### Internal Improvement - Anne Bailey

1. **Office Technology & Connectivity - Mary Tesche**
   - General communication & technology assessment completed: 2.2.1 CL
   - Improvement opportunities identified: 2.2.2 CL
   - Technology services RFP written: 2.2.3 MT

2. **Retention Schedule - Tina Anderson**
   - Retention schedule compliance plan designed: 2.2.6 TA
   - Retention schedule compliance plan executed: 2.2.4 TA

3. **HR Tools (Employee Handbook) - Anne Bailey**
   - Employee handbook update & execution plan designed: 2.3.2 AB
   - Employee handbook update & execution plan approved: 2.3.3 AB

4. **Budget Request Process - Anne Bailey**
   - Budget request process outlined: 2.4.1 AB

### Youth Advisory on AEB Assembly - Tina Anderson

- **AEB code for youth involvement researched**: 1.1 TA
- **Assembly prepared**: 1.2 TA
- **Program selection process defined for youth participation**: 1.3 TA
- **Training plan for youth representatives defined**: 1.4 TA
- **Youth representatives assigned**: 1.5 TA
- **Training plan for youth representatives completed**: 1.6 TA

### Borough Asset Management - Charlotte Levy

- **Database design initiated**: 3.1 CL
- **Database design completed**: 3.2 CL
- **Borough asset inventory completed**: 3.3 CL
- **Borough asset history documented**: 3.4 CL
- **Borough asset database updated**: 3.5 CL

### Strategic Initiative H: Communications

#### 1-Year Goal:
- **Improved communication infrastructure defined**
- **Complete assessment of current communications infrastructure in each community**
- **Develop communication & technology improvement plan**
- **Implement & build relationships with communications provider(s)**

#### Improvement Project 1: Youth Advisory on AEB Assembly
- **Youth advisory position filled on AEB Assembly**

#### Improvement Project 2.1: Internal Improvement - Office Technology & Connectivity
- **Improved IT services & staff functionality**

#### Improvement Project 2.2: Internal Improvement - Retention Schedule
- **Implemented a retention schedule for borough documents & records**

#### Improvement Project 2.3: Internal Process - HR Tools (Employee Handbook)
- **Employee handbook updated & approved by the assembly**

#### Improvement Project 2.4: Internal Process - Budget Request Process
- **Budget request process implemented**

#### Improvement Project 3: Borough Asset Management
- **Borough asset management database designed & implemented**

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**Our Vision:**

- **Healthy People, Healthy Schools, Healthy Communities**
- **Diversification of industry including our natural resources & community flexibility for borough stability**
- **Healthy people with a strong cultural identity**
- **Our schools & community are providing quality education including secondary education & vocational skills within the communities**
- **Planned infrastructure projects completed**

**Purpose:**

To ensure the standard of living, well-being & future of our communities