AGENDA ITEM 16

CONSIDERATION AND POSSIBLE ACTION ON THE BOARD'S STRATEGIC PLAN AND (IMPLEMENTATION) ACTION PLAN UPDATE.

The action plan to implement the strategic plan is attached for review.

	2016 - 2019 Strategic Plan Action Plan		Q1 20	017	Q2 2017	Q3 20	17	Q4 2	017
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	Create and implement "Application Submittal Checklist" guidelines to	The second second							
1 1	clarify application requirements and encourage application completeness.	Responsibility							
1.1.1	Draft a checklist.	Admin SSA					Т		\top
	Create a process overview and description (e.g., when fees are paid) that								+
1.1.2	will go with paper applications.	Admin SSA							
1.1.3	Field test checklist and overview with students.	EO							
	Obtain Executive Officer and Legal approval on the checklist and application								
1.1.4	overview documents.	EO & Legal Office							
1:1.5	Attach the checklist to the paper application instructions.	Webmaster							
1.1.6	Post the application overview description on the Board Web site.	Webmaster							
	Pursue regulatory amendment that would require Occupational								
1.2	Therapists seeking advanced practice approval to complete only	Responsibility							
	Board approved courses, in order to streamline the review process for								
	advanced practice applications.		1	1		1 1 1	- 1		
1.2.1	Identify the approved courses.	Admin SSA		<u> </u>					
		Admin SSA and					l	. [
1.2.2	Create a list of approved courses and post to Web site.	Webmaster							4
400	Amend existing regulatory language to require applicants to complete only	AEO and Admin SSA							
1.2.3	Board approved courses.	AEO and		-					+-
1.2.4	Obtain Board approval on the proposed amended regulatory language.	Admin SSA		1		1 1		- 1	1
1.2.4	Create regulations packet including initial statement of reason, strikeout text	I		+-		+			+-
1.2.5	and notice.	Admin SSA							
1.2.6	Obtain Executive Officer approval of regulations packet.	EO		1		+	\dashv		+ -
1.1.10		EO and DCA Legal					_		+ -1
1.2.7	Obtain DCA Legal Office approval of regulations packet.	Office							
		AEO and		T^{-}					\top
1.2.8	Submit regulation packet to the Office of Administrative Law for noticing.	Admin SSA	\ \ \	'		1 1	1	- 1	
		AEO and							
1.2.9	Capture public comments provided during public comment period.	Admin SSA							
1.2.10	Take the proposed regulatory amendment to the Board for adoption.	EO					\bot		
	Create a System Investigation Request (SIR) to make necessary changes								
	to the instructions in BreEZe for the online application and obtain Legal	D E7- 0145							
1.2.11a	[+ '	BreEZe SME							4
1 0 115	Test and pass/fail the changes in BreEZe for accuracy prior to their	ProE7o CME							
1.2.110	implementation.	BreEZe SME			<u> </u>		L		

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1.2.11c	Changes executed in future release.	DCA BreEZe Team				1 421			-	1	- J			
		AEO and												\neg
1.2.12	Finalize the file for review and submit to DCA.	Admin SSA											ļ	ļ
1.2.13	Obtain approval by DCA and other control agencies.	DCA												
		AEO and												$\neg \neg$
1.2.14	Prepare and submit the rule making file to the Office of Administrative Law.	Admin SSA												
1.2.15	Post the effective date of the amended regulation on the Board Web site.	Webmaster												
	Make necessary changes to the instructions for the paper application, obtain				_							$\neg \uparrow$		
1.2.16	Legal approval, and post it to the Web site.	Admin SSA											1	
1.2.17	Train staff on new requirements.	AEO												
1.2.18	Educate licensees on new requirements.	AEO and EO						-						
	Create and implement a cross-reference table that clarifies the													
	relationship between Professional Development Units (PDU),													
1.3	Continuing Education Units, and Continuing Education hours in order	Responsibility												
	to better assist licensees in determining whether or not their													
	continuing education courses meet state requirements.										-			
121	Review NBCOT and AOTA activity tables/ course information for PDU	AEO					1					.	1	ŀ
1.3.1	requirements. Review Board PDU requirements.	AEO							<u> </u>					
1.5.2	Compare and contrast differences to educate practitioners about what	ALO									-	\dashv		-
1.3.3	activities are applicable to state requirements.	AEO												ĺ
1.0.0	Develop a table that clarifies the activities that are applicable to state	, ALO							 	\vdash		\dashv		
1.3.4	requirements and highlights those activities that are not acceptable.	AEO												
1.3.5	Present the PDU information to the Board.	EO										\neg		-
1.3.6	Obtain Legal approval on the new PDU information.	EO/DCA Legal											\neg	
	Educate stakeholders about acceptable and unacceptable activities (PDU													
1.3.7	information).	AEO/EO												
1.3.8	Post the new tables and information on the Board Web site.	Webmaster												
	Develop an outreach strategy to educate potential applicants on the	AND DESCRIPTION OF THE PARTY OF												
1.4	Board's licensure process including pre and post-licensure	Responsibility												
	requirements.													
1.4.1	Identify existing and needed materials.	Admin SSA							<u> </u>					
1.4.2	Develop post-licensure information for students.	Admin SSA												
1.4.3	Work with DCA to design outreach materials.	Admin SSA				l								
1.4.4	Determine and obtain information that needs DCA Legal approval.	EO/DCA Legal												
1.4.5	Post new information to the Board Web site.	Webmaster												

