



# Board of County Commissioners Agenda Request

**7A**  
Agenda Item #

**Requested Meeting Date:** June 26, 2018

**Title of Item:** Strategic Planning

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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<b>Submitted by:</b> Jessica Seibert, County Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**

At it's March 28, 2017 meeting, the Board of Commissioners asked the County Administrator to bring the topic of strategic planning back to the Board at a later date. As the first recommendation of consultant Gary Weiers, and an important step in the organizational structure process, strategic planning will be brought forward for further discussion.

Proposals gathered in 2017 ranged from \$1,500 - \$5,000. A proposal from Heather Bandeen with the Association of MN Counties is attached for consideration.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Approve/Deny strategic planning proposal from the Association of MN Counties.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ 1,500.00  
 Is this budgeted?  Yes  No *Please Explain:*  
 \$5,000 budgeted in Central Services for strategic planning.

# Aitkin County

## Strategic Planning Session Proposal

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The Association of Minnesota Counties (AMC) has worked with many counties over the years to initiate and review Strategic Plans.

Strategic Planning sessions may be scheduled for a half-day or a full-day session and usually involve members of the County Board as well as the County Administrator/Coordinator and all Department Heads. Other members of the County Leadership team are also welcome to attend.

These sessions are designed to be highly engaging and involve extensive time to talk, as colleagues, to consider the future work of the county. All participants have numerous opportunities to share ideas through large and small group discussions with clear outcomes.

Typical elements include the development (or review) of a mission, vision, and values to create agreement on the “big picture.” Then, participants are supported toward establishing goals and corresponding work plans.

AMC Strategic Planning sessions typically include the creation of a series of documents that can be used by County Commissioners and Department Heads for ongoing committee work.

Prices for these sessions are: \$1000/half day and \$1500/full day with no additional hotel or mileage charges. This price includes facilitation, travel, lodging, and all materials.

For any questions, please contact Heather Bandeen, AMC Education Director, at [hbandeen@mncounties.org](mailto:hbandeen@mncounties.org).

# Aitkin County Strategic Planning - 2018

Location: (Draft Sample)  
Date:  
Time: 8:00-4:00pm  
Facilitator: Heather Bandeen, Association of Minnesota Counties (AMC)

## Agenda items

- 8:00am** Welcome & introductions
- 8:30am** Brief overview: Norms & strategic planning approach
- 9:00am** Core values – Draft 3-5 values to support Aitkin County’s Mission & Vision
- 10:00am** Mission – Review statement & identify “What we actually do”  
*Our mission is to provide quality services and efficient resource management for the citizens and guests of Aitkin County.*
- 11:00am** County strengths & Upcoming challenges
- 12:00pm** Lunch
- 12:30pm** Goal development  
*Identify primary goals for Aitkin County Government and determine steps for 3, 6, 9 months of first year*
- 2:30pm** Vision – Create a statement that reflects “What we aspire to do”
- 3:30pm** Closing discussion
- 3:45pm** Adjourn

