



# Office of the County Executive

MELANIE TOWNSEND

STAFF RETREAT: MAY 24, 2016

# Executive Assistant

- ▶ Liaison between public and County Executive
- ▶ County website
- ▶ County Executive & Commission travel
- ▶ Commission Committee calendar
- ▶ Correspondence for County Executive's office
- ▶ Attend meetings on behalf of County Executive

# Grants Coordinator

- ▶ Over the last year:
  - ▶ Transition from Joyce to Melanie
  - ▶ Applied for 5 grants totaling \$1.2 million
  - ▶ Reorganized grant paperwork management system
  - ▶ Attended Grants USA Grant Management Training

# Grants Coordinator

- ▶ Continue to research/apply for grants to aid the county
- ▶ Attend Grants USA Grant Writing training in September
- ▶ Prepare a Grants Policy and Procedure Manual
- ▶ Implement more comprehensive grant management tracking in coordination with Accounting, Purchasing & respective departments

# Title VI Coordinator

- ▶ New responsibility
- ▶ Attend webinars and training to learn the county's responsibilities to Title VI
- ▶ Work with the Risk Manager to insure that Roane County complies with all applicable laws to reduce our exposure to litigation in regards to Title VI
- ▶ Coordinate with Payroll/Employee Benefits to insure that Roane County employees are informed & trained in Title VI compliance issues