	2016 - 2019 Strategic Plan Action Plan			1 20		\vdash	2 20			3 201			201	
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1.4.6	Provide all the materials to California schools and offer to provide outreach in person.	EO												
1.4.7	Attend the annual Occupational Therapy Association of California OTAC conference each October to educate students and licensees.	AEO/EO												
2.1	Pursue an increase budgetary authority to secure necessary staffing to improve enforcement processing times.	Responsibility												
	Enhance consumer protection by expanding capacity to meet the													
2.2	increase in investigations of licensees and applicants in order to improve complaint response times.	Responsibility												
2.2.1	Obtain additional enforcement positions.	Completed												
2.2.2	Recruitment process: Develop new duty statements and obtain DCA OHR approval.	Completed												
2.2.3	Recruitment process: Advertise, review applications in ECOS, interview, background check and hire six new staff.	Completed												
2.2.4	Onboard and train six new staff.	AEO												
0.05	Develop and obtain DCA approval for performance expectations and	EO/DCA OHR and												l
2.2.5	attendance guidelines. Redistribute existing case load among new hires.	Labor Relations AEO			 									
2.2.7	Re-establish in-person visits by probation monitors.	AEO					 			-	\dashv	\dashv	-+	
2.2.7		AEO										-		
L	Conduct probation reports on new hires.		<u> </u>										\longrightarrow	
2.2.9	Increase expert consultants under contract by 50%.	AEO			<u> </u>									
2.3	Promulgate regulations that require applicants and licensees to attest to reading the governing laws and regulations in order to increase	Responsibility												
	familiarity and instill accountability and individual integrity.	And the second												
2.3.1	Develop new regulatory language requiring attestation as a condition for license issuance or renewal.	Admin SSA/EO												
2.3.2	Obtain Board approval on the proposed (and possibly amended) regulatory language.	AEO and Admin SSA						_						
2.3.3	Create regulations packet including initial statement of reason, strikeout text and notice.	AEO and Admin SSA												
2.3.4	Obtain Executive Officer approval of regulations packet.	EO		ļ								一	寸	
2.3.5	Obtain DCA Legal Office approval of regulations packet.	EO and DCA Legal Office												
2.3.6	Submit regulation packet to the Office of Administrative Law for noticing.	AEO and Admin SSA												

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		AEO and												
2.3.7	Capture public comments provided during public comment period.	Admin SSA							<u> </u>					Ш
2.3.8	Take the proposed regulatory amendment to the Board for adoption.	EO												
	Create a SIR to make necessary changes to the instructions in BreEZe for													
2.3.9a	the online application and obtain Legal approval.	BreEZe SME			<u> </u>									\sqcup
2.3.9b	Test and pass/fail the changes in BreEZe for accuracy prior to their implementation.	BreEZe SME								, 1		.		
2.3.9c														$\vdash \vdash$
	Changes executed in future release.	DCA BreEZe Team							<u> </u>					\vdash
2.3.10	Finalize the file for review and submit to DCA.	AEO/Admin SSA							<u> </u>					\vdash
2.3.11	Obtain approval by DCA and other control agencies.	DCA							<u></u>		_			\sqcup
2.3.12	Prepare and submit the rule making file to the Office of Administrative Law.	AEO/Admin SSA												
2.3.13	Post the effective date of the amended regulation on the Board Web site.	Webmaster												<u></u>
	Make necessary changes to the instructions for the paper application, obtain	3												
2.3.14	Legal approval and post it to the Web site.	Admin SSA			<u> </u>									
2.3.15	Train staff on new requirements.	AEO			<u> </u>									\square
2.3.16	Educate licensees on new requirements.	AEO/EO												
	Communicate the enforcement process and timeline with													
3.1	complainants and respondents by updating the current enforcement	Responsibility												
	process flowcharts with the disciplinary process timeline and include													
	flowchart in all complaint responses. Prepare and/or update existing enforcement process flowchart and add			·					1	1				
3.1.1	Itimeline.	Enforcement SSA												
0.1.1	Develop narrative explaining the process and glossary of enforcement	Linercoment cort		-						\vdash		-		\vdash
3.1.2	process.	Enforcement SSA		ļ										1
	Obtain DCA Legal approval on the flow chart, timeline, narrative and													П
3.1.3	glossary.	AEO												
	Staff training regarding revised acknowledgement and inquiry											Ī (
3.1.4	correspondence and update procedure manual.	AEO		<u> </u>										
3.1.5	Post to Web site and add to Board Member Disciplinary Resource Manual.	Webmaster												
	Develop multimedia (videos, webinars and printed materials), and													
2.2	house them on the Board Web site, that would increase applicant	Responsibility												
	understanding of the application process and general Board	Property of the Section 1												
3.2.1	Incorporate materials developed in Objectives 1.1 and 1.4.	Admin SSA										7		
	Identify general Board information that needs to be disseminated to			-	 					\vdash				$\vdash\vdash$
3.2.2	applicants.	Admin SSA												

