

MEMBERS

Bryan Smith

Laura Stanek

Sherry Comben

Sheryl Guy

Bill Hefferan

Judy Parliament

Antrim County Ad Hoc Strategic Planning Committee

To: Ad Hoc Strategic Planning Committee Members

From: Janet Koch, Associate Planner

Date: October 4, 2016

Re: Meeting Agenda

This agenda is for the meeting scheduled for

Wednesday, October 5, 2016 at 2:30 p.m.

Room 211, 2nd Floor, County Building, 203 E. Cayuga Street, Bellaire.

STAFF

Pete Garwood

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Janet Koch

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SPECIAL ASSISTANCE

If you wish to attend this Meeting and require special assistance, please contact the Administration and Planning Office

P.O. Box 187, Bellaire, MI 49615;

Email: planner@antrimcounty.org

Phone: 231-533-6265.

Agenda

- Call to Order
- Approval of minutes – *attached pg. 2*
- Organizational Chart – *attached pg. 3*
- Leadership/Communication Training Discussion
- Commissioner Value Knowledge of all Dept. Heads & all Depts. (identified as a discussion topic for this meeting from the Sept. 13th meeting)
- Communication
- Various Matters
- Adjournment

If you have any questions, concerns or are unable to attend this meeting, please contact the Administration/Planning Office at (231) 533-6265.

Thank you.

Strategic Planning Committee

Bill Hefferan, Chair

Bryan Smith

Laura Stanek

Minutes

September 13, 2016

Members present: Bryan Smith, Laura Stanek, Bill Hefferan, Sherry Comben, Sheryl Guy, Judy Parliament

Members absent: None

Others present: Pete Garwood

1. The first session of the Strategic Planning Committee was called to order at 1:00 p.m.

It was the consensus of the Committee that Bill Hefferan would be the chair of the Committee.

2. Strategic Planning Session Results

Mr. Hefferan asked each of the members how many of the priorities from the joint session results (see attached pg. 2) they feel should be their primary focus. Sheryl Guy and Sherry Comben both expressed the #1 result should be the priority; Bryan Smith felt they should address each to some extent, and should address Security and Safety; Laura Stanek said they should concentrate on Communications since it was the top result by both the Commissioner and Department Head sessions. Judy Parliament said the top priority should be Communications. She also thought Human Resources and Managing Growth could be combined under one issue and that Technology proposals could be taken to the Board of Commissioners.

Ms. Stanek reviewed the communication issues as outlined in the Board of Commissioners session.

The Committee discussed the different parts of the subject of communication. As the issue of communications is a broad subject, Mr. Hefferan suggested choosing one component of communications as a focal point to start with.

Ms. Stanek suggested having workshops on finance and budgets, as well as roles of leadership with Department Heads, Administrators and Board of Commissioners.

Some of the issues above could be addressed by tweaking the Board of Commissioner orientation process. Some of the issues and ideas that were discussed are as follows:

- Communication when budget gets cut
- Flow chart
- Organizational chart
- After January 1, leadership workshop
- Orientation – a session in which each department head gives an overview of their department.
- Budget workshops – Budget & finance; Antrim County budget – general fund, other funds, grants, revenue generating.
- Next agenda – Comm. Value knowledge of department heads and all departments.

The meeting was adjourned at 3:15 p.m.

Organizational Chart - 2016

