



County Administrator

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MEMO

TO: County Commissioners
FROM: Robert W. Wilson
DATE: May 12, 2022
SUBJECT: Planning Process for Strategic Plan Update

At the Commission meeting on May 16th I will provide an update on the proposed process for updating the County's strategic plan. You will recall the County has engaged JM Consulting to facilitate the plan update. This is the same company the County consulted with in developing our plan three years ago. Owner Jason Matthews and I have discussed the following process and time frame for updating the plan:

- In the next couple weeks Chair Steen, Administrator Wilson and Mr. Matthews will discuss the metrics that should be include in the strategic plan update. Recall, one of the opportunities for improvement both Commissioners and Department Heads have noted will be the development of metrics to assess the achievement of plan goals.
- In June an all-employee survey will be distributed to gauge general awareness of, and satisfaction with the current strategic plan and expectations for the updated plan. The survey will be distributed by email and include about 10 days for employees to complete and submit responses.
- Commissioners and Department Heads will tentatively meet 8/18 and 8/19 (half-day) to review survey results and discuss and finalize goals and objectives for the updated Strategic Plan.
- Final report will be delivered by the end of September

Just a note – we have intentionally avoided scheduling strategic plan-related work in July due to the time needed to prepare for and conduct budget hearings and the fact that some staff and Commissioners will be out of town for several days at the NACo convention.

This is scheduled as an information only item.

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