



**STRATEGIC DIRECTION OVERSIGHT COMMITTEE
MINUTES
November 2, 2022**

1. CALL TO ORDER: Director Pagliaro called the meeting to order at 5:02pm.

ROLL CALL: Present were members Pagliaro, Aubry, Bandrapalli, Jackson, Johnson, McDevitt Absent: Cappel, Quigg, Emmott, and Gutierrez

2. APPROVAL OF MINUTES from September 7, 2022:

Motion to approve as written by Mr. Johnson; seconded by Director Pagliaro.

Roll Call Vote: Ayes –Pagliaro, Aubry, Bandrapalli, Jackson, Johnson, McDevitt; Noes-0; Abstain-0

Motion Passed:6/0/0

**3. PWC- HUB SERVICES “DEEP DIVE” OUTCOMES & NEXT STEPS: CEO Fama
Presentation addressed:**

- Goals & Vision
- Phase 3 activities such as engaging potential service partners and the 10/12 town hall.
- Hub Program Services under consideration and related space requirements
- Potential Service Partners
- Next Steps

Comments/discussion

Director Pagliaro noted the proposed HUB would be 40,000 sq ft. and includes the incorporation of a therapy pool.

Dr. Aubry commended the Board on the progress made with the project and was happy to hear of the latest developments.

There were no further questions or comments.

4. STRATEGIC PLAN ‘23-‘25 – INTRODUCTION TO FACILITATORS & WORK PLAN: CED Ann Wasson and Mission Met team Eric Ryan & Paul Lamb

CED Wasson introduced the guest presenters, their credentials and experience, and role in facilitating the next phase of PHCD's Strategic Plan 2023-2025 development.

Mr. Ryan said he and his partner have committed their careers to this work and have an understanding that when done well the strategic planning has the potential to transform an organization. The key factor being that this is an ongoing process and not just an every 3-year event. He noted that Mission Met as a business is solely focused on strategic planning for nonprofits and government-based organizations. The

core vision being to make strategic planning as smooth and seamless as possible and was looking forward to supporting the District.

Presentation addressed:

Discussion regarding PHCD's strategic planning process

- C.A.P.E. Cycle (Champion, Assess, Plan, Execute)
- Key Deliverables of Strategic Planning
 - Well Crafted three-year strategic plan, crafted in strategic planning software
 - Strong strategic planning culture to sustain organization indefinitely
- Strategic Planning Software

PHCD's Strategic Planning Timeline

- Establish champions and Launch process (November)
- Conduct Organizational Assessment (November – December)
- Plan Creation (January – March)
- Execution Support (April – August)

Roles/Responsibilities

- Task Force
- Staff and Board
- Board and CEO approval

Next Steps

- Provide CED Wasson with access to software
- Mr. Lamb and Mr. Ryan begin assessment
- Assessment Presentation and discussion with **CEO Fama**, **CED Wasson** and with Task Force (TBD in January)
- Retreat Preparation (February)
- Board and Staff Retreat (March)
- Clarify next steps

Comments/discussion:

CED Wasson reported that a Task Force from this committee has been formed and to date includes **Dr. Aubry**, **Ms. Jackson** and **Ms. Gutierrez**. She invited other interested members to please let her know.

Mr. Ryan added that the role and responsibility of the group is to be the first point of contact for in-depth discussions to provide insights on the progress. They will not be creating the strategic plan but guiding and advising to ensure process proceeds in a productive direction.

Ms. Bandrapalli thanked him for the presentation and was happy to hear about the software that would be used to facilitate the management of the project. **Mr. Ryan** commented that from his experience, when an organization implements software into their strategic plan there is more of a focus and an emphasis on keeping track of progress in regards to goals, achievements and milestones. **Mr. Lamb** added that there are many other features within the software that serve as project management tools that were not presented today but they are looking forward to sharing with the Board as they proceed.

Ms. Bandrapalli asked if the strategic plan measures for potential risk or issues that may arise.

Mr. Ryan answered yes, that in the assessment process they will address risk and issues an organization deems as barriers to its vision. Also, after identifying what these risks and issues may be, it becomes a focal point regarding the actions needed to overcome them.

Ms. Jackson asked by what means does the process plan to capture public input or perception of the

project. **Mr. Ryan** answered they will do a document review and plan to set up a series of interviews with board members as well as community members which will help further clarify public perception and invite input.

CEO Fama appreciated **Ms. Jackson's** question to ensure the public's perception would be incorporated. She expressed how important it is to the District's work to have our community members on the task force and to get out into the District to encourage feedback. She also recommended two roll outs of the plan for increased public awareness and input. **Mr. Ryan** agreed and welcomed suggestions from community representatives on this committee on what outreach efforts work best in this area.

Public Comment: **Lindsay Raike** said she understands no final decisions have been made on several aspects of the HUB but offered to be a participant on the task force as she has extensive knowledge in regard to therapy pools.

CEO Fama asked **Mr. Ryan** if they had disappointing experiences with their planning process in the past and what should we hope to avoid. He answered yes; in the past when things have not gone as planned it goes back to the lack of engagement or not allowing enough people to engage in the process.

5. UPDATES ON STRATEGIC INITIATIVES: CEO Fama

CEO Fama referenced the October Management Report of Strategic Initiative Activities included in meeting materials and invited any questions or comments. None were offered.

6. ADJOURNMENT:

There being no further business, **Director Pagliaro** adjourned the meeting at 6:26pm.

Written by S. Theodoropoulos

Approved by _____
Lawrence W. Cappel, Ph.D., Chair



Approved by the Board on 1/26/2023