	2016 - 2019 Strategic Plan Action Plan		Q	1 20 ⁻	17	Q2	2017	Q	3 20	17	Q4	1 201	17
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3.2.3	Work with DCA to develop a video or webinar explaining the application process and general Board information.	Admin SSA/OPA/SOLID				-							
3.2.4	Obtain Legal approval for newly developed content.	EO/Legal											
3.2.5	Email links to materials and coordinate webinar with all California school program directors.	EO/SOLID											
3.2.6	Develop, schedule and conduct application webinar to coincide with OT/OTA graduations.	EO/SOLID											
3.2.7	Post multimedia materials utilizing current social media outlets and technology.	OPA											
	Develop multimedia (videos, webinars and printed materials), and house them on the Board Web site, that would educate and inform licensees and consumers about general Board processes, regulatory	Responsibility											
3.3.1	requirements and practice issues. Appoint members to the Board's Education and Outreach Committee.	Board	-					T			$\overline{}$		
3.3.2	Coordinate appointment packages for all members.	HR Liaison	\vdash				_	_					
3.3.3	Coordinate meeting(s) schedules and prepare and post meeting materials.	EO	 				_	 				-+	-
	Board's Education and Outreach Committee to identify specific content regarding general Board processes, regulatory requirements and practice	Education and Outreach											\neg
3.3.4	Board staff to work with DCA to develop a video, webinar, public service announcement to verify license, and/or printed materials explaining Board information.	Admin SSA/OPA/SOLID											
3.3.6	Obtain Legal approval for newly developed content.	EO/Legal											
3.3.7	Email links to interested parties/stakeholders.	EO/SOLID											\neg
3.3.8	Post multimedia materials utilizing current social media outlets and technology.	OPA											

	2016 - 2019 Strategic Plan Action Plan		Q1	201	7	Q2 2	2017	Q:	3 20	17	Q4	2017	7
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	Implement email address reporting requirement on new applications												
3.4	and license renewals in order to increase access to the licensee	Responsibility											
	population and better -communicate Board information		<u> </u>										
	Establish new regulatory language to require email address reporting in new				i	-							
3.4.1	applications and license renewals.	Admin SSA											\dashv
		AEO and		i									
3.4.2	Obtain Board approval on the proposed regulatory language.	Admin SSA				_	_	<u> </u>					\Box
	Create regulations packet including initial statement of reason, amended	AEO and			ľ								
3.4.3	text, and notice.	Admin SSA									\rightarrow		\dashv
3.4.4	Obtain Executive Officer approval of regulations packet.	EO											
		EO and Legal											
3.4.5	Obtain DCA Legal Office approval of regulations packet.	Office										"	
		AEO and											
3.4.6	Submit regulation packet to the Office of Administrative Law for noticing.	Admin SSA											
İ		AEO and											
3.4.7	Capture public comments provided during public comment period.	Admin SSA											
3.4.8	Take the proposed regulatory amendment to the Board for adoption.	EO			- 1			1					
	Create a SIR to make necessary changes to the instructions in BreEZe for												\neg
3.4.9a	the online application and obtain Legal approval.	BreEZe SME											
	Test and pass/fail the changes in BreEZe for accuracy prior to their												
3.4.9b	implementation.	BreEZe SME								l			
3.4.9c	Changes executed in future release.	DCA BreEZe Team											
		AEO and											
3:4.10	Finalize the file for review and submit to DCA.	Admin SSA								- 1			
3.4.11	Obtain approval by DCA and other control agencies.	DCA											
		AEO and											\neg
3.4.12	Prepare and submit the rule making file to the Office of Administrative Law.	Admin SSA											- 1
3.4.13	Post the effective date of the amended regulation on the Board Web site.	Webmaster											\neg
	Make necessary changes to the instructions for the paper application and												ᅵ
3.4.14	renewal notices, obtain Legal approval, and post it to the Web site.	Admin SSA						ŀ					
	Receive training for how to export the email addresses from BreEZe into an												\neg
3.4.15	email ListServ.	BreEZe team									_		
	Perform a monthly export of the email addresses from BreEZe into the										1.0		\neg
3.4.16	Board's email ListServ.	AEO/DCA OIS									_		
	Educate licensees on new requirements use email addresses to distribute												コ
3.4.17	Board information.	AEO/EO		\									

