

### 9. Being Mission Focused

- ❖ What is a mission statement and how is it developed
- ❖ Program development in light of the mission
- ❖ How to shop services to an appropriate funder in light of mission
- ❖ How to manage mission in changing times
- ❖ Strategic Planning

### 10. Dane County's Request for Proposal (RFP) Process

- ❖ Elements of a successful RFP
- ❖ How to navigate through the RFP process
- ❖ When to collaborate with similar agencies



## How is Participation Recognized?

After each class, participants will walk away with helpful handouts, practical case studies, networking resources, and other valuable information. Participants will receive a certificate upon the successful completion of each class to recognize their attendance.

## What are the Logistics?

PCU classes will be taught every other Wednesday afternoon from 1:00-4:00 pm at Dane County's Northport Drive office in room 110. The dates for the first PCU session are as follows:

- ❖ 11/05/08 Orientation & Dane County Contract Compliance
- ❖ 11/19/08 Nuts and Bolts of Budgeting
- ❖ 12/03/08 Financial Accountability
- ❖ 12/17/08 Year-end Close Out and Audits
- ❖ 1/07/09 Outcome Measures/Program Logic Models
- ❖ 1/21/09 How to Hire and Maintain Competent Staff
- ❖ 2/04/09 Effective POS Leadership
- ❖ 2/18/09 Cultural Competency
- ❖ 3/04/09 Being Mission Focused
- ❖ 3/18/09 Dane County RFP Process

## Where Can I Get Information?

If you have any questions about PCU please contact G.P. Foster, Deputy Director of Dane County Department of Human Services, at 242-6431 or [Foster@co.dane.wi.us](mailto:Foster@co.dane.wi.us) or Edjuana Ogden, Budget Contracts and Operations Manager at 242-6403 or [Ogden@co.dane.wi.us](mailto:Ogden@co.dane.wi.us)

## How Do I Register?

Class size will be limited to facilitate open communication and instructor interaction. Please reserve your spot by October 17, 2008. Contact Donna Parks at: (608) 242-6391 or [parks.donna@co.dane.wi.us](mailto:parks.donna@co.dane.wi.us).

Dane County  
Department of Human Services  
Lynn Green, Director

2008-09 FALL-WINTER

Provider

Contract

University

PCU is...

- ❖ An interactive training program
- ❖ Instructor-led small group classes
- ❖ Contract, management, and financial training and information



## What is PCU?

PCU is a training session sponsored by Dane County Department of Human Services under the direction of Lynn Green for providers who contract with Dane County. The program offers a series of interactive and “hands-on” training sessions that are essential to successful contract performance. The curriculum includes contracting, financial management, program administration, and outcome measurement.

Each PCU session consists of 10 different classes and offers 30 hours of small group classroom instruction. Dane County program and financial managers as well as local professionals and subject matter experts will teach the classes.

## Who Should Attend?

PCU is designed for all providers who contract with Dane County. Because various staff from agencies perform different functions, classes may be attended by relevant staff from a particular agency. Program, management, and fiscal staff are all welcome to attend PCU.

## What is the Curriculum?

PCU consists of 10 unique, 3-hour classes that combine lectures, handouts, in-class practice, presentations, and case studies in an interactive setting.



The classes and their content include the following:

### *1. Orientation to Dane County Contract Compliance*

- ❖ Forms, forms, forms? What forms are required by Dane County and when are they used
- ❖ County-specific contract guidelines
- ❖ Living wage and civil rights compliance
- ❖ Reporting deadlines and strategies to help meet them

### *2. Nuts and Bolts of Budgeting*

- ❖ How to develop organizational budgets (operating versus capital)
- ❖ How to allocate administrative, overhead, and shared costs
- ❖ How to project revenues and expenses
- ❖ Developing County budgets

### *3. Financial Accountability – Counting the Cost*

- ❖ Projecting cash flows
- ❖ Reporting costs based on a cost allocation plan
- ❖ Fraud detection/Internal controls
- ❖ Governmental accounting/IRS updates

### *4. Year-end Close Out and Audits*

- ❖ Cash versus accrual basis accounting
- ❖ Recording costs in the proper year
- ❖ Account category variances and final settlement
- ❖ Independent audit (What to look and ask for, your role, how to evaluate proposals)
- ❖ Industry changes in auditing standards

### *5. Outcome Measures / Program Logic Models*

- ❖ Why measure?
- ❖ Introduction to program logic models
- ❖ Getting ready for outcome measurement in your organization
- ❖ Identifying outcomes
- ❖ Specifying indicators
- ❖ Resources – links to outcomes, indicators, toolkits, consumer surveys, and more

### *6. How to Hire and Maintain Competent Staff*

- ❖ Effective search and screen strategies
- ❖ The hiring process, recruitment, selection and socialization
- ❖ Effective staffing, job description, screening, interviews, references and the offer
- ❖ Legal issues, avoiding a wreck

### *7. Effective Leadership*

- ❖ What skills are necessary to be an effective director of a provider agency
- ❖ Self and staff development and leadership
- ❖ Customer service and successful leadership
- ❖ Identifying stakeholder and maintaining and building relationships

### *8. Cultural Competency*

- ❖ Working with and reaching a diverse population
- ❖ How to demonstrate cultural competency to a funding agency
- ❖ Encouraging cultural competency throughout the agency