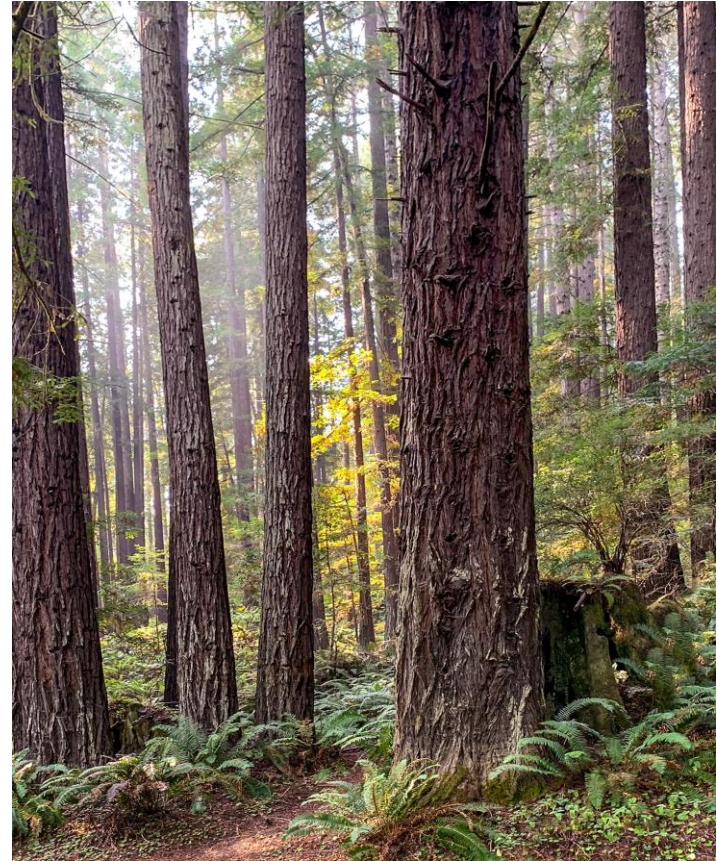# Facilitating Mendocino County's Strategic Planning Process

July 1, 2021- January 31, 2022
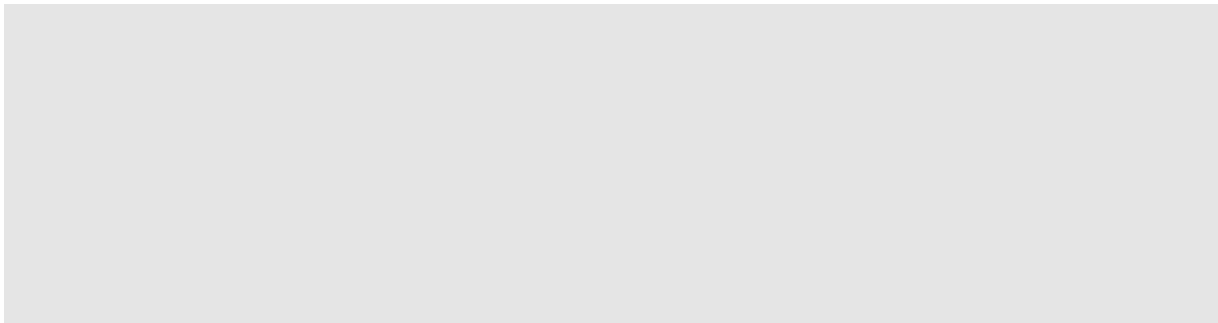

**BISCHOFF PERFORMANCE IMPROVEMENT CONSULTING**

THE HRMATRIX LLC

**The HR Matrix, LLC
Gary Hochman,
Principal
Santa Rosa**

**Bischoff Consulting
B.J. Bischoff,
Principal
Sonoma**

Experienced in North Coast strategic planning, working with government leaders & obtaining public input to chart future direction

