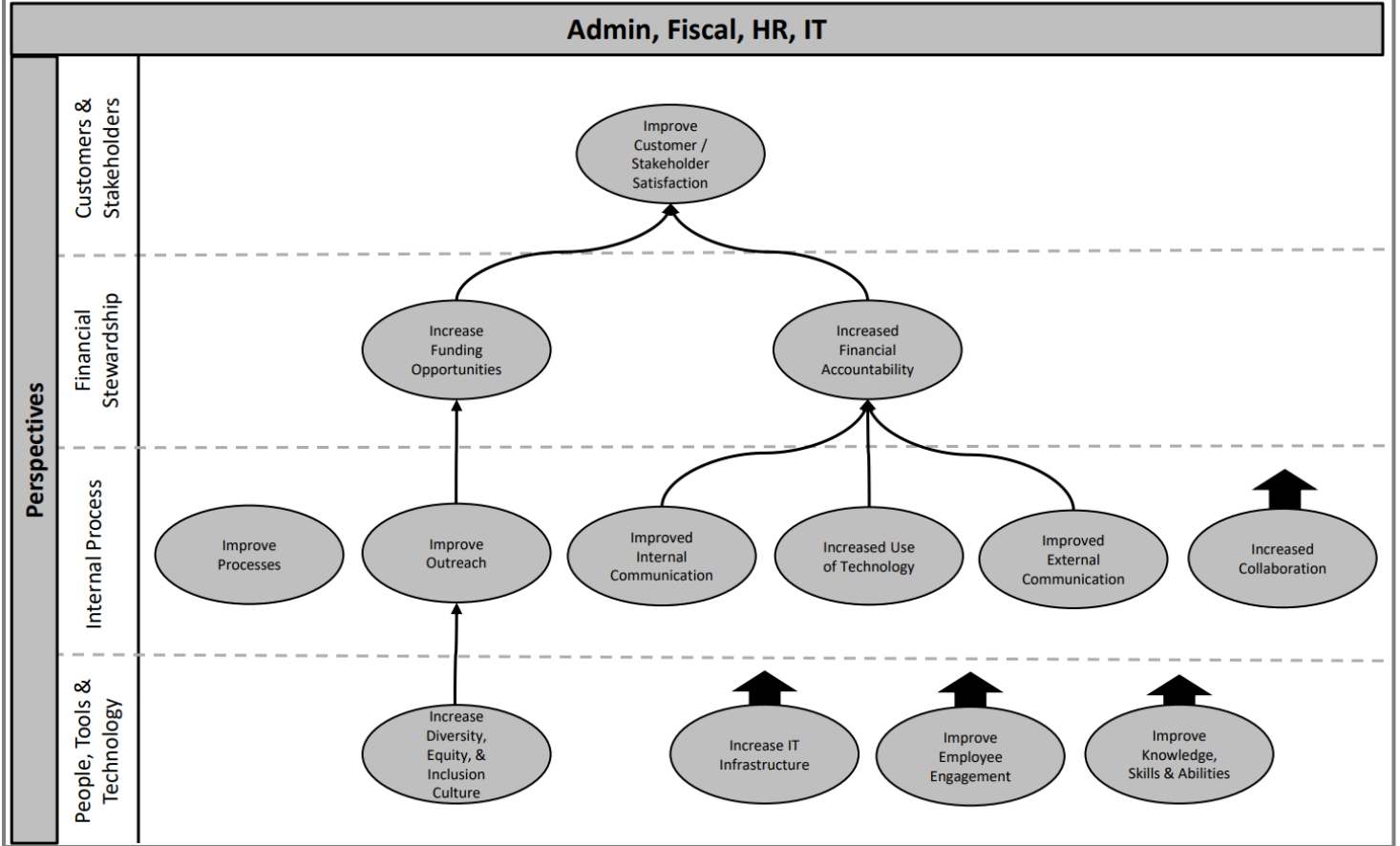





# Indirect Program Objectives

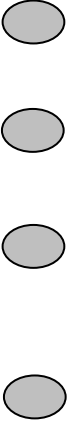



## Admin, Fiscal, HR, IT





# Fiscal Goals, Initiatives and Measures



<u>OBJECTIVE COMMENTARY</u>	<u>OWNER</u>	<u>INITIATIVES</u>	<u>MEASURES</u>	<u>2024 STATUS</u>
<p>It is important to have established relationships with relevant personnel at funding agencies in order to obtain clarifications on standards, to get authorizations, to facilitate reporting, and to gain consideration for potential funding opportunities.</p>	<p>All Fiscal employees</p>	<ul style="list-style-type: none"> <li>- Identify and contact useful representatives at funding sources; create a directory and organize by potential technical, authorization, and fundraising assistance</li> <li>-Develop relationships; check-in quarterly with representatives, semi-annually in-person meets with local funding sources</li> <li>-Attend yearly classes where government agencies send management and senior representatives</li> </ul>	<ul style="list-style-type: none"> <li>-Directory creation and maintenance</li> <li>-Create tracking sheet for meetings</li> <li>-Create tracking sheet for class attendance</li> </ul> <p>Within 6 months</p> <p><b>Update:</b></p> <p>Directory and tracking sheet templates created</p>	<div style="text-align: center;">      </div>

