

# Legislative-Citizen Commission on Minnesota Resources

**MEMO:** Agenda Item #3  
**DATE:** March 18, 2019  
**SUBJECT:** Strategic Planning Update

## Background

At the November 13, 2018 LCCMR meeting, members selected a strategic planning approach (option 2 in the attachment) that utilizes both LCCMR staff and professional consultation services to complete the 2019 Strategic Plan. This approach consists of a moderate level of information gathering and synthesis, stakeholder engagement, and professional assistance.

## Professional Assistance

Following that meeting, LCCMR staff sought a proposal from Minnesota Management and Budget (MMB) Management Analysis and Development (MAD) for professional assistance with a strategic planning process that is consistent with the approach selected by the commission. MAD is Minnesota government's in-house fee-for-service management consulting group with extensive experience in assisting public managers and organizations increase their organization's effectiveness and efficiency.

MAD has developed a Strategic Planning Draft Proposal and Interagency Agreement for LCCMR consideration. The proposal includes products, activities and timelines, project costs, documentation, client responsibilities, data practices, and billing costs and calculations. It is anticipated that the specific activities outlined in the proposal may change as LCCMR staff and members add their input and refine various approaches. The proposal includes a total cost estimate, however, LCCMR would only be charged for actual costs incurred.

## Contract

Per LCCMR's adopted Operational Procedures, the Executive Committee will review the Draft Proposal and Interagency Agreement for approval on behalf of the LCCMR. If approved by the Executive Committee, Director Nash will execute the agreement with MMB/MAD and work will commence on the 2020-2026 Strategic Plan.

## Role of LCCMR Chairs

LCCMR staff and MAD consultants will work with Commission chairs between LCCMR meetings throughout the strategic planning process to provide timely input and feedback on the details of the planning process. It is estimated that monthly planning meetings will be needed. The role of the Commission chairs is a crucial component of the strategic planning process as they will help with such things as the design of stakeholder engagement, methods to most effectively engage commission members at Strategic Planning retreats, etc.

## Attachments

- Options for 2019 Strategic Planning (handout from the November 13, 2018 LCCMR meeting).
- Strategic Planning Proposal and Interagency Agreement

## Action

Possible action for Executive Committee: Approve draft strategic planning proposal and Interagency Agreement with MAD; authorize Director Nash to execute agreement with MMB/MAD.

## Options for 2019 Strategic Planning

	Option 1	Option 2	Option 3
<b>Summary</b>	- <b>Primarily Staff</b> - <b>Low</b> level of input collected, public participation, and professional assistance -Hire consulting services for some process design, information synthesis, advice on survey and advice on performance measures	- <b>Staff/Consultant Services</b> - <b>Medium</b> level of input collected, public participation, and professional assistance -Hire consulting services for process design, <b>meeting design and facilitation of multi-session planning process, basic situational assessment, and performance measurement consultation</b>	- <b>Primarily Consultant Services</b> - <b>High</b> level of input collected, public participation, and professional assistance -Hire consultant for process design <b>and planning and overall project management</b> , meeting design and facilitation of multi-session planning process, <b>comprehensive situation assessment</b> , performance measurement consultation, and <b>implementation planning</b>
<b>Basic Planning Elements</b>			
<b>Collect Information</b>	Update information on existing resources (See Appendix 1: Environment and Natural Resources Plans, Documents and Reports)	<b>Basic gathering and synthesis of information</b> on existing resources such as natural resource programs, documents, plans, and reports	<b>Comprehensive</b> gathering and synthesis of information on existing resources such as natural resource programs, documents, plans, and reports
<b>Identify Issues and Interests</b>	Member Interest Survey Stakeholder Interest Survey Regional Site Visits	Member Interest Survey Stakeholder Interest Survey Regional Site Visits <b>Online Citizen Input Forum</b> <b>Call for abstracts and ideas</b>	Member Interest Survey Stakeholder Interest Survey Regional Site Visits Online Citizen Input Forum Call for abstracts and ideas <b>Regional Forums</b> <b>Statewide survey</b>
<b>Review Information and Public Input</b>	Review and Evaluate Existing Information Collected and Identified Presentations or information requests	Review and Evaluate Existing Information Collected and Identified Presentations or information requests <b>Interviews and focus groups</b>	Review and Evaluate Existing Information Collected and Identified Presentations or information requests Interviews and focus groups Host State Conference
<b>Draft Strategic Plan</b>	Regular LCCMR meeting to update current strategic plan	<b>One day strategic plan workshop for members to draft a new six year strategic plan</b> <b>Draft operations/implementation plan</b>	<b>Two day</b> strategic plan workshop for members to draft a new six year strategic plan Draft operations/implementation plan
<b>Finalize Plan</b>	Revise and adopt	<b>Public review and comment</b> , revise and adopt	Public review and comment, revise and adopt
<b>Approximate Cost Range</b>	\$50,000-\$75,000	\$75,000-\$125,000	\$125,000 and Up

Commission voted on 11/13/2018 to pursue option #2.