



# **Clerk to the Board Progress Report FY2023**

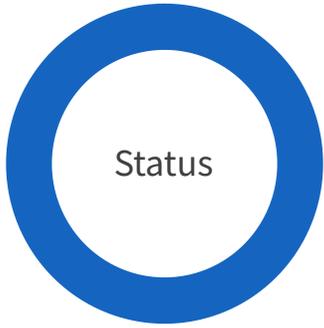
Current Reporting Date: Jul 31, 2023

Report Created On: Jul 31, 2023

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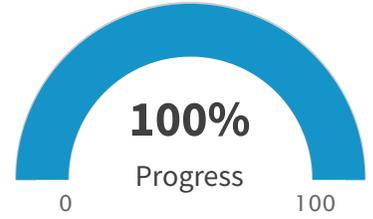
Goal

### Overall Summary



Completed

%  
100.0



Report Legend



Priority



No Update



Overdue

**Goal 3.1.5**

Jul 01, 2021 - Jun 30, 2023

Completed

Progress 100%

Implement a process improvement program across departments

Owner: Stacy Moyer

Update provided by Cindy Chapman on Jul 31, 2023 20:40:52

Update this period: Live version of Boards and Commissioners software implemented December, 2022.

**Board appointees terms who expire and sent thank you**

Percentage of board appointees terms which expire who were sent Thank You letters within 7 days (Goal: 95% or greater)

Owner: Stacy Moyer

Last Update: Jul 13, 2023 15:35:06



**Board appointees/changes updated on Board Traq**

Percentage of board appointees/changes that are updated on Board Traq within 7 business days after the regular monthly BoC meeting (Goal: 95% or greater)

Owner: Stacy Moyer

Last Update: Jul 13, 2023 15:37:11



### Board appointees notified within 7 business days

Percentage of all board appointees who are notified within 7 business days after the regular monthly BoCC meeting (Goal: 95% or greater)

Owner: Stacy Moyer

Last Update: Jul 13, 2023 15:34:17

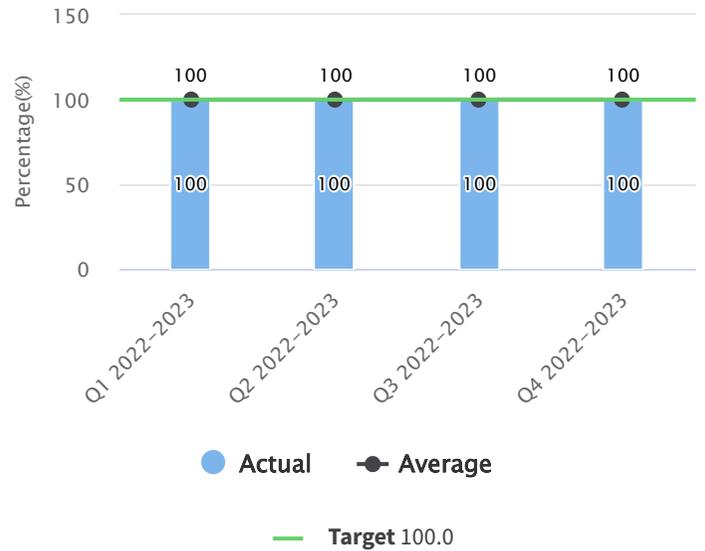


### Agenda packet is distributed 3 days prior to meetings

Percent of regularly scheduled Board of Commissioners (BoCC) meetings that agenda packet is distributed 3 days prior (Goal: 100%)

Owner: Stacy Moyer

Last Update: Jul 13, 2023 15:39:26

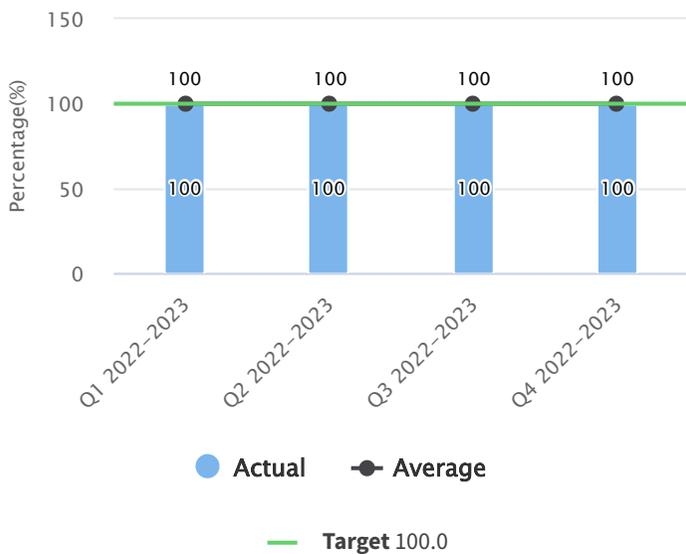


### Preliminary agenda is distributed 10 days prior to regularly scheduled BoCC meetings

Percent of regularly scheduled BoCC meetings that preliminary agenda is distributed 10 days prior (Goal: 100%)