<u>OBJECTIVE COMMENTARY</u>	<u>OWNER</u>	<u>INITIATIVES</u>	<u>MEASURES</u>	<u>2024 STATUS</u>
Implementing an automated payroll system would create efficiencies processing bi-weekly payroll and improve CAPMC's overall capacity. It would also improve tracking over employee held assets, onboarding, changes to various employee statuses, and pulling information.	Daniel Seeto	<ul style="list-style-type: none"> <li>-Ensure sufficient funding</li> <li>-Obtain bids and technical specifications</li> <li>-Setup account, coding, and access for departments and employee levels</li> <li>-Coordination and implementation with selected vendor</li> </ul>	<ul style="list-style-type: none"> <li>-Determine financial viability</li> <li>-Begin obtaining bids within 9 months</li> <li>-Develop general structure within 15 months</li> <li>-Begin implementation after 15 months</li> </ul> <p><b>Update:</b> On hold</p>	

<u>OBJECTIVE COMMENTARY</u>	<u>OWNER</u>	<u>INITIATIVES</u>	<u>MEASURES</u>	<u>2024 STATUS</u>
Timely budget updates would improve decision making for departments.	All Fiscal employees	<ul style="list-style-type: none"> <li>-Monthly budget communications for all departments</li> <li>-Develop single-sheet budget updates for HELP center and other homeless funding</li> <li>-Review each process for potential automation possibilities</li> </ul>	<ul style="list-style-type: none"> <li>-Create tracking sheet for budget meetings and updates within 6 months.</li> </ul> <p><b>Update:</b> Monthly budgets: Partial HELP Center tracking: complete Review: Partial</p>	

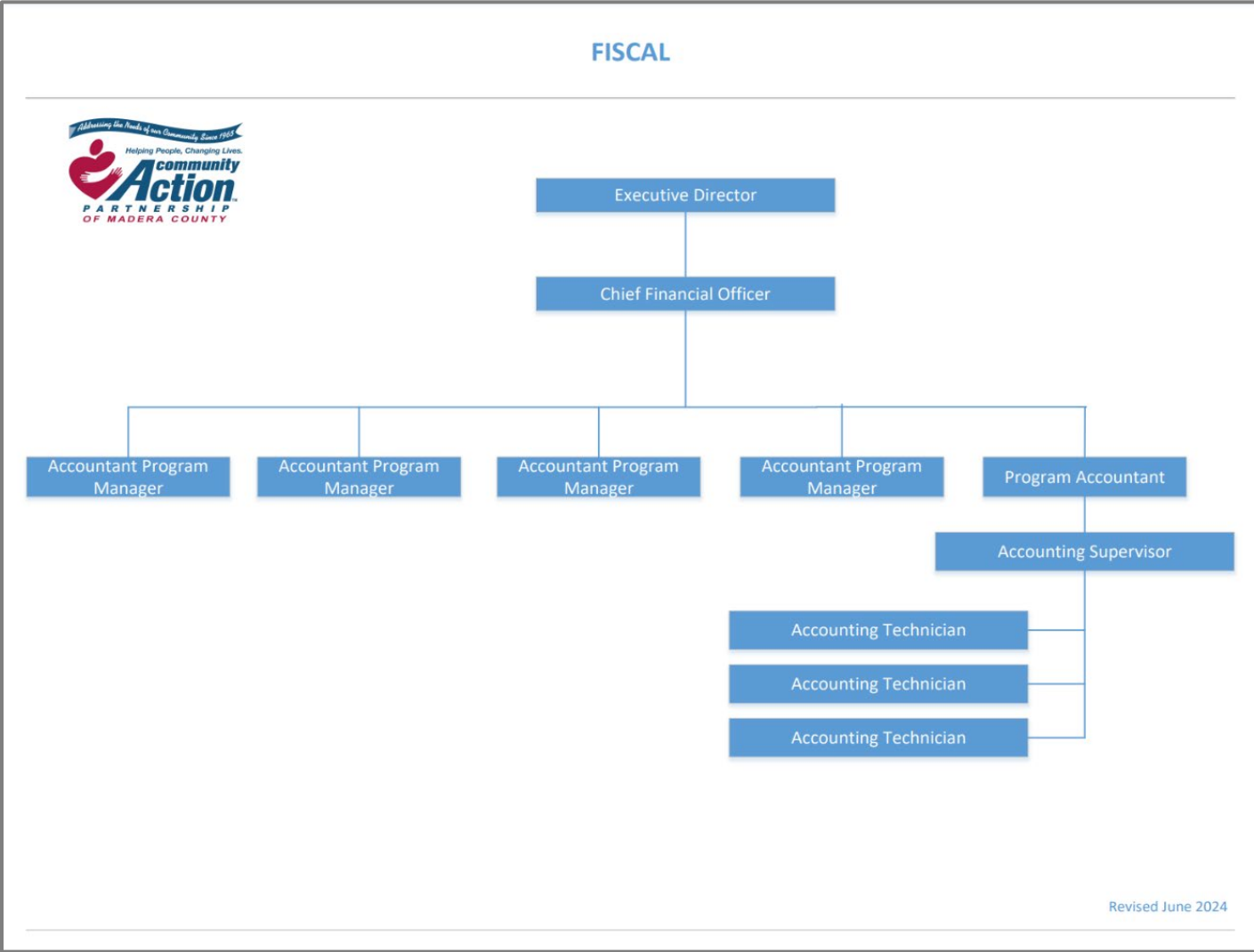
<u>OBJECTIVE COMMENTARY</u>	<u>OWNER</u>	<u>INITIATIVES</u>	<u>MEASURES</u>	<u>2024 STATUS</u>
<p>Interdepartmental communication is limited for many within the agency. Having routine meetings would both humanize the relationships and provide opportunities for personnel to understand the work involved from all sides.</p>	<p>Fiscal</p>	<p>-Monthly or bi-monthly rotations matching up departments</p> <p>- Fiscal to meet with various departments for scheduled sit-downs or lunches to discuss various facets of the agency or to improve interpersonal relationships.</p>	<p>-Create tracking sheet for department meet-ups within 6 months.</p> <p><b>Update:</b></p> <p>Not implemented</p>	

