

Agency Initiatives

<u>STANDING COMMITTEES</u>	
<i>Participation in standing committees will be a full-year commitment and will involve monthly planning and progress update meetings as well as some assignments that will be completed between meetings.</i>	
Initiative Name	Initiative Description
Accreditation Committee	The Accreditation Committee will ensure that best practices defined and developed through the accreditation process are integrated into the operations of the agency. Participants will support the application process for accreditation both during and between application years by remaining aware of current requirements and gathering examples of applicable activities. Participants will work closely with the QI Committee to implement changes that operationalize accreditation within WCHD.
Performance Management Committee	The Performance Management Committee will shape the agency's strategic goals to ensure alignment of effort across the agency. Engagement will begin with setting agency goals, followed by division goals, then program goals, and finally individual goals. Participants will contribute to the goal-setting process at every level and support implementation throughout the year.
Quality Improvement Committee	The QI Committee will provide strategic leadership in the prioritizing, implementation and tracking of QI initiatives in the agency. Participants will be involved in identifying and supporting key opportunities to improve operations, service-delivery, and employee experience.
Wellness Committee	The Wellness Committee will review, identify and develop evidence-based strategies for improving employee wellness across the agency. Participants will support implementing policies and programs that apply best practices identified by the CHIP workgroups. Participants will monitor benefits and ensure effective integration with broader efforts in the county. Planned initiatives include: <ul style="list-style-type: none"> • Revisit and reenergize the employee wellness program, identifying opportunities to engage partners, e.g. BGSU, and ensuring integration with the county program; include aspects of wellness into every staff meeting (all staff and divisional/program meetings); • Explore establishing a staff recreation area or partnering with a fitness organization, like a gym, for free/discounted access for WCHD employees.
Workforce Development Committee	The Workforce Committee will lead the agency's effort to recruit, develop, advance, and prepare staff for their current and future position responsibilities. Participants will identify the training and development resources needed to ensure the agency can meet its strategic goals and that employees can effectively pursue their professional goals. This committee will research, review, identify, develop, select, schedule, and coordinate delivery of trainings to advance the mission of WCHD. Planned initiatives include: <ul style="list-style-type: none"> • Review the current onboarding and position training and identify opportunities for strengthening them; • Identify leadership training resources to advance the leadership skills of existing managers and to equip internal personnel so they are ready when a supervisory promotion becomes available.

SHORTER-TERM INITIATIVES	
<i>These initiatives involve activities with a defined scope or timeline.</i>	
Initiative Name	Initiative Description
Annual All-Staff Meeting Planning Committee	A committee to set the agenda and activities for the Annual All-Staff Meeting. Participants will review potential learning objectives and support the prioritization of topics that support the agency's strategic goals for the year. Committee members will support: a) Venue selection; b) Date scheduling; c) Booking of speakers (if applicable); d) Development, review and production of meeting resources; e) Meeting facilitation, on day of event; f) Review of staff feedback after event.
Bloodborne pathogen QI project	A QI project to pilot a new training on bloodborne pathogens. Pre- and post-quizzes will be used to evaluate the new training against the old one before the training is made available to all staff.
Identify new services to offer the public	Review services we are often asked about (but do not currently have) to determine if there is a community need that the health department should fill; establish a priority list of new services, and then develop recommendations and a timeline for offering them.
MTMs for pharmacy patients	Implement MTMs for pharmacy patients to improve patient experience and increase health center revenue.
Obtain fleet vehicles and/or Decal/topper for use on personal vehicles	Explore obtaining fleet vehicles for staff who travel for work, so they can be identified as WCHD employees and can avoid putting mileage on their personal vehicles. If feasible, develop policies for implementing. <i>Contingent on outcome of fleet vehicle initiative:</i> Explore purchasing decals/toppers/magnets so that staff who have to drive their own vehicles for agency business can be identified. If feasible, develop policies for implementing.
PO/requisition process	Work with the Finance Division to review the PO/requisition process to identify opportunities for streamlining; document the updated process in a new procedure.

AGENCY POLICIES AND PROGRAMS

This section includes policies and programs for the agency to consider adopting. Employees who support these initiatives will evaluate the feasibility, effectiveness and appropriateness of the policy or program, and support implementation if approved to move forward.

Initiative Name	Initiative Description
Standard, alternate schedules	Explore offering staff the option to work alternate schedules, including four, 10-hour shifts or regularly working outside of traditional business hours. If feasible, develop policies for implementing.
Parental leave benefit	Explore providing a parental leave benefit, separate from other PTO, available to parents when a child is adopted or born. If feasible, develop policies for implementing.
Workplace dress policy	Explore revising the workplace dress policy, including possibly identifying options for staff to wear jeans without wearing clothing with the WCHD logo.
Outreach events	Support selection and execution of outreach events to expand the number of WCHD engagements that attract additional clients and patients.

OPPORTUNITIES TO INCREASE STAFF ENGAGEMENT

These initiatives are related to improving staff engagement and workplace morale.

Initiative Name	Initiative Description
Employee recognition program	<p>Revisit, review, and make recommendations to improve and relaunch the employee recognition (ticket) program. Through this initiative, the team will examine the following:</p> <ul style="list-style-type: none"> • Opportunities for more frequent recognition of employee contributions; • More substantial/impactful recognition for employees; • Establishing a calendar for honoring staff by division, program, or role; • How employees across the agency can participate in recognizing their co-workers; • Ensuring all staff are honored every year.
Employee newsletter	Work with the Communications Team to review and identify content ideas for the employee newsletter. Support consideration for if and how to include a position profile in the newsletter each week.
Workplace perks	Explore ideas for workplace perks suggested by staff, including working with massage therapy schools to allow massage therapy students to offer massages at work and making snacks and coffee available for employees. Develop plans and procedures to implement feasible ideas.
Staff directory	Explore publishing a staff directory that lists job title, job duties and a description of a "usual" day to help everyone understand the work occurring across the agency. If approved, support document development and maintenance.
Organize non-work events	In addition to the events scheduled through the employee fun month calendar, organize non-work events, like picnics, activities, trips, etc., as opportunities for staff to get together and get to know each other outside of work.