| **Objectives** | **Actions**  **(Short/long Term)** | **Current Status** | **Next Steps** | **Monitoring** |
| --- | --- | --- | --- | --- |
| **A. Evaluate Physical Plant (Admin Building) in Lewis County** | 1. **Develop a list of needed improvements at Turin Administration – Gail/Art** | Visit completed 7/2/15  List of upgrades/reno developed | Put estimated cost of repairs together, with different options (minimal repairs verses top of the line) |  |
| 1. **Conduct a feasibility study of building usage – Gail/Art/Rose** | Have all floor plans | Determine number of staff working out of the building and how many hours/day |  |
| 1. **Enlist the assistance of the Board of Directors to best course of action (i.e. renos, sell, move, etc.) – Karen** |  |  |  |
| 1. **Find funders for the project – BOD/Karen/Steve** |  |  |  |
| **C. Consistency with Training Across Department and LMS Evaluation** | 1. **Look at department systems for training beyond orientation and develop more across the board systems such as a Welcome Packet and Buddy System – Gail to form sub-committee (Char, Kathy, Renee, Matt, Justin, Santana and CFS)** | Reached out to each department and have a list of staff for a sub-committee | Gather training/on-board materials from each department and compare |  |
| 1. **Revisit LMS and see if we can offer more face to face opportunities for those staff that want them – Gail/Faith/Ken** |  |  |  |
| **D. Professional Growth Opportunities** | 1. **Review outcomes of current LARC Program class – Faith** |  |  |  |
| 1. **Begin 2nd round of LARC candidates – Karen/Faith** |  |  |  |
| 1. **Encourage DSP to attend DSP Training Conference in the Fall 2015 – Gail** |  |  |  |
| **F. Equity/Retention Initiatives** | 1. **Re-evaluate Longevity Incentives and determine if it needs revision such as smaller, more frequent increments – Vin** |  |  |  |
| 1. **When negotiating pay increases, focus on time in grade and/or time in position verses across the board increases – Vin/ Faith** |  |  |  |
| 1. **Review each job title of regulated programs to determine education and experience levels required – Gail/Steve** | I have begun charting all requirements per each JD that I have access to. | Need to get copies of all other job descriptions.  Once received, continue charting all JD’s. |  |
| 1. **Using a standardized template, revise job descriptions that exceed regulated education and experience requirements to allow advancement of all staff – Gail with Senior Managers** |  |  |  |