

**Manheim Township Department Head and BOC Retreat AGENDA**  
**September 15, 2022, 8:00am-4:00pm**  
**Calvary Church – East Room, 1051 Landis**  
**Valley Road, Lancaster, PA**



**08:00-08:15am**            **Arrival/Light Breakfast**

*Please use the "EAST ENTRANCE" to the church and park in the parking lot adjacent to the East Room*

Light Breakfast served in the East Room – Compliments of Calvary Church

Menu: Coffee, Orange and Cranberry Juices, Bagels, Donuts, Fruit Salad

**8:15-8:30am**            **Opening Comments**                            **Presenter: Rick and Andy**

Review of the days agenda and opening comments

**8:30-10:00am**            **Legal and HR Training and Updates**            **Presenter: Theresa Mongiovi & Angela Sanders**

Theresa and Angela will provide a 90-minute session on legal and human resources updates that need to be completed for department heads, supervisors, and elected officials, as a requirement of our insurance carrier

**10:00-10:15am**            **Break Time**

15-minute break for refreshments and refuel

**10:15-11:45am**            **6 Month Review**                                            **Presenter: Rick and Andy**

We are now 6 months in. What have we done, what's coming next, what do we see that we need to do to get to the end of 2022. Interactive session on the good/bad/ugly with Department Heads and now the Commissioners to openly discuss what's happened, what's coming up, and how do we get the next steps to the finish line.

**11:45-12:30pm**            **Lunch Break**

Lunch served in the East Room – Compliments of Calvary Church

Menu: Bowl of Mixed Greens, ranch and raspberry vinaigrette dressings, Sliced London Broil, Sliced Marinated Chicken, Roasted Veggie Salad, Red Bliss Potato Salad, Brownies/Cookies, Turkey Hill Drinks and Water

**12:30-2:00pm**            **Session #2: SWOT/Long Range Planning**            **Presenter: Rick and Andy**

We talked at our first retreat in May about our Strengths, Weaknesses, Opportunities, and Threats, and how they played into a long range and strategic plan for the Townships future. We will revisit this conversation on SWOT and planning, expand on it, and now include the Commissioners and their thoughts into the conversation.

**2:00-2:15pm**            **Break Time**

15-minute break for refreshments and refuel

**2:15-3:45pm**            **Capital Budget Review**                                            **Presenter: Rick and Andy**

We've talked about where we were, where we are today, and potentially where we want to go with plans, programs, and services into the future. Now let's review the FY2023 Capital Improvement Program (CIP) requests and crosswalk them against the future planning conversation and see where the TOWNSHIP priorities are for the next fiscal year.

**3:45-4:00pm**            **Wrap-up**

End of the day wrap-up/clean-up.