

ICMA LGMF Fellow – Catawba County
Proposed Work Plan

1. **Budget management / analyst responsibilities** – Assume responsibility for budget development and monitoring for one or more County department operating and capital budgets. *Project Contact: Jennifer Mace*
2. **E911 Communications Capital Equipment Replacement Plan** – Work with the Emergency Services Director to develop a capital replacement plan, including cost estimates and suggested timing, for all communications capital equipment for the next ten years. *Project Contact: Bryan Blanton*
3. **Telecommunications Tower Equipment Inventory / Requirements Documentation** – Work with Emergency Services and Technology staff to create an up-to-date inventory of all current equipment installed on a cell tower located on the County’s Justice Center campus. This inventory should include equipment type, owner, estimated cost, estimated end of life date, etc. Determine and document all federal, state, and local regulations and industry requirements for maintaining the Justice Center tower. *Project Contact: Bryan Blanton*
4. **GIS-Based Local Foods Inventory Assistance** – In partnership with Cooperative Extension and GIS team, work with farmers and restaurants to increase information availability related to supply and demand of local produce, explore potential development of an online “virtual farmers’ market,” and identify potential opportunities for food aggregation. *Project Contact: George Place*
5. **Wellness Opportunities involving Local Foods** – In collaboration with Human Resources and Cooperative Extension, perform best practice research on methods of integrating local foods (fruits and veggies) into County wellness program, focusing on ways to link County employees up with furthering the objectives of the Farm & Food Sustainability plan while at the same time stimulating employees to connect with healthy living activities offered at libraries, farmers’ markets, and Cooperative Extension. *Project Contact: George Place*
6. **Social Services Website Assessment** – Work with Social Services staff to perform an assessment of the Social Services segment of the County’s website with an objective of developing recommendations for enhancement. (These recommendations should include converting font-heavy pages into more graphic-intensive content that can be easily understood by the public.) *Project Contact: John Eller*
7. **Economic Impact of Social Services’ Economic Programs** – In collaboration with Social Services staff, complete a return-on-investment analysis of Catawba County’s economic programs, capturing the multiplier effect of spending in the community associated with dollars distributed through various public assistance programs. *Project Contact: John Eller*
8. **Environmental Health Fee Study** – Perform a complete review of all Public Health environmental health fees, including developing a standard methodology for use in calculating fees and recommending a policy for periodic fee review. *Project Contacts: Doug Urland and Sindie Sigmon*
9. **“Employer of Choice” Initiative** – Review current recruitment processes, conduct research and provide ideas for trends toward appealing to and attracting diverse applicants and highlighting

Catawba County as an employer of choice. Assist with updating HR web pages/job openings pages to appeal to a variety of diversity and generations (especially millennials). *Project Contact: Nancy Rockett*

10. **Human Resources Recruitment Video Development** - With assistance from HR, identify specific high-turnover positions (i.e. Social Worker, Public Health Nurse, Eligibility Specialist), and meet with work group to create videos spotlighting job responsibilities to post to Internet for recruitment purposes. This will likely include writing skits, recruiting actors, and video production (with assistance from IT department). Creativity is encouraged. *Project Contact: Nancy Rockett*
11. **Employee Interest Group support** - Meet with a variety of County employees (preferably outlying locations) to conduct interviews, take pictures, post articles, etc. to Intranet to highlight their unique interests. *Project Contact: Nancy Rockett*
12. **Library Strategic Plan Performance Dashboard** – Working with Library Director and other key staff, analyze and refine status dashboard highlighting progress towards implementation of recently adopted Library Strategic Plan. *Project Contact: Suzanne White*
13. **Library Operations Manual Development** (*position-specific*) - Work with administrative assistant in Library to create a fully functional operations manual for this position, documenting major functions and processes necessary to fulfill the role. *Project Contact: Suzanne White*
14. **Centralized Library Training, Policy & Procedures Manual** - Compile and centralize library training documents across all branches, integrating position sharing, information dissemination, etc. Develop policy and procedure document for library system, to include review and analysis of existing policies and procedures as well as recommendations for revisions. *Project Contact: Suzanne White*
15. **Enhancement of Annual Library Survey** – Serve as project lead in reviewing and updating the library annual survey. Host focus groups with key users and non-users to identify areas of focus important for inclusion in survey. *Project Contact: Suzanne White*