

# **MEMO**

**TO:** Board of Directors

**FROM:** Cathy Lee, General Manager

**DATE:** April 10, 2024

**RE:** Strategic Plan and Employee Survey

## **BACKGROUND**

Previously, the Board of Directors (Board) directed staff to conduct an employee survey and incorporate the data as part of a District wide strategic plan. At the February 2024 Regular Board of Directors (Board) meeting, the Board discussed the methods for which the employee survey should be completed and provided direction to staff to develop a scope of work with the recommended consultant, BHI Management Consulting.

## **SUMMARY**

BHI Management Consulting provided a revised scope of work to assist the District in conducting a strategic plan to provide a roadmap for the District in the next 5 to 10 years. The scope of work recommended a comprehensive multi-year strategic plan to review and analyze the District's mission, strengths, weakness, opportunities, and threats (SWOT), and the Board's vision. The option items include an employee survey and meeting and a public survey and meetings. Based on previous feedback and to ensure buy-in from stakeholders, BHI Management Consulting recommends the optional employee survey and public meetings. The cost for the base strategic plan is \$28,500, optional employee survey is additional \$15,480, and optional public meetings is additional \$8,400 for a total cost of \$52,380. BHI Management Consulting will attend the April Regular Board meeting to discuss the items in detail with the Board.

## **RECOMMENDATION**

Staff recommends that the Board of Directors discuss the scope of the strategic plan and authorize the General Manager to sign a service agreement with BHI Management Consulting for a not-to-exceed amount of \$52,380.

## **ATTACHMENT(S)**

1. BHI Management Consulting Proposal