

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** September 10, 2015

**Action Agenda  
Item No.**   3  

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**SUBJECT:** Goal Setting Presentation

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**DEPARTMENT:** County Managers Office

**PUBLIC HEARING: (Y/N)**

No

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**ATTACHMENT(S):**

A) Goal Setting PowerPoint  
Presentation

**INFORMATION CONTACT:**

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919-245-2306

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**PURPOSE:** To outline a proposed process for an annual goal-setting exercise.

**BACKGROUND:** At the Board of Orange County Commissioners (BOCC) retreat on January 30, 2015, the Board reviewed goals that were adopted in 2009. Due to the time that had elapsed since those goals were adopted, the Board discussed establishing a process to update and prioritize goals for the future. The attached presentation outlines a proposed goal setting procedure that would be implemented on an annual basis in collaboration with the annual budget process.

**FINANCIAL IMPACT:** There is no financial impact for this abstract.

**SOCIAL JUSTICE IMPACT:** The goal setting exercise will advance social justice goals as they are prioritized by Board of Orange County Commissioners.

**RECOMMENDATION(S):** The Manager recommends that the Board receive this information and respectfully consider participation in the annual County-wide goal setting process as set forth in the presentation.

# GOAL-SETTING PROCESS

A ROADMAP FOR ACHIEVING GOALS

BOARD OF ORANGE COUNTY COMMISSIONERS  
WORK SESSION  
SEPTEMBER 10, 2015

# PURPOSE OF GOAL SETTING

- Clearly define issues and strategies
- Reach consensus or agreement on the major goals – BOCC and Department Directors
- Integrate the goal setting into the budget process to ensure resources are available to attain them
- Regularly review and report on progress toward goal attainment

# DEFINITIONS

***Issue*** – challenge or problem that needs to be addressed over the span of one or more fiscal years

***Goal*** – end result or outcome that is desired with a given strategy

***Strategy*** – method or approach employed to address an issue

# EXAMPLE

## COUNTY-WIDE

***Issue*** – Information is not provided consistently to Orange County residents on significant county issues

***Goal*** – Transparent county government that is open and residents are engaged

***Strategy*** – Create an internal Communications Committee to develop a plan with input from internal and external resources to keep residents informed

