



Topic: **Reservoir Committee Agenda Item 3.6** **2020 July 16**

Subject: **Strategic Planning Session Agenda**

Requested Action:

Review and comment on the Strategic Planning Session Draft Agenda.

Detailed Description/Background:

The Catalyst Group was hired by the Authority to prepare a strategic plan and facilitate a strategic planning session. The consultant has reviewed the organizational assessment findings and has conducted interviews with coordinating committee members (Reservoir Committee (RC) and Authority Board (AB)) and key staff. Based on this input, the attached draft agenda has been prepared for the strategic planning session and the consultant would like the RC's feedback before finalizing pre-meeting activities and plans for the day.

In addition, before the meeting, the Catalyst team will be soliciting additional input regarding the strategic plan through an online survey to be distributed to the Authority Board, Reservoir Committee, agents and select consultants. The purpose of the joint workshop is to discuss and affirm the Authority's vision, mission, values, goals, and objectives.

Currently, the strategic planning session is scheduled to occur Thursday, August 13, 2020. Due to uncertainties of the COVID situation, accommodations were attempted for a north and a south meeting location along with virtual meeting accommodations. However, only a north location has been secured at this time.

Staff wanted to hold the meeting in-person but sees the upsides of having the meeting sooner in line with ongoing project activity outweighing the downsides of waiting for the COVID situation to pass. The consultant will have a live facilitator and video capabilities at each facility. The consultant is also evaluating options for making the virtual participation as interactive as possible. This will be a joint meeting of the RC and the AB and members will have the option of attending in the manner they are most comfortable with.

The strategic plan document will be written following the session and a draft is scheduled to be delivered in September 2020.

Fiscal Impact:

Sufficient funds for the strategic plan and facilitation are included in the Amendment 1B work plan. Funds and contract authority previously authorized by the board for Catalyst and Darling H2O to assist with strategic plan implementation are being held for these activities.

Prior Action:

Status:	Final	Preparer:	Jerry Brown	Phase:	2	Version:	A
Purpose:	Sites Staff Report	QA/QC:		Date:	2020 July 16		
Caveat:	Informational	Authority Agent:	Jerry Brown	Ref/File #:			
Notes:				Page:	1	of	2

May 27, 2020: Approved a consulting contract with The Catalyst Group for facilitation services in an amount not to exceed \$50,000 and approve a time extension through December 31, 2020 for the existing contract with Darling H2O.

April 22, 2020: Approved the Organization Assessment Report as follows: the plan and schedule for addressing the report findings and recommendations, the scope, schedule and budget for strategic planning facilitation services and release a Request for Proposals for strategic planning facilitation services.

December 20, 2019: Approved Darling H2O to expand the scope of work to support the recruitment of a facilitator for Strategic Planning.

November 21, 2019: Darling H2O Consulting, Inc. presented the draft Organizational Assessment.

August 26, 2019: Approved a budget reallocation for the organizational assessment and execution of a sole-source professional services agreement with Darling H2O to perform an organizational assessment.

July 22, 2019: Discussed working on an organizational assessment plan to evaluate the structure of the Sites Project's program management team, Reservoir Committee and the Authority.

Fiscal Impact/Funding Source:

None.

Staff Contact:

Jerry Brown

Attachments:

Attachment A: Proposed Draft Agenda.

Joint Strategic Planning Workshop

8:30 **I. Welcome, Agenda Overview, Introductions — Jerry Brown & Charles Gardiner**

Workshop Purpose: Identify & affirm Authority **vision, mission, and values** and **project and organizational goals** to achieve our mission.

Objectives:

- Review and affirm Vision, Mission, and Values statements.
- Identify, modify, and affirm the high-level goals to achieve an *approved, funded project*.
- Identify, modify, and affirm *organizational* needs to lead the project.

Introductions: Board and Reservoir Committee members introduce themselves and state their objectives for the day.

Protocols: Review meeting process guidelines

8:50 **II. Review Strategic Plan Intent, Content & Progress to Date — Facilitator**

Strategic plan purpose and timeframe:

- Sets vision, mission, values, and broad project goals and organizational....
- Will be used to....
- To be addressed today....and in future work.

Key Findings: Review key findings emerging from staff and Coordinating Committee interviews/meetings.

Discussion: Q&A on Strategic Plan, findings, and agenda.

9:15 **III. Review and Affirm Strategic Plan “Vision, Mission & Values” — Facilitator**

10:20 ~ ~ ~ ~ ~ **BREAK 10 mins** ~ ~ ~ ~ ~

10:30 **IV. Review & Affirm Content of the Strategic Plan Goals & Objectives — Facilitator**

Goals and Objectives: Present, discuss, and affirm 3-5 strategic plan goals for the project and organization.

11:50 **V. Review Work Task and Break into Work Groups — Facilitator**

12:00 ~ ~ ~ ~ ~ **Working Lunch** ~ ~ ~ ~ ~

12:15 **VI. Breakout Session #1 – Identify Core Challenges/Needs for 2-3 Goals (Breakout Group for each Goal)**

What is needed to achieve the high-level project goals – approaches, relationships, teams, knowledge, deliverables, etc.?

1:30 **VII. Breakout Session #2 – Identify Challenges/Needs for the Organizational Goal(s) (2-3 breakouts)**

How does the organization need to grow and develop to own and lead the project?

2:15 **VIII. Reconvene as Full Group – Summarize Outcomes & Agree on Broad Themes**

Reports from breakout groups. Refinement and direction to work groups/staff to refine the goals and develop implementation strategies.

2:55 **Next Steps & Adjourn**