

**Meeting of the Central Valley Flood Protection Board
September 13, 2013**

Staff Report – Implementation of the Board’s Strategic Plan

1.0 – ITEM

Consider a proposal by LRI Inc. (LRI) for helping the Central Valley Flood Protection Board (CVFPB) translate its new Strategic Plan into an implementation plan.

2.0 – DESCRIPTION

In January of 2013, the Board started a strategic planning process for the CVFPB. The purpose was to revamp the mission and goals for the CVFPB, develop specific objectives and strategies, and define specific measures of success. The six month process consisted of several public workshops that the Board held in coordination with stakeholders and the Department of Water Resources. The Strategic Plan was unanimously approved by the Board at its June 28, 2013 Board Meeting.

The plan focuses on CVFPB activities over the next three to four years. It will serve as a road map for the near term to help the CVFPB reach its long-term established goals and fulfill its central mission to reduce the risk of catastrophic flooding to people and property within California’s Central Valley.

Now that we have the Board’s Strategic Plan in place, we want to ensure that it does not collect dust sitting on our bookshelves. We need to implement it! Board staff does not have the expertise in the process of translating the goals of the Strategic Plan into an actual implementation plan and would benefit from the knowledge and assistance of a professional consultant in this area.

3.0 – SPECIFIC OBJECTIVES

The specific objectives of implementation planning include:

- 1) Defining tasks associated with each high priority strategy.
- 2) Determining accountability for each task – who, what, and when.

- 3) Quantifying the level of resources required for each strategy – and whether those resources are in place or not (and if not, the budget necessary for acquiring them).
- 4) Deciding on a metrics for measuring the successful completion of each task or strategy.

4.0 – SCOPE OF WORK

| Step: | Detailed Activities: |
|---|--|
| 1. Determine list of high priority strategies | Facilitate discussions among staff, the executive committee, full Board and executive team to identify desired outcomes of planning process, finalize list of high priority strategies, and identify the people who need to be engaged in developing implementation plans. |
| 2. Develop detailed work plan | Define detailed work plan and meeting schedule, based on the results in Step 1. |
| 3. Facilitate work group meetings | <p>Convene various work groups composed of senior staff and Board members to develop detailed implementation plans for all high priority strategies. Synopsise meeting results.</p> <p>Assumes 8 different groups of people meet 3 times to develop plans.</p> |
| 4. Develop implementation plans | Based on results in Step 3, draft implementation planning documents. |
| 5. Facilitate consensus | Facilitate discussions of executive committee, full Board, and leadership team to build consensus around draft implementation plan. Finalize plan based on feedback. |

5.0 – CONSULTING TEAM

The work will be led by Eric Douglas, a senior partner of LRI. Eric’s role will be Project Manager, and as such he will facilitate the planning work with Board staff. Eric will be assisted on occasion by Karin Bloomer, a principal consultant. Karin’s role will be to assist in the development of the implementation plans. Lauren Lewis, Office Manager for LRI, will provide support by documenting meeting results and assisting with meeting preparation and follow-up.

6.0 ESTIMATED PROJECT BUDGET

The following table shows the estimated consulting hours for this engagement.

| Step: | Estimated Consulting time |
|---|----------------------------------|
| 1. Determine list of high priority strategies | 12 hours |
| 2. Develop detailed work plan | 6 hours |
| 3. Facilitate work group meetings | 96 hours |
| 4. Develop implementation plans | 16 hours |
| 5. Facilitate consensus | 16 hours |
| Total: | 146 hours |

Total Estimated Cost: \$43,800

7.0 – AGENCY COMMENTS AND ENDORSEMENTS

The Department of Water Resources supports the idea of translating the Board’s new Strategic Plan into an Implementation Plan and is willing to assist the Board in the contract process to hire LRI Inc. for this task.

8.0 – STAFF RECOMMENDATION

Board staff recommends that the Board authorize the Executive Officer to work in conjunction with the Department of Water Resources in execution of a contract hiring LRI Inc. to translate the Board’s Strategic Plan into an Implementation Plan.