt from 1982 Columbia University speech

Human Experience shows that people, not organizations or management systems, get things done.

Work should be constantly added so that no one can finish his job.

The man in charge must concern himself with details. When the details are ignored, the project fails.

I require frequent reports, both oral and written.

To do a job effectively, one must set priorities.

All work should be checked through a independent and impartial review.

Important issues should be presented in writing. Nothing so sharpens the thought process as writing down ones' arguments. Weaknesses overlooked in oral discussion become painfully obvious on the written page.

No management system can substitute for hard work. The manager may not be the smartest or the most knowledgeable person, but if he dedicates himself to the job and devotes the required effort, his people will follow his lead.

Agenda (8:30 am to 4:30pm)

Purpose of Staff Retreat

Identify how we are making Roane County better?

- Share department's goals and initiatives
- Insure departments are prepared to present to committees/commission, clubs and others
- Provide common goals and talking points as a group (same message)
- Identify and address concerns, problems, and issues

Look at your agenda for today and note that there has been provided a place to take notes and where you can jot down questions to be ask the speaker after his/her presentation.

What's the County Executive Office Responsibilities? TCA 5-6 County Mayors

General Supervision of County Government

Nonvoting Ex officio member of County Legislative Body

Nonvoting Ex officio member of all committees, boards, commission or authority of the county government and can assign staff to represent the Executive's Office. This is one reason we are here today

Fiscal Agent- all things financial and most all things are financial

County Executive's Focus

Departmental/Committee Management

Fiscal Policy

- Short-term fiscal policy issues (class within itself)
- Long-term fiscal policy issues (class within itself)

Department of Energy Issues-Local and National (long and short term focuses) (groundwater, Manhattan PNHP, reindustrialization, Emergency Mgt, Environment Management)

- ECA
- ORCCA
- CROET
- ETEC

County Executive's Focus

TVA-Local and System-wide (long and short term focuses)

- ATVG

Legislative-Local, Regional, State-wide (long and short term focuses) -work with Legislative Committee

- ETDD
- ETHRA
- RPO
- Workforce Investment Act
- Education
- Revenue

Where are we going?

Five Point Star Management System

- Development of Centralized Planning/GIS Department
- Operations of Building/Codes
- Adoption of 2016 Budget (almost complete)
- Complete Reappraisal (almost complete)
- Department Management Operations (reason for this retreat)

Upcoming studies

- Ambulance Financials
- Property Assessment percentage contribution to tax burden
- More to come...

Executive Summary updates

Focus Notebooks

Policies/Procedures

- Signature for contracts
- Signing Invoices
- Internal Control Requirements

Department Management Operations

Working with Committees/Commissions/Boards

Working with County Commission



Working with County Commission...

Correspondence

Emails

Newsletters

Website

Resolutions

Committee Work (minutes)

Reports



Committee Work

Contact Chair- build relationship and before each meeting

Develop a Template agenda (anything that is possible)

First item of Template agenda-Purpose

Work with Chair for the scheduled meeting agenda

Do the committee minutes for approval of the secretary

File minutes in a timely fashion (2-3 days after meeting)

Committee Work

Template Agenda-

- All things possible
- Purpose of the Committee
- Post online

Current Agenda-

- Selective items from the Template Agenda
- State the purpose of the Committee
- Call the chair prior to the meeting
- Email all members prior to the meeting

Template Minutes

- Set up as Current Minutes
- Used for note taking (minutes of the meeting)
- Have a Footer

Current Minutes con't

Current Minutes

- Start time
- End Time
- Certain words/items are bold. Not the entire sentence but: **Motion, By, Second, Vote, Adjourn**
- Submitted by
- Footer
 - Committee
 - Date
 - Page number
- If referencing a document make sure the document is attached or has a specific reference (current financial report)
- Completed and filed within three (3) days
- Filed electronically with Melanie

Reports

Reports to file with commission-monthly or quarterly

- Number of new building permits and closed permit
- Nuisance cases opened and closed- status report
- Capital Project status report
- Report of activities in Planning and Zoning, meeting attended, requests, resolution of issues
- Budget Calendar-adoption and release of Capital and Debt reports
- Fund Balance report
- Purchasing schedule of bids
- Status of Back Tax properties –what stage are they in?
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Our newest Department- Planning Department Projects

Map of Transportation System

- Bridges by number and ranking
- Roads by Classifications-State, State Aid, County, and City
- Functional Classifications by road
- Safety Issues on Map as known with safety crash data
- Potential Development Opportunities- i.e. Rockwood to Midtown to Harriman-walking, biking, electric motor cart, horse. Marina, RV, Roane County Park, Old Campground, Expo Center, RSCC.
- Thoroughfare Plan- TDOT study

Map of Back Tax Properties

Map of Subdivision development status- Subdivision name and percentage of development

Master Plan encompassing Capital Outlay Plans-next item 5 point focus

Source of Data online: TDOT for bridges. Federal Highway for Roads.

Questions???



What does Melanie do?

- Ron
- Committees
- Commission
- Commission packet
- Liaison/support
- “All other tasks as assigned by County Executive”

July 29, 2015
AECOM leadership meeting. DOE primarily Clean up
Construction is UCOR whose
parent company is AECOM.
Knoxville Convention Center.

I appreciate the invitation to AECOM leadership team. I would like to personally thank Ken Reiter for the invitation.

As you have heard from Anderson only Maggie Terry Frank and Oak Ridge Mayor Warren Gooch they have already said what I was gonna say about UCOR DOE EM and the whole process ~~and relationship~~ progress so I'm going to talk about fishing.

Ashley Hartman emailed me about three weeks ago extending an invitation for this event and I Ashley if you wanted by philosophy of life and a few days later she calls and said ok I needed to share only a few words on the subject I spoke about at a DOE meeting so fine to sit work again well I had already forgot my comment then and now since Maggie Frank and Gooch have told you everything about Oak Ridge I'm left with sharing my philosophy.

Ken and Leo you may never invite me back but I'm going to expand by BID my checky off ~~my~~ share my leadership philosophy with one of