

## **Ad Hoc Consolidation Sub-Committee**

This committee should not last beyond the sitting term of April, 2012. The Ad Hoc-Consolidation Sub-Committee will submit recommendations to the Ad Hoc Transition Committee. At a minimum this is a road map and starting point; however, the general duties are not all inclusive.

### **General Duties:**

- Determine costs associated with implementation
- Calculate dollar savings
- Evaluate consolidation of offices and/or programs/services.
- Evaluation processes used- to arrive at outcome
- Focus on outcome
- Identify pros/cons
- Address logistics where office staff (located)
- Number of reduced and/or increased staff
- Plan for implementation
- Re-evaluation process
  - Goal met
  - Improvement(s)/return(s)
- Set time-line
- Provide for training needs, as necessary

It is strongly recommended that the committee consult with the department heads and seek their buy in.

As the official elected secretary to the County Board, the County Clerk will serve as the facilitator, recording secretary, and the liaison/point person with the County Mutual on behalf of the Ad Hoc sub-committee.

The committee may want to consider assigning specific tasks to committee supervisors and/or citizen members of this committee to keep things moving forward and to bring back their findings at the next scheduled meeting.

S://county board/consolidation committee