Owner: Stacy Moyer

Last Update: Jul 13, 2023 15:38:56



**Goal 3.1.6** Jul 01, 2021 - Jun 30, 2023 Completed Progress 100%

### Revise Internal Policies, Ordinances, and Resolutions

Owner: Stacy Moyer

Update provided by Cindy Chapman on Jul 31, 2023 20:41:09

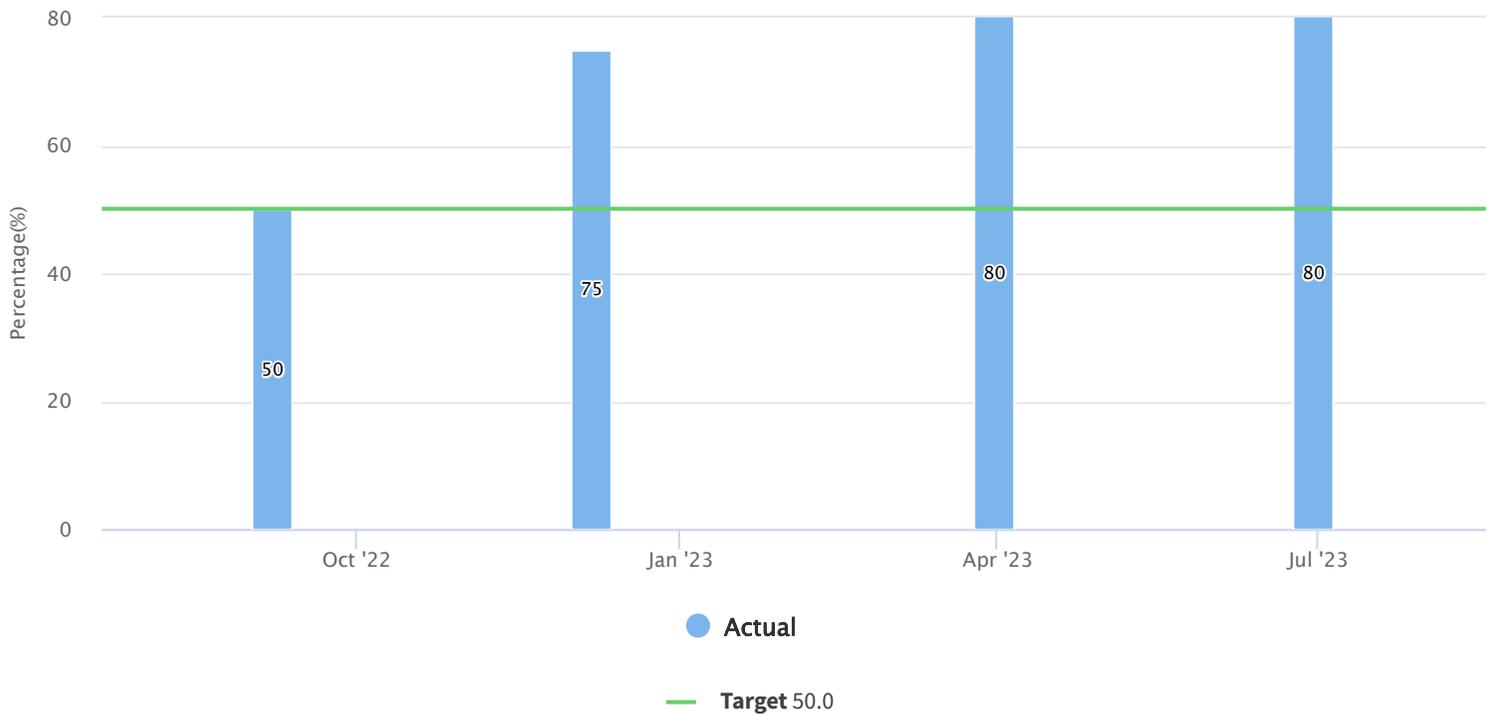
Update this period: departments are consulted as needed for updates to ordinances.

### Departments that are consulted for Ordinance updates

Percent of department directors that have responsibility for ordinances that Clerk meets with annually for possible updates (Goal: 50% or greater)

Owner: Stacy Moyer

Last Update: Jul 13, 2023 15:40:37



**Goal 3.1.22** Ongoing - Ongoing Completed

### Enhance Employee Wellness - County Commissioners

Owner: Stacy Moyer

Update provided by Cindy Chapman on Jul 28, 2023 18:38:28

Update this period: Employees are encouraged to complete a Health Risk Assessment during the month of their birth date. This goal was achieved at 100%

## Employees compliant with Health Risk Assessment

Percent of employees, and spouses, covered by County insurance who are compliant with completing a Health Risk Assessment (on file in the Employee Wellness Clinic) by June 30, 2023. (Goal: 85% of Commissioners or greater) 85%

Owner: Stacy Moyer

Last Update: Jul 13, 2023 15:50:56

