

VILLAGE OF SHOREWOOD
REQUEST EXECUTION OF NEW VILLAGE INITIATIVE

Summary: This form is used for departments, citizen committees and officials to propose new significant initiatives such as service changes, programs, studies, capital items and other requests to be considered for the annual vision planning and prioritization process. The goal of this form is to help staff, residents and officials identify the resources, steps and time involved in executing an initiative. It allows a formalized process for the Village to recognize proposed initiatives and request the Village Board to consider an initiative before investing more resources. Complete the following information and hand in to the Village Manager for the request to be considered.

Name: Trustee Michael Maher

Date: 6/11/19

Department / Committee: Village Managers Office

Initiative: Continue to Strengthen, Maintain and Enhance a Diverse Village Workforce

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

Continue efforts to strengthen, maintain and enhance a diverse Village workforce by expanding recruitment and retention efforts. Conduct a review of existing Village efforts and identify possible enhancements to increase diversity and inclusion within the Village workforce. Report back to the Village Board on the results of the review.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

Conduct as staff time allows.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

10 to 20 hours to conduct a review and develop suggested enhanced efforts.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

Staff time: 10 to 20 hours (rough estimate)

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

Conduct review and identify possible enhancements.