DEPARTMENT GOALS & OBJECTIVES 2018

**DEPARTMENT:** Indirect

**STATED MISSION STATEMENT**
*overall purpose of department*

The primary function of an employee in this department is to manage the front office and perform a wide range of administrative duties for the Executive Director/Regional Business. This department spearheads the Safety and Health & Wellness Programs, and is responsible for general Motor Pool, Human Resources, office & program administration.

**GOAL 1: Increase NWCCOG Safety**

**OBJECTIVES**
1. Build Employee Awareness
2. Increase IT Safety
3. Decrease Building Safety Issues

**MEASUREABLE OUTCOMES**
*how will you know when you meet these goals?*

Increase CIRSA audit score. Decrease network hacks. Decrease building related workers' comp claims.

**WHY THESE GOALS?**
*audit review, team aspiration, client input, survey results, etc.*

Safety is important to employee happiness and productivity. I would also like to receive a 100% CIRSA audit score.

**GOAL 2: Cultivate NWCCOG team atmosphere**

**OBJECTIVES**
1. Increase Team Building Activities - program sponsored lunch n' learns, volunteer day, quarterly game
2. Appreciation Board
3. Fun theme day each month - cultural (food & clothing), moral theme,

**MEASUREABLE OUTCOMES**
*how will you know when you meet these goals?*

More employees will be participating in NWCCOG team activities

**WHY THESE GOALS?**
*audit review, team aspiration, client input, survey results, etc.*

I think the team atmosphere at NWCCOG has the potential to be stronger.