

WORK SESSION SCHEDULE

1. DUTIES AND RESPONSIBILITIES –TRIAGE EXERCISE (2 HOURS)
 - a. List all unique duties and responsibilities (3M Exercise)
 - b. Establish Hierarchy for Basic and Advanced Functions (3M Exercise)
 - c. Create a Preliminary Triage Chart for Channeling Requests, Input, and Feedback
 - d. Create Preliminary Flow Chart for Employee HR issues

2. ZOOM PRACTICE EXERCISE (1 HOUR)
 - a. Everybody does a function check for video and audio
 - b. Everybody Logs In to Zoom Meeting
(Meeting ID: 9133982108, Password: TwpBdMtg)
 - c. Everybody has an opportunity to speak
 - d. Everybody demonstrates ability to share documents

3. PURCHASE REQUEST EXERCISE (1 HOUR)
 - a. Familiarization with Supervisor’s operational intent
 - b. Familiarization with the pending purchase policy
 - c. Familiarization with the purchase request form
 - d. Familiarization with the purchase order process (Gas Can Exercise)

4. PUBLIC COMMENT @ 4:00PM

5. BOARD MEMBER ISSUES
 - a. Trustee Repa
 - b. Trustee Noble
 - c. Treasurer Rosenbum
 - d. Clerk Andary
 - e. Supervisor Eitrem

3M Exercise.

- Board members use 3M notes to identify tasks.
- Post tasks on bulletin board.
- Identify Functions. (E.g., Parks, Facilities, Waste Management, BOR & Planning Committees, etc.)
- Organize 3M Notes with functions.
- Assign functions to specific Board Members based on statutes.
- Assign remaining activities and oversight functions with specific Board members.
- Link work force with Board Member oversight responsibility.

Gas Can Exercise.

- Employee asks you to purchase a gas can to perform his duty functions.
- You determine that the existing gas can has developed a leak making it unserviceable.
- The existing portable fuel container supports an ongoing, legitimate, board-approved activity.
- It is determined that the new gas can must meet current OSHA and DOT regulations.
- New can must hold at least 2 gallons, but less than 3 gallons.
- Employee needs the new can to support an activity scheduled to start at 7:00am, next Friday morning.

Tasks:

- Identify a potential vendor,
- Seek multiple options that meet current requirements,
- Select the most efficient and effective choice,
- Complete a Purchase Request Form,
- Review the completed form for accuracy.

Ancillary Questions or Issues:

- Who will be responsible for this item?
- Where will the can be stored/secured?
- What processes may be used to fill the new can?