<u>OBJECTIVE COMMENTARY</u>	<u>OWNER</u>	<u>INITIATIVES</u>	<u>MEASURES</u>	<u>2024 STATUS</u>
Improving employee proficiency with Microsoft Excel will save time and allow for better optionality when developing performance metrics or other reports.	Fiscal	<ul style="list-style-type: none"> <li>-Improve understanding of different functions in excel</li> <li>-Improve application of different functions for different datasets</li> <li>-Fiscal to review existing spreadsheets and processes, then pick relevant examples for discussion. CFO will break down all functions contained within sheets and determine potential efficiency gains or presentation differences</li> </ul>	<ul style="list-style-type: none"> <li>-Create tracking sheet for quarterly demonstrations within 6 months.</li> </ul> <p><b>Update:</b></p> <p>One class was held covering sorting, using filters, conditional cell selection and formula copying, utilizing macros, and pivot tables</p>	

<u>OBJECTIVE COMMENTARY</u>	<u>OWNER</u>	<u>INITIATIVES</u>	<u>MEASURES</u>	<u>2024 STATUS</u>
Many employees at the agency struggle with “creative” or open-ended writing prompts that are part of most grant applications. A grant writing course would improve CAPMC’s chances at being awarded grants.	Fiscal	<ul style="list-style-type: none"> <li>-More focused understanding of grant writing</li> <li>-Improved verbiage and linkage for fiscal to programmatic narratives</li> </ul>	<ul style="list-style-type: none"> <li>-Attend trainings; Enroll participants in Fresno State continuing and global education courses for grant writing and management.</li> <li>-Record when employees enroll in courses.</li> <li>- Within 6 months</li> </ul> <p><b>Update:</b></p> <p>One employee enrolled in CSUF CGE for grant-writing</p>	  

<u>OBJECTIVE COMMENTARY</u>	<u>OWNER</u>	<u>INITIATIVES</u>	<u>MEASURES</u>	<u>2024 STATUS</u>
<p>Fiscal staff should be able to confidently answer questions and refer potential clients to various programs within CAPMC. Many clients of the agency qualify for more than one of the programs offered.</p>	<p>Fiscal</p>	<ul style="list-style-type: none"> <li>-Accounting Program Managers should have a clear understanding of program requirements</li> <li>-Employees should have an understanding of what services CAPMC offers and direct reference points in each department.</li> </ul>	<ul style="list-style-type: none"> <li>-Cross training sessions</li> <li>-Fiscal staff will learn programmatic concepts and eligibility levels for their programs then cross-train within fiscal.</li> <li>-Create tracking sheet for internal training sessions.</li> <li>- Within 12 months</li> </ul> <p><b>Update:</b> Not implemented</p>	<p style="text-align: center;">○</p> <p style="text-align: center;">○</p> <p style="text-align: center;">○</p>

# Fiscal Organizational Chart



Revised June 2024