

Legislative-Citizen Commission on Minnesota Resources 2020-2026 Strategic Planning Proposal

February 27, 2019

Proposal prepared by:

Stacy Sjogren, Senior Consultant
Phone: 651-201-8068
stacy.sjogren@state.mn.us

Lisa Anderson, Senior Consultant
Phone: 651-295-3824
Lisa.anderson@state.mn.us

Enterprise Director, MAD

Ryan Church

Assistant Director

Beth Bibus

Contact Information

Telephone: 651-259-3800

Email: Management.Analysis@state.mn.us

Fax: 651-797-1311

Website: mn.gov/mmb/mad

Address:

658 Cedar Street

Centennial Office Building

Room 300

Saint Paul, Minnesota 55155

Management Analysis and Development

Management Analysis and Development is Minnesota government's in-house fee-for-service management consulting group. We have over 30 years of experience helping public managers increase their organizations' effectiveness and efficiency. We provide quality management consultation services to local, regional, state, and federal government agencies and public institutions.

Alternative Formats

Upon request, this document can be made available in alternative formats by calling 651-259-3800.

Background

Legislative-Citizen Commission of Minnesota Resources (LCCMR) is statutorily required to adopt a six-year strategic plan that identifies areas of funding emphasis, funding priorities, short and long term goals and strategies for trust fund expenditures, and measureable outcomes for expenditures. Additional statutory guidance on the planning process includes consideration of related agency and organizations' program strategic plans, appraisal and evaluation of relevant studies, data, and reports, optional input methods, and the need for regular two-year plan reviews. The next plan is to span 2020-2026.

Strategic planning provides an opportunity for members to engage with stakeholders in an intentional way to examine the conservation funding "field" in Minnesota and to consider such things as funding gaps and opportunities. It also provides an opportunity for organizational reflection including evaluating current practices for measuring organizational outputs, future communications needs, and other ways of improving LCCMR effectiveness and efficiency. Strategic planning will help current and future members in reviewing proposals, considering environment and natural resource needs, and making recommendations for ENRTF funding.

To assist the Commission members and staff with their statutory and organizational stewardship responsibilities, LCCMR has requested the assistance of Minnesota Management and Budget's Management Analysis and Development (MAD) team to develop a strategic plan capable of seeing the organization, and the organizations and initiatives impacted by LCCMR funding, through these next pivotal years successfully.

Products

The proposed strategic planning process for LCCMR would:

- Fulfill the statutory requirements for the strategic plan including:
 - defined areas of funding emphasis
 - funding priorities
 - clearly stated short- and long-term goals and strategies for expenditures
 - measureable outcomes
 - consideration of existing plans from similarly focused agencies and organizations
- Include additional organizational strategies to address the unique issues identified in the Background section above.
- A two-year Review Roadmap to bridge any changes to priorities as environment and natural resources needs change over time and as a result of ENRTF accomplishments.
- Effectively engage selected stakeholders—subject matter experts, members, staff, and other key informants—in the processes of information gathering, assessing, and refining the Strategic Plan.

Activities, Timeline, and Project Costs

The overall timeline for the project would be March 8, 2019 (or when the interagency agreement is signed) through February 1, 2020. If the interagency agreement is not signed by March 8, 2019, MAD would work with the client to revise the timeline and project scope as necessary based on consultant availability and client needs.

MAD and the client anticipate an iterative process. Specific activities outlined below may change as the staff and planning committee add their input and refine various approaches.

