

Minnesota Association of County Administrators (MACA)

Strategic Plan Timeline

2011	Performance Measure/Task	Who
July 31, 2011	<ul style="list-style-type: none"> Seek volunteers and assign members to each AMC Policy Committee Determine with MCHRMA whether co-planning the meetings each year instead of taking responsibility for the conference every other year should be changed 	MACA President MACA Vice-President
Sept 30, 2011	<ul style="list-style-type: none"> Develop a new Committee structure around the six strategies for presentation at the October meeting 	MACA Pres.
October 31, 2011	<ul style="list-style-type: none"> Develop a recommendation on appropriate terms of office (or roles?) for service on the Executive Committee Assure that each county with an administrator/coordinator is connected to a regional group that meets at least once per year Identify a convener of each regional group Inventory member skills and interests Gather information on the structures and priorities of other affiliates to see how they operate (to include frequency of meetings, staffing etc), finance their work, participate in the AMC process and involve their members Determine the level of member interest in assisting in hiring processes and based on the outcome, communicate to counties and AMC Create a MACA range rider program to support member needs 	MACA Pres. MACA Pres. MACA Pres. AMC/Professional Development Comm. (PDC) AMC/Intergovernmental Relations Comm. (IGR) Tim Houle Riaz Aziz; Duane Hebert
November 30, 2011	<ul style="list-style-type: none"> Establish a training budget Set up site for communications, information sharing, resource sharing, and to link our members across regions; <i>additionally, provide regular reminders to access the site (no more than weekly); remind participants of the public nature of the site; and prevent a "reply all" type of response to e-mails</i> 	PDC AMC staff/MS
December 31, 2011	<ul style="list-style-type: none"> Identify, report and publish on MACA website the critical skills and building blocks needed to be a successful administrator Track MACA members' attendance at District AMC meetings to establish a baseline - ask <i>Admin/Coord in AMC District Chair's County to encourage other A/Cs in district to attend</i> Document historical service on committees over the past 5 years & reach out to seek no less than 10 new participants 	PDC AMC/Member Support (MS) AMC staff re: history/Executive Committee (EC)

2012	PM/TASK	WHO
February 28, 2012	<ul style="list-style-type: none"> • Work with MACA members to identify training needs of new commissioners and share with AMC • Arrange for at least one training opportunity for counties to advocate for the promotion and advancement of professional county administration forms of government • Prepare materials that describe the benefits of professional county administration for distribution as requested (also on the web); offer assistance through AMC 	Luci Botzek Tim Houle Committee to be determined
March 31, 2012	<ul style="list-style-type: none"> • Create a library of resources accessible on-line or through AMC 	Dave Hemze
April 30, 2012	<ul style="list-style-type: none"> • Using members, create no fewer than 2 leadership and policy development skill training sessions • Develop a new member orientation packet and program 	PDC PDC
June 30, 2012	<ul style="list-style-type: none"> • Each MACA Executive Committee member attends at least one regional meeting outside of the region they are located in on an annual basis 	EC
October 2012	<ul style="list-style-type: none"> • Require each Committee to submit a written update on committee activities 	Comm. Chairs
December 31, 2012	<ul style="list-style-type: none"> • Identify and strengthen the relationship with up to 3 key affiliates • Produce 5 white papers on important topics to our members. Distribute and share for maximum value and application 	IGR Nate Burkett
2013	PM/TASK	WHO
February 28, 2013	<ul style="list-style-type: none"> • Survey members on pertinent/timely topics and quality of member services every 3 years and increase positive responses; <i>survey new members earlier if they have not previously been members of MACA</i> • Survey members every 3 years to determine the amount of time and energy available to support implementation of MACA strategies and objectives; <i>survey new members earlier if they have not previously been members of MACA</i> 	EC & MS EC & MS
March 31, 2013	<ul style="list-style-type: none"> • Ask AMC to convene the Executive Committees/officers of MACA and 3 key affiliates 	MACA Pres.
MISC	PM/TASK	WHO
Annually	<ul style="list-style-type: none"> • 80% of members participate in at least one MACA meeting/event • MACA will offer to provide at least 1 “hot topic” session at each of the AMC conferences (Legislative, annual and leadership, if held) • AMC Executive Director and MACA Executive Committee meet • Each committee turns over no fewer than 25% of its existing members (seems high, should we have a goal regarding size of committee and alternate chair or chair in waiting and whether a MACA Exec. Comm. member is responsible for chairing?) 	AMC staff /PDC MACA Secretary EC EC

Ongoing	<ul style="list-style-type: none"> Expand MACA training opportunities to include all counties whether they have professional management staff or not (professional development/technical days) MACA Policy Committee members report back at each MACA business meeting MACA is represented at all AMC Board meetings Notify AMC to send out new membership information and designate someone within close proximity to meet new member within first month of employment Offer every new member a mentor from the existing membership 	<p>AMC/PDC</p> <p>Policy Comm. Mbrs MACA Pres. MACA Pres.</p> <p>MACA Pres.</p>
As Needed	<ul style="list-style-type: none"> Recommend revising the dues schedule based on needs of the organization 	EC

Added at October Business meeting but due/completion date and responsible party not identified:

- Ask AMC to consider offering access to legal counsel for issues that can't be brought to the County Attorney
- Create a *library* that would include multiple resources including books, presentations, reference materials (add a question in one of the surveys that asks what members would like to see); include information about site in new member orientation packet.

EC= Executive Committee

IGR= Intergovernmental Relations

MS= Member Support or Membership Committee

PDC = Professional Development Committee

AMC = Association of Minnesota Counties

October, 2011