

Quarterly Transformational Initiatives Efforts Update – October 4, 2017

Time and Attendance System will replace the current manual and paper-based attendance and leave processes.

Since the last reporting to the Board on June 7, the project has achieved three major milestones, those being:

1. **July 18, 2017** – Two of the three Best Practice Recommendations put forth in the stakeholder survey done in May were endorsed by both county government and school executives. The third recommendation was tabled pending employee experience and feedback in the pilot programs.
2. **August 10 – August 21, 2017** – Pilot Programs began with the Finance and IT Departments and soon others including the Departments of Transportation, Social Services, Parks and Recreation, School Fiscal Services and the Schools' Teaching Assistants (TAs) will be included. Thus far the pilots are running well.
3. **August 21 – September 7, 2017** – Official Workforce Communications were distributed according to the project's communications timeline. The Time and Attendance System was presented at the County's Town Hall Meetings and a FAQ link and email address for questions and comments were included in the recap email sent out by the County Executive's Office. On August 30, an email announcement of the new timekeeping system was sent out to school division employees by Superintendent Dr. Pam Moran.

A similar email was sent out on September 7 to government employees by Interim County Executive Doug Walker and a third announcement is being planned for partner agencies.

Upcoming milestones include:

1. **Great Plains Payroll System Upgrade** – a testbed version is expected to be ready by mid-November with an upgraded employee data import file ready for incorporation into the Kronos Workforce Management System by December 1.
2. **Interface Designs for Public Safety and the School Substitute Teacher Management Systems** –will continue until the end of December with final testing occurring throughout the first quarter of the calendar year 2018.
3. **Technology and Input Device Preparation and Installation** –An actual installation date is dependent on the number and type of devices decided upon but is currently scheduled for completion by April 30.

With a start date of December 30, 2016 and an anticipated completion date of July 1, 2018, the Time and Attendance Project is a full nine months into its eighteen-month duration (50%) and approximately 40% complete overall. While the Kronos Timekeeping System is still on track for full implementation by the beginning of FY19, project principals have determined a likely need for additional funding. The exact amount will depend on the outcome of a gap analysis. A meeting with the Office of Management and Budget in this regard is scheduled for September 28, in anticipation of a supplemental budget appropriation request to the Board.

The **Records Management** team is meeting monthly. Current status includes the recent conversion of HR filing space to a conference room and shared workspace; repurposing office space to better uses and improving records review and retention.

MILESTONES

The Records Management team reached a major milestone in posting a contracted full time position for a Records Management Systems Analyst and is in the hiring process.

The team recognizes the need to better identify the role of e-mail as County Records. This priority for Records Management is being planned in coordination with Information Technology and County Attorney. In addition to working on the continuing effort to add to and implement a Records Management Plan for the County, the Records Management Systems Analyst will work on the planning and implementation of a system to better track County e-mail.

The **Housing Transition** workgroup within DSS continues to meet and to address issues identified for attention in each of the “buckets of activity” -- Personnel and HR, Budget and Financial Operations, Technology, Space and Equipment, Process Management and Cultural Integration.

Several important milestones have been achieved since last reporting:

- Ron White has confirmed that HUD has no issue with the move of the Housing Choice Voucher Program(HCV) to DSS. All of our Annual Contribution Contracts designate Albemarle County so nothing is needed to change that relationship. The only thing we will need to do is notify HUD of the new contact person and the person with authority to submit documents and reports.
- Positional adjustments have been accomplished in working together with County Human Resources, including the establishment of a Supervisory position within the HCV program staff. That position has been advertised, the interview process completed, and a decision will be communicated soon. This paves the way for smooth structural transition into DSS.
- The HCV Program will be placed under the Administrative oversight of Assistant Director John Freeman, to whom the HCV Program Supervisor will report.
- After approval of a Sole Source application with the help of the Purchasing Department, an important software upgrade for the program utilized by the HCV has been purchased, which will allow for greater ease of program management.
- Examination is under way to determine which processes (i.e. reception) require immediate attention, versus those that can remain the same (i.e. mail delivery).
- Housing staff have been invited and several of the staff have attended DSS functions, while one continues to serve on the Housing Transition workgroup.

We are on track with our timeline and continue to anticipate a formal changeover date in mid-November.

The **Website Project** leads have been gathering feedback on what improvements and enhancements our customers and employees would like to see on a new website for the County. On Wednesday, September 13, 2017, the website project leads presented a summary of that feedback to the Board of Supervisors and led a discussion to gather additional input from the Board. [Click here](#) to view the executive summary for that presentation and discussion.