# EXAMPLE

## BOARD SPECIFIC

***Issue*** – Improve information provided on the abstracts related to the social justice impact

***Goal*** – Adopt Social Justice Impact Goals for inclusion in the decision-making process

***Strategy*** – Create a sub-committee of the BOCC to identify and recommend social justice impact goals

# ROLES AND RESPONSIBILITIES

## Leadership Teams

Identify and Prioritize Issues

Recommend Goals and Strategies

Develop Work plans and Identify Needed Resources

Measure Progress & Report

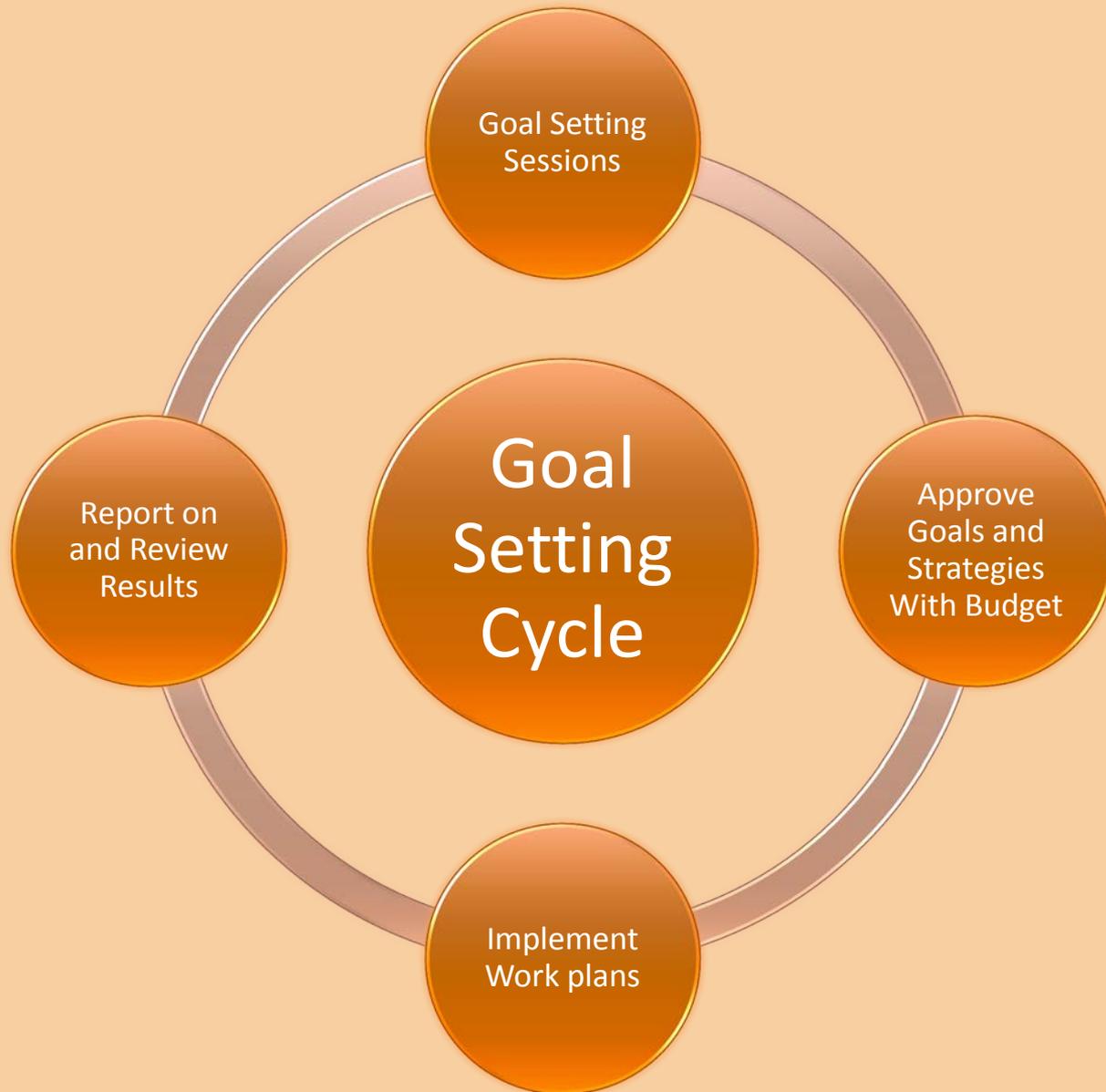
## BOCC

Identify and Prioritize Issues

Review Strategies and Adopt Goals

Adopt Budget

Review Results



# FUNCTIONAL LEADERSHIP TEAMS

## Community Services

- Animal Services
- Cooperative Extension
- Community Relations and Tourism
- DEAPR
- Economic Development
- Library
- Planning
- Solid Waste

## General Government

- Board of Elections
- Clerk to the Board
- County Attorney
- County Manager
- Register of Deeds
- Tax Administration

## Human Services and Education

- Aging
- Child Support
- Housing
- Library
- Public Health
- Social Services
- Chapel Hill Carrboro City Schools
- Orange County Schools
- Durham Technical College

## Public Safety

- Sheriff
- Animal Services
- Clerk of Courts
- Emergency Services
- District Attorney
- Public Defender
- Public Health

## Support Services

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| <ul style="list-style-type: none"> <li>• Asset Management Services</li> <li>• Community Relations</li> <li>• County Manager</li> </ul> | <ul style="list-style-type: none"> <li>• Finance Department</li> <li>• Human Resources</li> <li>• Information Technology</li> </ul> |
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# GOAL SETTING WEEK

- COMMUNITY SERVICES – October 20, 1:00PM – 5:00PM
- GENERAL GOVERNMENT – October 19, 1:00PM – 5:00PM
- HUMAN SERVICES & EDUCATION – October 22, 8:00AM – 12:00PM
- PUBLIC SAFETY – October 22, 1:00PM – 5:00PM
- SUPPORT SERVICES – October 19, 8:00AM – 12:00PM
- BOCC – October 23, 8:00AM – 12:00PM
- BOCC & LEADERSHIP TEAMS – October 23, 1:00PM – 5:00PM

# PROPOSED STEPS AND TIMELINE

- 1. Hold individual goal setting sessions with leadership teams and BOCC followed by a combined session to identify issues and develop or refine strategies and goals. The sessions will include a process of identifying issues team specific as well as countywide. **(October 19-23)**
- 2. Leadership Teams and staff develop objectives and budget proposals for the following fiscal year. **(November and December)**
- 3. Report to Board on strategies and budget proposals in advance of budget preparation and make modifications as necessary. **(BOCC Retreat)**
- 4. Manager in consultation with leadership teams decide on goals and strategies that will be included in the following proposed budget. **(February and March)**
- 5. As part of the regular budget process, the Board reviews budget proposals related to goals and strategies and makes final decisions in conjunction with budget adoption as well as reviewing progress on goals from prior years. **(May and June)**
- 6. Results from the preceding year(s), including most recently available performance data is compiled for next year's goal setting work sessions with directors and Board. **(July and August)**

# QUESTIONS AND SUGGESTIONS?