

Agenda Item No:	3
Presentation Title:	Board Work Plan Updates
Date of Presentation:	July 25, 2017
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SUMMARY

This agenda item provides an update to the Board on the current set of work plans for each Division in the agency and is a standard part of the agency’s planning cycle. Board work plans include specific deliverables, processes and timelines for completion of the work on each item or issue. This agenda item focuses on the timeline matrix for each work plan that shows when particular items will come to the Board over the next 10 months through April 2018. At the October 2017 Board Planning Retreat, the Board will add new items to the work plans and incorporate any significant changes to those items or issues that carryover.

CONTEXT

The work plan development process is intended to strengthen the Board’s ability to be an effective policymaking body, direct the Department’s work, and focus the Board’s and Department’s efforts on the most important issues. Updates throughout the biennial planning cycle allow both the Board and the Department to check in on priority business.

The process of developing work plans provides a number of advantages, including:

- Allowing staff to prioritize and efficiently allocate time among multiple demands
- Providing the public with a better idea about when to provide input on policy decisions, and
- Organizing the Board’s work so that it leads to specific outcomes and decision points.

The Department’s planning cycle creates a systematic way for the Board to identify issues and set priorities. The planning process is coordinated with the biennial budget cycle so that resources can be identified and allocated within Divisions to priority workload.

An outline of the Board and Department’s planning cycle is:

Board Meeting Date	Work Plan Agenda Item
July 2017 (current)	Department staff presents progress report
September 2017	Present information used to set 2-year priorities
October (Board Retreat)	Update Board’s set of priority issues for upcoming biennium

January 2018	Department staff presents recommendations for 2019-2020 work plans to the Board
March 2018	Approve work plan revisions
June 2018	Department staff presents progress report
October 2018 (Board Retreat)	Board and Department conducts mid-course corrections on 2019-2020 work plans
June 2019	Department staff presents progress report

RECOMMENDATION

This item is for information and discussion. No Board action is required or recommended.

NEXT STEPS

1. At the October 2017 Planning Retreat, the Board will discuss priorities with the Department for the next 2-year cycle.
2. Department staff will draft work plans for the Board to discuss at the January 2018 meeting and adopt at the March 2018 meeting.

ATTACHMENTS & LINKS

1. 2017-2018 Work Plan Matrix for each Division