| **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 7/2/15List 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**
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| 1. **Find funders for the project – BOD/Karen/Steve**
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| **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**
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| **D. Professional Growth Opportunities**  | 1. **Review outcomes of current LARC Program class – Faith**
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| 1. **Begin 2nd round of LARC candidates – Karen/Faith**
 |  |  |  |
| 1. **Encourage DSP to attend DSP Training Conference in the Fall 2015 – Gail**
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| **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**
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