

PGCCS Goals & Objectives - Year 2 of 3
(August 1, 2009 to July 31, 2010)

1. Goal: Increase Staff Support

OUTCOMES YEAR ONE	ACTIVITIES	MEASUREMENT	WHO	TARGET DATE	Completion Activity Statements	Completion Date
PHS--Child: staff ratios are reduced.	Reduce class ratios through Program Improvement funding.	Look at org chart	Planning Committee	July		
	Create home-bases through Head Start expansion.	Look at org chart	Planning Committee	August		
	Transition childcare slots into Head Start slots through Head Start expansion.	Look at org chart	Planning Committee	August		
	Explore possible funding streams.	Research budget and staffing narrative	Budget and Planning Committee	February		
Agency--Staff health is encouraged.	Annual Agency Health Challenge is implemented.	Pre-service agenda	Health and Nutrition Coordinators	August		
	Include health awareness and increase mental health information in HR Update.	HR Update	HR Director and Behavioral health Coordinator	July		
	Update the health and wellness links on website, including self-assessment materials.	Website	Program Team, Technology Manager and HR Director	July		
	Healthy Alerts to staff each pay period	Payroll system in ABRA and list of 26 items	Program team and Payroll Clerk	August		
	Presenters at mid-service to present on health awareness and fitness—staff Health Fair.	Mid-service agenda	Mid-service planning team	January		
	Create forum for “Ask for Nutritionist” in shared data.	Forum	Nutrition Specialist	January		
	Enhance Healthy Blue participation.	BCBS Report	HR Director	May		
	Provide protocol on FMLA and medical awareness, including mental health—what can you say and do? FMLA etiquette.	Ceridian Information	HR Director	December		

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2. Goal: Enhance Community Collaboration

OUTCOMES YEAR ONE	ACTIVITIES	MEASUREMENT	WHO	Target Date	Completion Activity Statements	Completion Date
Agency--HS acts as a childcare resource in the community	Update matrix of existing childcare options— list who in the community is providing child care.	Matrix	Site Managers CDD	August		
	Joint planning with family care providers to create more seamless coverage for families—help families access services that will work best for them. This would mean referring families to other providers.	Networking Log	Site Managers	December		
Agency - Expand services to families on the waiting list.	Invite families and children to socialization.	Visitor Sign In Sheet	Site Staff	October		
	Invite children on waiting list to site health screening day.	Visitor Sign In Sheet	Site Staff	September		
	Invite parents of children on the waiting list to local parent trainings.	Visitor Sign In Sheet	Site Staff	October		
Agency--Trainings are offered to the wider community.	Invite local providers to trainings in order to share expertise.	Training sign-in forms and training flyers	Program and Site	December		

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3. Goal: Advance Agency Recognition

OUTCOMES YEAR ONE	ACTIVITIES	MEASUREMENT	WHO	Target Date	Completion Activity Statements	Completion Date
Expand Agency Branding	All agency templates will contain new brand.	Template	CEO	August		
	Site staff to use agency brand in emails. (Consistent sizing)	Email Signature Template	All Staff	August		
	Distribute updated business cards to agency staff.	Business cards	CEO	July		
Identify agency staff participation in community organizations and committees.	Maintain a current listing of staff membership to community organizations and committees.	Site List CO List	All staff	December		
Marketing plan is developed for branding and taking marketing to the next level	Design brochures for child recruitment.	Child recruitment brochures	Family Services and Program Team	July		
	Explore possibility of using students for marketing plan.	Marketing plan	CEO	December		
	Design brochures for staff recruitment.	Staff recruitment brochure	HR Director	July		
	Redesign website.	Website	Program and Director team	July		
	Design brochure for recruiting volunteers.	Volunteer recruitment brochure	<i>Community Development Director</i>	July		