



2019

- July
 - STAFF:
 - Orientation Survey – Orientation Checklist
 - Review Intern Plan from Kansas
 - COMMUNICATION:
 - Director to Share Directors Report monthly
 - Management Team Meeting Highlights weekly
 - Division Meetings monthly
 - Sustainable Funding:
 - Create 3-year business plan
 - Admin Funds- clear picture of what admin we have available
 - Source Contract list up to date
 - Quarterly check of budget with program and manager
- October
 - Communication:
 - Survey staff on shared calendar ideas
 - Calendar of events
 - Monthly internal newsletter/email with updates
 - Community newsletter template
 - Outreach events plan
- December
 - STAFF:
 - Roles/responsibilities -program back up
 - Manual template
 - Update orientation checklist
 - Intern procedure plan
 - Communication:
 - Have plan for shared calendars – from survey in October
 - Celebration committee plan
 - Sustainable Funding:
 - Determine/calculate indirect rate
 - Unallocated admin



2020

- January
 - STAFF: Leadership Program through Sherwood
 - Communication:
 - Communication plan Outline
 - Outreach events roll out
 - Sustainable Funding:
 - AmpliFund grant research
 - Staff on ACHS/WSALPHO/GCACH committees
 - Leadership Program through Sherwood
- March
 - Communication: NACCHO Branding Process
- June/July
 - STAFF: Mid-year check in on manuals
 - Communication:
 - Communications plan
 - Community newsletter
 - Sustainable Funding: Grant writing plan
- December
 - STAFF: Desk manuals complete
 - Communication:
 - Recognition certificates
 - Stakeholder surveys
 - Sustainable Funding: Strategy to cover unallocated admin

2021

- January
 - STAFF:
 - Communication:
 - Sustainable Funding:
- March
 - STAFF:
 - Long term cross training plan
 - Succession plan
 - Communication:
 - Sustainable Funding: