

ISAC Goal Setting Facilitation Program - Round 2

Introduction

The ISAC Board of Directors has again approved funding for a program to assist counties that are interested in conducting a goal-setting session. The goal setting process will assist county leaders in developing a future focus, setting strategic directions, and determining priorities for their county. It will provide an opportunity for elected officials and key staff to work together in an informal setting to discuss issues and opportunities facing their county and to develop consensus on strategies that deal with these issues. Eight counties completed goal-setting sessions in 2013, and we are now accepting applications for 2014.

Program Details

ISAC has worked with the Institute of Public Affairs (IPA) at the University of Iowa to establish a goal-setting facilitation program that will be available to counties. The one day (four to five hours in length) goal-setting process involves the following:

1. Providing pre-session questionnaires to the session participants to help identify issues and themes and to organize discussion at the sessions.
2. Discussing and identifying longer-range (five- to 10-year) vision statements for the county.
3. Reviewing recent county accomplishments.
4. Identifying issues/concerns/trends/opportunities that may affect future county programs, policies, finances or operations.
5. Identifying the county's on-going commitments/obligations.
6. Reviewing potential new initiatives/programs/projects for consideration for the upcoming period.
7. Providing a method for selection of priorities to be implemented within the planning period.
8. Discussing strategies for implementation of the selected priorities.
9. Identifying initiatives for enhancing organizational effectiveness, performance, and teamwork.
10. IPA will provide the county a final written report summarizing the results of the session.

Program Application and Funding

IPA has proposed a cost structure for its services. ISAC will pay 50% of the total cost (base fee plus expenses) for these services for counties selected by the ISAC Board to participate in the pilot program. The Board has allocated a maximum of \$8,000 for these expenses during 2014. The goal setting facilitations for the second round of selections must be completed by

October 15, 2014. Counties interested in applying will be asked to complete a simple application expressing their interest and to adopt a resolution agreeing to expend their share of the cost. The application period for the second round will be from February 1, 2014 to March 4, 2014. The ISAC Board will select grantees by March 18, 2014.

IPA Facilitation Cost

The base fee for the goal setting session as described would be based on the population of the county per below, plus reimbursement of direct costs (such as mileage, meals, and lodging if required) related to this project.

County Population Size:

Under 10,000:	\$1,000
Between 10,000 – 20,000	\$1,250
Between 20,001 – 40,000	\$1,500
Between 40,001 – 60,000	\$1,700
Between 60,001 – 80,000	\$2,000
Between 80,001 – 100,000	\$2,200
Between 100,001 – 300,000	\$2,400
Over 300,000	\$2,750

If additional sessions are requested, the fee for such session(s) will be 50% of the base fee, plus reimbursement of direct costs. ISAC will not fund any portion of the cost of additional sessions.

How to Apply – Required Information

A county may apply to be considered by submitting a letter signed by all members of the board of supervisors expressing interest accompanied by the following items:

1. County name
2. Primary contact person – phone number and email address
3. Description of interest – 100 words or less
4. Letter of support and participation interest by auditor, treasurer, recorder, sheriff and attorney
5. Listing of other key department heads that you will invite and encourage to attend
6. Agreement to share the written report with ISAC

The letter and additional information should be submitted no later than Tuesday, March 4, 2014:

William R. Peterson
Executive Director
Iowa State Association of Counties
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West Des Moines, Iowa 50266

Electronic submissions may be sent to bpeterson@iowacounties.org.