

Director's Report October, 2021

Some big projects are finally coming to a close (the Main parking lot and the new Kingston location) while some other projects are bubbling to the top. It's a time of big growth and change for the system, from landscaping to a new Fiscal Officer and our first ever Human Resources Manager. Everyone is settling into their new roles. We can anticipate more staff retirements in the next 18 months. I've been working with HR and the Team Leaders to get our services chart and job descriptions up-to-date to assist with succession planning.

I reached out to Tamra Lowe recently about her continuing tenure on the board. Her current term ends at the end of this year. Tamra graciously agreed to stay and the County Commissioners approved her re-appoint last week. She will take a new oath in January. Thanks for sticking around, Tamra.

We recently got news that the federal grant to fund our Peer Support position got another extension through the end of February 2023. The board had previously committed to keeping the position (with annual evaluation) even if the funding ended sooner, so the extra few months is a bonus.

NEW BUSINESS:

1. Chief Fiscal Officer and Director annual evaluations: Nan nor I have had a formal evaluation in two years. Since Nan is, of course, retiring at the end of the month, so her appraisal is probably moot. I, however, would appreciate some guidance and input and would like to know the board's goals and objectives for the next couple of years. You may want to establish an evaluation schedule for Cassie, too.
2. Resolution to authorize the tax levy for 2021 and certify to the County Auditor **[ACTION]**
3. Snow removal quotes **[ACTION]**
4. Student Trustee applications: We received two very strong applications for the next student trustee. Their information was distributed to the board. We will need to decide how to proceed in the selection process. Last time a small committee conducted interviews.
5. Staffing **[ACTION]**
 - a. Accept resignation of Stephanie Cooper, Mt. Logan/Main clerk, effective September 9, 2021.
 - b. Hire Brandon Lawson, Main clerk, effective September 20, 2021. Hire Abby Kunz, Frankfort clerk, effective September 21, 2021.
 - c. Hire Morgan Alexander, Mt. Logan/Main clerk, effective October 4, 2021
6. Buildings:
 - a. Approve going out to bid for landscaping and granting permission to Chief Fiscal Officer to open bids on behalf of the board. We have worked closely with the landscape architect and lawyers over the past two weeks to get the bid documents prepared. It's a tight timeline, but the architects feel confident that they'll be able to assist contractors through the projects.

- b.** Move November regular board meeting to November 17, 2021 to allow time to receive and evaluate landscaping bids
- c.** Close Kingston beginning October 15 for move: The temporary Kingston location has already been rented, so we're on a deadline to move out of the building. We were initially hoping to be out of the building at the end of our lease in August, so they've been very flexible with our month-to-month status. The new location will be ready to move in by the end of the week, but we may not have occupancy permits yet until the ramp handrails are installed (currently on backorder). Worse-case scenario we move into the building and staff organize their supplies, etc., but we stay closed to the public. Another scenario may allow us to operate curb-side only. Best case (and the architect thinks this likely), we'll be able to secure a temporary occupancy permit while we wait on the handrails. In any event, we are closing the current location starting on October 15 for the move. Our re-open is up in the air. We will plan on a grand opening sometime next year after the landscaping is completed and the pandemic is back in check.
- d.** Main closed on September 18 2021 due to power outage **[information]**

7. Grants:

- a.** Accept \$193,185 from the Emergency Connectivity Fund for student hotspots. Jenn secured this funding to buy 500 student hotspots that will be available for Ross County high school students. The lending period will be 300 days—basically the school year. This is a reimbursement project, but the money is guaranteed.
- b.** Accept \$69,110 from American Rescue Plan Act for Outreach equipment—Jenn and the Outreach Department identified underserved locations in Ross County and they wrote a grant to install hotspots and book lockers at those locations. This will dovetail with the new Outreach van (still on schedule for a January delivery).