Jam Feb Mar Aor May Jun Jul Aug Sep Oct Nov Control course of cast bracks in the current number of social media followers to establish a baseline. Measure the number of people (e.g., followers and likes) who join the Board's social media and report to the Board semiannually. John Charles of the methods and frequency of communicating with stakeholders. John Charles of the methods and frequency of communicating with stakeholders. John Charles of the methods and frequency of communicating with stakeholders. John Charles of the methods and frequency of communicating with stakeholders. John Charles of the methods and frequency of communicating with stakeholders. John Charles of the methods and frequency of communicating with stakeholders. John Charles of the methods and frequency of communicating with stakeholders. John Charles of the methods and frequency of communicating with stakeholders. John Charles of the methods and frequency of communicating with stakeholders. John Charles of the methods and frequency of communicating with stakeholders. John Charles of the methods and frequency of communicating with stakeholders. John Charles of the methods and frequency of communicating with stakeholders. John Charles of the methods and frequency of communication and outereach position. John Charles of the methods and frequency of the method of the		2016 - 2019 Strategic Plan Action Plan		Q´	20	17	Q2	2017	7	Q3	201	7	Q4	2017
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3.5.2 Board's social media and report to the Board semiannually. CPA/ Board staff (Refer to objectives 3.5.3 Increase the methods and frequency of communicating with stakeholders. 3.2 and 3.3) Use email addresses from Objective 3.4 to promote the Board's social media outlets by providing stakeholders with direct links to the Board's social media sites. TBD/OIS Secure bridgeths withmany to not easy necessary staffing and secure social media sites. TBD/OIS Secure bridgeths withmany to not easy necessary staffing and secure social media sites. TBD/OIS Secure bridgeths withmany to not easy necessary staffing and secure social media sites. TBD/OIS Secure bridgeths withmany to not easy necessary staffing and secure social media sites. TBD/OIS Secure bridgeths withmany to not easy necessary staffing and secure social media sites. TBD/OIS Secure bridgeths withmany to not easy necessary staffing and secure social media sites. TBD/OIS Secure bridgeths withmany to not not necessary staffing and secure social media sites. TBD/OIS Secure bridgeths withmany to not necessary staffing and secure social media sites. TBD/OIS Secure bridgeths withmany to not necessary staffing and secure social media sites. TBD/OIS Secure bridgeths withmany to not necessary staffing and secure social media sites. TBD/OIS Admin SSA Admin S	3.5.1	· · · · · · · · · · · · · · · · · · ·	OPA											
Increase the methods and frequency of communicating with stakeholders. (Refer to objectives 3.2 and 3.3)														
3.5.3 Increase the methods and frequency of communicating with stakeholders.	3.5.2	Board's social media and report to the Board semiannually.												
Use email addresses from Objective 3.4 to promote the Board's social media outlets by providing stakeholders with direct links to the Board's social media sites. 3.5.4 social media sites. Secure bridgetary authority to increase necessary staffing and resources to establish a Board Outreach Coordinator position. Conduct workload analysis and compile justification data to support Budget 3.6.1 Change Proposal (BCP). 3.6.2 Draft BCP concept paper. 3.6.3 Submit BCP concept paper to DCA Budget office. 3.6.4 Draft BCP and submit to DCA Budget office. 3.6.5 Obtain control agencies' approval of BCP. 3.6.6 Obtain control agencies' approval of BCP. 3.6.7 Obtain additional outreach position. 3.6.8 Establish communication and outreach priorities. Recruitment process: Develop new duty statement and obtain DCA OHR 3.6.9 approval. Recruitment process: Advertise, review applications in ECOS, interview and 3.6.10 hire new staff. Develop and obtain DCA approval for performance expectations and attendance guidelines. 1. Develop and obtain DCA approval for performance expectations and attendance guidelines. 2. Develop and obtain DCA approval for performance expectations and attendance guidelines. 3. Develop and obtain DCA approval for performance expectations and attendance guidelines. 3. Develop and obtain DCA approval for performance expectations and attendance guidelines. 3. Develop and obtain DCA approval for performance expectations and attendance guidelines. 3. Develop and obtain DCA approval for performance expectations and attendance guidelines. 3. Develop and obtain DCA approval for performance expectations and attendance guidelines requisitions required an increase communication applications and license renewals. 3. Develop and obtain DCA approval for performance expectations and attendance guidelines. 3. Develop and obtain DCA approval for performance expectations and attendance guidelines. 3. Develop and obtain DCA approval for performance expectations and approval approval on the proposed regula	-		, ·								l			
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3.5.4 social media sites. Secure budgetarry authority to increase necessary staffing and resources to establish a Board Outreach Coordinator position. Conduct workload analysis and compile justification data to support Budget 3.6.1 Change Proposal (BCP). 3.6.2 Draft BCP concept paper. 3.6.3 Submit BCP concept paper to DCA Budget office. 3.6.4 Draft BCP concept paper to DCA Budget office. 3.6.5 Obtain control agencies' approval of BCP. 3.6.6 Obtain legislative approval for BCP. 3.6.7 Obtain additional outreach position. DCA Budget Staff 3.6.8 Establish communication and outreach priorities. Recruitment process: Develop new duty statement and obtain DCA OHR approval. 3.6.10 hire new staff. Develop and obtain DCA approval for performance expectations and attendance guidelines. Permulsate regulations requiring applicants and renewal licensees provide an email address so the Board can increase communication. Establish new regulatory language to require email address reporting in new applications and license renewals. 4.1.2 Obtain Board approval on the proposed regulatory language. Create regulations packet including initial statement of reason, amended (at.)			,											
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	413		AFO/Admin SSA							ĺ				
4.1.4 Obtain Executive Officer approval of regulations packet.			1			-	 		-		+		-, 	+

