

PUBLIC AUTHORITY OFFICE

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PUBLIC AUTHORITY ADMINISTRATOR

Teri Ruggiero, MPA

ADVISORY COMMITTEE

Kathy Mitsopoulos, Chair
Donna Brown, Vice Chair

IHSS Public Authority Advisory Committee
Strategic Planning Agenda

Monday, July 22, 2013 ; 11:00am – 4:00pm
2101 Courage Drive, Multipurpose Room, Fairfield, CA

In compliance with the Americans with Disabilities Act (ADA) of 1990, the County will provide accommodations for persons with disabilities, who attend public meetings. If you have the need for an accommodation, such as interpreters or materials in an alternative format, please contact Teri Ruggiero at (707)784-8803.

If you wish to address any item on the Agenda, please submit a Speaker Card to staff before the Committee considers a specific item. Cards are available at the front door or from staff. Comments will be limited to three (3) minutes.

| # | Agenda Topic | Description | Start Time* |
|----------|------------------------------|---|--------------------|
| 1 | Open Meeting/Introductions | <i>Advisory Chair opens the meeting, introductions.</i> | 11:00am |
| 2 | Public Comment | <i>This is an opportunity for the Public to address the Committee on a matter not listed on the Agenda, but the comments must be within the subject matter jurisdiction of the Committee. Please submit a speaker card before the first speaker is called. Comments will be limited to 3 minutes.</i> | 11:05am |
| 3 | Consent Agenda | <i>Advisory Committee approves the following items:</i> A. Agenda B. May 2013 Minutes C. 2013 Budget D. 2014 Meetings Calendar | 11:15 |
| 4 | Strategic Planning Review | <i>PA Administrator assists the group in reviewing:</i> ▪ PA Statistics for 2012-2013 ▪ Vision & Mission Statements ▪ Goals Set for 2011-2012 ▪ Accomplishments | 11:45am |
| 5 | PRIVATE CATERED LUNCH | <i>Zaccaria's Café – cost = \$5 per person. Menu is sandwiches, salads, iced tea and brownies for dessert.</i> | 12:15pm |

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| # | Agenda Topic | Description | Start Time* |
|----|--|---|-------------|
| 6 | Strategic Planning: Goals | <p>PA Administrator leads the group through a brainstorming exercise to establish goals for the next 2 years. If there are more than 3 goals, each Advisory Committee member will get 3 sticky dots to vote for their top 3 issues during the break.</p> <ul style="list-style-type: none"> ▪ One goal was identified in May 2013 regarding Advisory Committee Member Recruitment. | 1pm |
| 7 | <i>BREAK</i> | <i>Eat more brownies – place dots on top 3 issues.</i> | 2:15pm |
| 8 | Strategic Planning: Top 3 | <i>The Advisory Committee will select the top 3 issues to focus on in July 2013 through June 2015.</i> | 2:30pm |
| 9 | Strategic Planning: Setting Objectives | <i>Determine objectives for the top 3 goals and assign owners.</i> | 2:45pm |
| 10 | Communicating Strategic Plan with Board of Supervisors | <p><i>Discuss how the strategic plan will be communicated to the Board of Supervisors, including overall recommendations.</i></p> <ul style="list-style-type: none"> ▪ <i>This topic includes carryover topic from the May meeting regarding individual visits to each Board member.</i> | 3:30pm |
| 11 | Next Steps | <i>The group discusses the next steps for the strategic plan, along with needed topics for the next meeting</i> | 3:45pm |
| 12 | Adjourn | | 4:00pm |

Next Meetings:

Monday, September 16, 2013

2pm – 4pm

2101 Courage Drive, Fairfield (Multipurpose Room)

Monday, November 18, 2013

1:30pm – 4pm (to include Spring Conference planning)

2101 Courage Drive, Fairfield (Multipurpose Room)