Activities	Hours
<p><u>Preparation Phase and Planning Team Support</u></p> <p>MAD will work with LCCMR to prepare for strategic planning. Specific tasks include agreeing on plan-related definitions, developing a detailed project plan, refining guiding questions for key phases of the process, and identifying stakeholder criteria and list of participants.</p> <p>MAD will conduct periodic planning and check-in meetings with LCCMR staff and with a three-member planning committee of the Commission.</p>	90
<p><u>Scanning Phase</u></p> <p>MAD will conduct an environmental scan and produce summary documentation in a format useful to the stakeholder engagement phase.</p> <p>Specific scan activities in support of the environment and natural resources funding priorities aspect of the plan will include a review of existing strategic plans and other related reports and surveys. It may also include convening an expert panel to inform LCCMR’s thinking about current environmental needs and priorities.</p> <p>Specific scan activities in support of the organizational priorities aspect of the plan may include 1) up to 30 interviews with LCCMR members, LCCMR staff, and other key informants; and 2) identification of funding alternatives currently available to projects typically funded by LCCMR.</p> <p>Other activities may include soliciting and reviewing grantee impact statements.</p>	160
<p><u>Stakeholder Engagement</u></p> <p>MAD will assist LCCMR with stakeholder engagement activities to vet and prioritize items generated during the scanning phase in preparation for the development of the strategic plan. MAD will analyze stakeholder perspectives and provide summaries in a format useful to the plan development phase.</p> <p>LCCMR members will be trained and organized to conduct stakeholder engagements regarding the Environmental Plan during their regional visit cycle.</p> <p>MAD will also work with staff and the planning committee to determine and implement additional stakeholder engagement activities, such as surveys, group discussions, additional feedback loops, or options for web-based participation, where feasible and appropriate.</p>	180

Activities	Hours
<u>Plan Development</u> Specific activities may include MAD facilitating two one-day retreats (one in Twin Cities metro area and one in north central Minnesota) for LCCMR members to define the goals and objectives for the plan based on compiled information and other resources yet to be identified. MAD may also facilitate planning committee meetings to draft priorities for later members' consideration based on the results of the retreats and supporting documentation as needed. MAD may conduct a mini-retreat with the members to review a tentative Review Roadmap developed by the planning committee.	75
<u>Document Production</u> MAD will produce documents describing the Strategic Plan and the Review Roadmap.	75
Subtotal	580
Project management, including client communication (18%)	104
Estimated expenses: Travel with lodging, mileage and rental car costs	\$500
Total hours	684
Total costs: (684 hours times \$140, plus \$500 in expenses)	\$ 96,260

Documentation

Management Analysis and Development would provide the draft copy and the final document in Adobe Acrobat (PDF) format that is fully accessible.

Clients and Consultants

The primary client contact would be Becca Nash, LCCMR Director. The MAD project lead would be Stacy Sjogren with significant involvement from Lisa Anderson. Other MAD consultants would also provide services to the client as deemed necessary.

Client Responsibilities

The client will select three Commission members to form a committee charged with providing input and feedback on the entire planning process and create a draft Review Roadmap for member consideration. The planning committee will participate in regular planning meetings with the consultants and staff.

The client will provide MAD with documents to review for the environmental scan and lists of stakeholders for stakeholder analysis.

LCCMR staff will provide any logistical support necessary for successful regional stakeholder engagements. MAD will work in conjunction with staff on routine communications with the members throughout the duration of this project.

LCCMR members and staff will make themselves available to the extent necessary to carry out strategic planning efforts in a reasonable and informed manner.

Data Practices

Information collected during this project may be subject to the Minnesota Data Practices Act, Minnesota Statutes §13.64. Data on individuals collected under Minnesota Statute §13.64 (such as interview or survey data), is private data. MAD will work with the client to ensure that LCCMR has sufficient information for planning processes and that data is classified appropriately. Interviewees and other stakeholders will be properly informed about how their information will be used. The final report would be public.

Billing and Cost Calculations

Management Analysis and Development bills at the Minnesota Management and Budget-approved rate of \$140 an hour. The client would be billed only for actual hours worked and for expenses actually incurred, and the costs of the project will not exceed the total reflected above without pre-arranged amendment. If the scope of the project expands after the work begins, an interagency agreement amendment would be required to cover the anticipated additional hours and/or to extend the end date of the contract.