

PROGRAM MANAGERS MEETING  
JANUARY 24, 2024  
1:30p – 3:00pAGENDA

1. Kudos and Celebrations
2. Group Activity
3. Department Updates
  - a. Aging Services
    - i. AAA
    - ii. ADRC
    - iii. Americorps Seniors
  - b. Client Services
    - i. 2-1-1
    - ii. Section 8
  - c. Energy Services
    - i. Family Assistance (CSBG)
    - ii. Utility Assistance
    - iii. Weatherization Assistance
  - d. Regional Services
    - i. Planning/Community & Economic Development
    - ii. Public Safety
4. Admin Updates
  - a. Human Resources
    - i. Open Job Postings
    - ii. Program Orientation for New Employees
    - iii. Employee Benefits RFP
    - iv. Performance Appraisals
  - b. Finance
    - i. Transitioning
    - ii. FYE 2025 Financing Plan
  - c. Executive
    - i. Cell phone reimbursement guidelines
    - ii. Member Impact Profiles
    - iii. HVAC
    - iv. Building Tenancy

**better leaders building better lives™**

# I am a great multitasker

- Draw two horizontal lines on a piece of paper



- On the first line, write:
  - I am a great multitasker
- On the second line: write out the numbers 1-20 sequentially, like those below:
  - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

# I am a great multitasker

- Draw two horizontal lines on a piece of paper



- On the first line, write ONE LETTER and THEN go to the second line:
  - I a m a...
- On the second line write a sequential number THEN go back to the first line:
  - 1 2 3 4...

Write the following phrase two times  
exactly as you see it below.

**“I use my strengths every day.”**



Write it again using your alternate hand.

**“I use my strengths every day.”**

