Staff Retreat 2016

Focus Points...

- What have I done over the last year to make Roane County better?

- What areas do I anticipate focusing on next year to make Roane County better?

What have I done over the last year to make Roane County better?

Worked with the Public

Managed Workers Compensation

Managed County Owned Back Tax Property

Recently Started Publishing the
Roane County Newsletter

Working with the public

- Whether in person or on the phone, working with the public can be interesting.

- Learning *what to say* and *what not to say* is a daily undertaking.

- Most callers have questions that can be resolved quickly by directing them to the right person. They usually just need someone to listen.
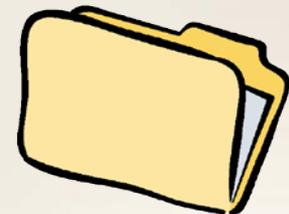
Workers Compensation

- Send out required forms to department supervisors for filing a claim.

- Enter claims on-line.

- Make appointments for injured employees.

- Retain files on each claimant.

- Follow up with injured employees.

- Implement HIPPA law.

County Owned Property

- Register the deeds of county owned properties.

- Publish properties with bidding procedures.

- Conduct bidding sessions to determine who is the highest and best bidder.

- Insure taxes and fees are paid by the winning bidder.

- Have a Tax Deed prepared by the County Attorney.

- Insure the property is registered by the new owner and put back on the tax role when the Tax Deed is signed and notarized.

- Maintain files on each property sold.

Areas I anticipate focusing on next year to make Roane County better.

- Continue to do the best job for Roane County while looking for new opportunities for growth.

- Implement guidelines pertaining to Workers Compensation to ensure preventable injuries; whereas saving the county money.

- Encourage the sale of properties owned by the county; therefore getting the properties back on the tax role.

- Publish monthly newsletter with updates and happenings in our county.

- Coordinate events as needed.

Thank You!

- Comments?

- Questions?

Arlene Daugherty

May 24, 2016