- **Sonoma County Strategic Plan**
- **Napa County Strategic Plan**
- **Sonoma County COVID/Fire Disaster Economic Recovery Plan**
- **Sonoma County Cannabis Economic Impact, Cultivation Ordinance/EIR Public Input**
- **Sonoma County Climate Change Public Input**
- **Providence-St. Joseph Health SoCal Plan**
- **Sonoma County Area Agency on Aging Plan**
- **Sonoma County Plans to End Homelessness**
- **Sonoma County Childcare Planning Council Strategic Planning**
- **Training for Mendocino and Sonoma County supervisors and managers**
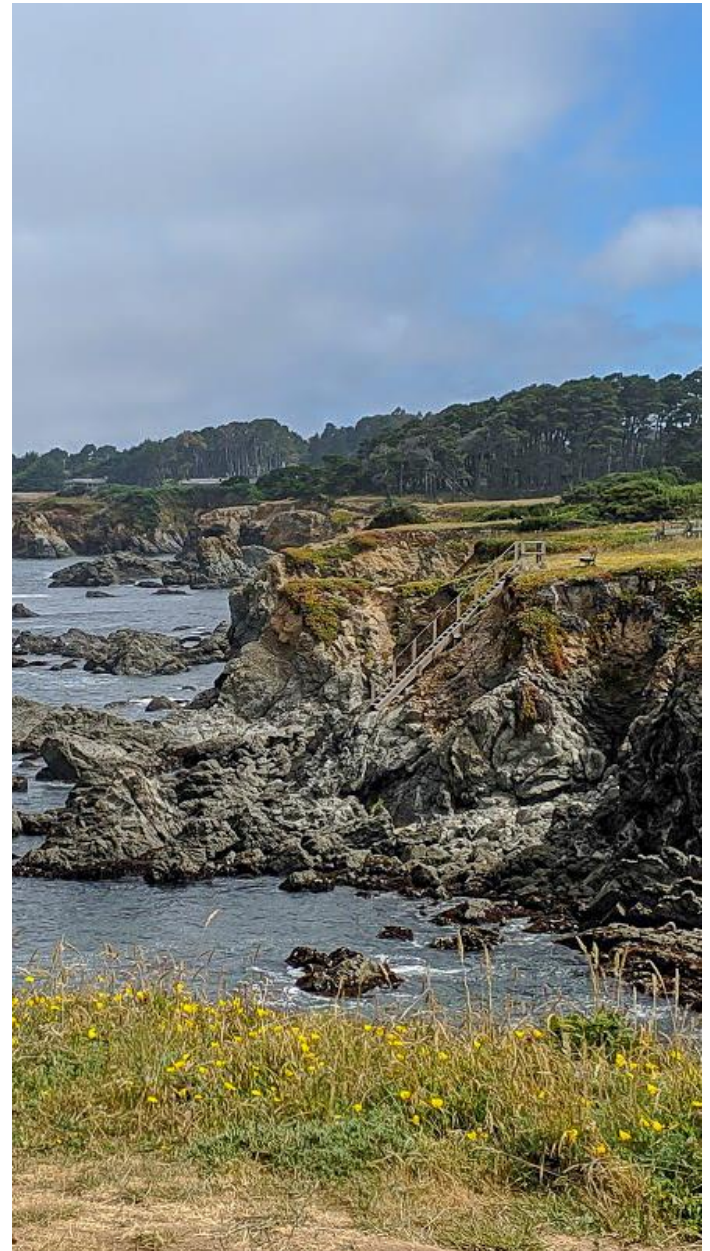
Project approach and consulting style

- Direct, yet diplomatic
- Extremely responsive
- Strong project management
- On-task meetings
- Skillful facilitation
- Equity & inclusion is essential
- Sensitive to cultural norms
- Believe that those who create tend to support
- Well-honed writing skills
- Respect for Brown Act

Suggested process for developing Mendocino County's Five-Year Strategic Plan: 2021-2026

1. PLANNING AND LAUNCH (July 2021)
Output: Clear goals, roles, and expectations

- **Identify Project Manager (PM): Anne Molgaard, Child Support Director**

- **Agree on outcomes, process, roles, timeline, milestones**

- **Create final plan template**

- **Create Task Force**

- **Create project plan**

- **Let the community know this is happening & their role**

- **Review existing County plans & initiatives (MOVE2030, DEI work, department plans, etc.)**

2. BUILD INITIAL FRAMEWORK (August-September 2021)
Output: Strategic plan framework with pillars and preliminary goals

- Regular meetings with PM and Task Force

- Small group meetings with Supervisors to identify their vision

- Work with Task Force to create plan framework

- Facilitate study sessions with BOS on governance & other issues

- Document plan framework: Pillars, focus/priority areas, guiding principles, mission, vision, values

- Provide feedback to BOS to confirm framework

- Integrate BOS feedback into framework

3. DEPARTMENT HEAD INPUT (October 2021)
Output: Framework with pillars, preliminary goals, and initial objectives

- **Department Head meeting to gain additional insights, inputs, and ideas for the goals and objectives of the plan**

- **Enhance plan framework; Refine preliminary goals & initial objectives**

- **Communicate plan framework with BOS**

- **Intgrate BOS feedback into draft framework, goals and objectives**

- **Develop an outreach plan to obtain input from County employees, City/Town Managers & Mayors/Vice Mayors from County municipalities, & people who live and work in Mendocino**

- **Obtain community input via surveys, key stakeholder interviews, focus groups, etc.**

- **Work with Task Force to integrate community input into plan**

- **Revise plan**

- **Present revised plan to Supervisors for input: Update draft plan**

4. EMPLOYEE & COMMUNITY ENGAGEMENT
(October-November 2021)
Output: Revised plan with employee and community input

5. FINALIZE PLAN (November-December 2021)
Output: Final plan document prepared for Board approval

- **Work with PM & Task Force to finalize plan**

- **Review plan final draft with BOS members; Refine as needed**

- **Work with PM to develop Board Item for Strategic Plan approval**

- **Secure Board approval through a vote**

6. PROVIDE GUIDANCE TO OPERATIONALIZE PLAN (January 2022)

Output: Annual workplan template, implementation reporting dashboard, and department workplan development strategy

- **Work with PM & Task Force to design a strategy with key dates for County staff to develop annual department workplans that align with the Strategic Plan**

- **Develop template that department leaders can use to work with their teams to develop annual workplans aligned with the Strategic Plan**

- **Develop the reporting dashboard that County staff can use to report progress on plan implementation to the BOS and the community**

Questions & Comments