

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Judy Shepherd, Finance Manager

DATE: March 20, 2023

SUBJECT: WORKSHOP re: Finance Manager 2023 Work Plan

STATEMENT OF ISSUE:

At the request of the County Administrator Judy Shepherd, Finance Manager, will brief the Board of County Commissioners on her 2023 Workplan.

ANALYSIS:

Judy Shepherd, Finance Manager, will benefit from the opportunity to share her goals, milestones, and design for work occurring, and to be completed in 2023. Receiving feedback from the Board of County Commissioners, the County Administrator, and the public will add value to her workplan.

FISCAL IMPACT:

None

RECOMMENDATION:

That the Board listen to the presentation, ask questions and provide guidance, as appropriate.

REVIEWED BY:


Mark McCauley, County Administrator

3/15/23
Date



2023 Goals

FINANCE MANAGER – JUDY SHEPHERD

GOAL

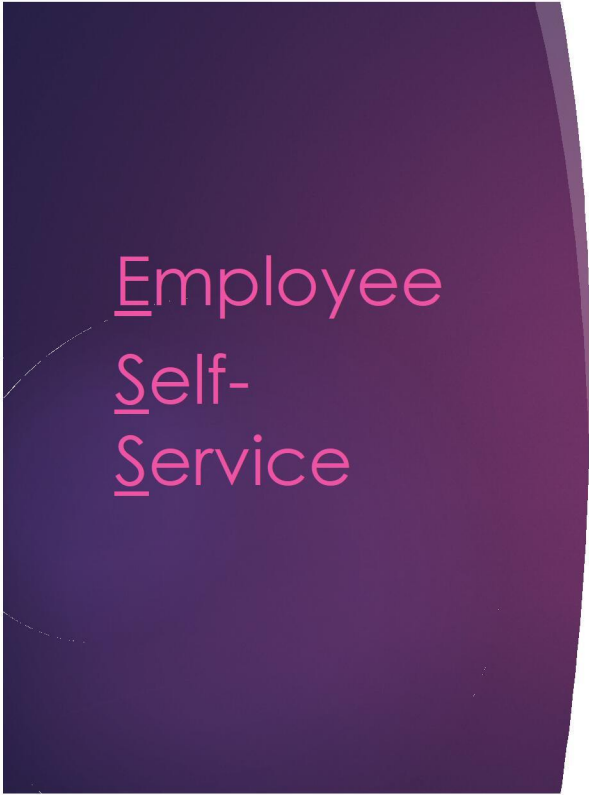
BUILD A STRONG ACCOUNTING TEAM

- ▶ Changes to staffing positions has allowed support to be provided in areas of Accounts Payable and Payroll.
- ▶ Work with each employee on professional development goals.
- ▶ Promote well-being

GOAL

Employee Self- Service

- ▶ Provide employees with access to their own information, i.e. accruals, hours worked, tax documents, scheduled time off, etc.
- ▶ Time entry for hours worked.
- ▶ Requests for vacation, PTO sent directly to the Department Director for approval.
- ▶ Department Directors able to approve requests quickly & efficiently.



Employee Self- Service



IMPLEMENTATION TIMELINE

<i>March</i>	ESS Setup
<i>April</i>	HR/PR Team Training
<i>May</i>	Beta Testing & County Employee Training
<i>June</i>	County Employees use ESS for Time Entry
<i>July</i>	First payroll with ESS

GOAL

Munis Grants Management

- ▶ Grants management across the County will continue to be decentralized.
- ▶ Track grants in a central location in Munis.
- ▶ Providing grants oversight for compliance and reporting will fulfill SAO request.
- ▶ **Timeline:**
 - **Training with Munis Consultant for staff.**
 - **Begin entry in TEST environment to understand how to best use this for County purposes.**
 - **Train Departments on how to use.**

GOAL

Annual Report & SAO Audit

1. Reconciliation between Bank Statements & General Ledger

2. SAO Audit – no insufficiencies and complete by 9/30/2023

- ▶ Complete reconciliation between Bank Statements & the General Ledger
 - Task force assigned to accomplish
- ▶ Annual Report – no insufficiencies in internal control
 - In-Depth Review by Finance Team
 - Complete Audit by Federal Deadline 9/30/2023

GOAL

Lunch & Learn for Financial Topics

- ▶ Develop Lunch & Learn topics to cover Munis, Budget, General Ledger, travel, GAAP Principles, Excel, etc.
- ▶ Begin sessions either monthly or quarterly

Personnal Goals

Improved Well-Being
Professional
Development

- ▶ Improve overall health and well-being
- ▶ Areas of professional development
 - Financial Projections
 - Understanding County revenue streams and impact to County financial health
 - Upcoming 2024-2025 Biennial Budget

Possible GOAL

Munis Employee Expense

- ▶ Enhanced Travel portal for all employees to submit travel reimbursement.
- ▶ Requirement is for departments to use Per Diem.
- ▶ Identified as possible goal due to the capacity to actually implement.