2021 – 2024 Strategic Plan Development Process

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Proposed Process for 2021 Plan

- **Form Team**: Convene a Strategic Plan Development Team comprised of residents and staff (15 people)
- **Engage Community**: Use community input to identify focus areas & priorities for the next Strategic Plan
- **Develop Plan**: Strategic Plan Development Team will devise a draft of the new/updated Plan based upon BOCS direction
- **Finalize Plan**: Solicit feedback on the draft Plan from the community, BOCS, & Leadership Team. Use feedback to finalize the Plan.
CONVENE A STRATEGIC PLAN DEVELOPMENT TEAM COMPRISED OF RESIDENTS AND STAFF (15 PEOPLE)

- Eight (8) residents – each Supervisor appoints one
- Seven (7) staff - mixed levels of staff from departments that support focus areas
CONVENE A STRATEGIC PLAN DEVELOPMENT TEAM COMPRISED OF RESIDENTS AND STAFF

• Strategic Plan Development Team (SPDT) will assist with the process & draft the plan
• SPDT will receive training:
  * strategic plan development
  * key performance indicators
  * community engagement
TEAM MEMBER RESPONSIBILITIES

• Attend one-day training and team meetings
• Assist with preparation and facilitation of the community conversations/town hall meetings
• Assist with developing draft Plan
• Serve as liaison between public and SPDT
• Keep Supervisor apprised of process
Proposed Process for 2021 Plan

BOARD MEMBER RESPONSIBILITIES

• Assign resident to team
• Host a town hall meeting/community conversation to identify priorities in the Plan
• Assist with developing draft Plan at a work session
  *Identify priorities
  *Select goals
• Review draft Plan and provide feedback
• Adopt 2021 – 2024 Strategic Plan
Proposed Process for 2021 Plan

STRATEGIC PLAN DEVELOPMENT TEAM WILL DRAFT THE NEXT PLAN

• Will use the community input that identifies focus areas & priorities to draft Plan

• Will review the current Strategic Plan and other County policy documents and implementation tools to integrate these efforts into the next Strategic Plan

• Will develop the 2021 – 2024 Strategic Plan with strategies and performance measures
Proposed Process for 2021 Plan

PRESENT PLAN; SOLICIT COMMENTS; INCORPORATE FEEDBACK TO FINALIZE PLAN

• Present draft Strategic Plan to BOCS and community for review and comments
  * Host community forums with structured table discussions
  * Put document online for comments
• Feedback from BOCS and community will guide revisions for final draft of the Plan
Strategic Plan Development Process Timeline

8 Phases of the 2021-2024 Strategic Plan

1. Planning & Preparation
   August 2019 – February 2020
   - SP Coordinator meets with CXO & DCXOs to discuss the Strategic Plan development process.
   - In January 2020, apprise BOCS of current Strategic Plan outcomes, recommend development process, and determine BOCS involvement in development of next Strategic Plan.
   - Convene and train the Strategic Plan Development Team, finalize project approach as well as community/staff engagement approach.

2. Initial Community Engagement
   March 2020
   - Conduct short online survey to identify strategic plan focus areas.
   - Share results with BOCS. March 31, 2020
3. **Community Visioning**
   - Board members will host at least one town hall meeting (inclusive, broad-based community conversations) in each magisterial district to identify strategic priorities.
   - SPDT members and staff will facilitate structured table discussions at these town hall meetings.

4. **Identify Priorities**
   - Strategic Plan Development Team will analyze input from survey and community conversations to identify priorities in each focus area.
   - Share results with BOCS.
Strategic Plan Development Process Timeline
8 Phases of the 2021-2024 Strategic Plan

5. Develop the Draft Strategic Plan
   - Strategic Plan Development Team determines goals with measurable key performance indicators and strategies for each priority, and presents a draft plan to OEM and the Leadership Team for review and feedback.

6. BOCS & Community Feedback on Strategic Plan Draft
   - Present draft Strategic Plan to BOCS and community for review and comments/feedback. **October 6, 2020**

7. Finalize & Adopt the 2021-2024 Strategic Plan
   - Finalize the Strategic Plan based on feedback from BOCS, community and staff.
   - BOCS adopts the 2021 – 2024 Strategic Plan.

8. Next Steps – Implementation & Reporting
   - Create a SPARC – Strategic Plan Accountability & Reporting Committee – to collect data and report on activities.
CONTINUED COMMUNITY ENGAGEMENT & COLLABORATION

• SP Coordinator will give presentations and facilitate conversations with community groups

• Utilize community partners to assist with implementation efforts
IMPLEMENTATION OF THE PLAN

CREATE STRATEGIC PLAN ACCOUNTABILITY & REPORTING COMMITTEE (SPARC)

• SPARC will be formed after the 2021 – 2024 Strategic Plan is adopted
• Will be comprised of staff and community members
• Will be responsible for collecting data on KPIs and reporting on activities that support the Strategic Plan
• Evaluate Plan and refine strategies as needed