	2016 - 2019 Strategic Plan Action Plan		Q	1 20	17	Q	2 20	17	Q	3 20	17	Q4	20	17
		and the second second	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		EO and Legal												
4.1.5	Obtain DCA Legal Office approval of regulations packet.	Office												
4.1.6	Submit regulation packet to the Office of Administrative Law for noticing.	AEO/Admin SSA												
4.1.7	Capture public comments provided during public comment period.	AEO/Admin SSA												
4.1.8	Take the proposed regulatory amendment to the Board for adoption.	EO												
	Create a SIR to make necessary changes to the instructions in BreEZe for													\neg
4.1.9a	the online application and obtain Legal approval.	BreEZe SME												
	Test and pass/fail the changes in BreEZe for accuracy prior to their													
4.1.9b	implementation.	BreEZe SME												
4.1.9c	Changes executed in future release.	DCA BreEZe Team	l.											
4.1.10	Finalize the file for review and submit to DCA.	AEO/Admin SSA												
4.1.11	Obtain approval by DCA and other control agencies.	DCA												
4.1.12	Prepare and submit the rule making file to the Office of Administrative Law.	AEO/Admin SSA												
4.1.13	Post the effective date of the amended regulation on the Board Web site.	Webmaster												
	Make necessary changes to the instructions for the paper application and													
4.1.14	renewal notices, obtain Legal approval, and post it to the Web site.	Admin SSA												
	Receive training for how to export the email addresses from BreEZe into an											Ì		
4.1.15	email ListServ.	BreEZe team							ļ					
	Perform a monthly export of the email addresses from BreEZe into the	A F O / D O A O I O												
4.1.16	Board's email ListServ.	AEO/DCA OIS												
4.1.17	Educate licensees on new requirements use email addresses to distribute Board information.	AEO and EO										l		
4.1.17	Research regulatory issues effecting the full range of Occupational	ALO and LO						<u> </u>	L					
4.2	Therapy practice settings to address diverse Occupational Therapy	Responsibility												
	service delivery models.	300 BES 300												
4.2.1	* to be determined								Π			I		
4.2.2														
4.2.3														
4:2.10														
	Develop an internal and external "Frequently Asked Questions" for	Section 1												
4.3	staff and for consumers and licensees, respectively, and post to Web	Responsibility												
	site to clarify laws and regulations. Determine the frequently asked questions from licensees and consumers					Γ	1		Γ			- I		
4.3.1	regarding laws and regulations.	AEO							İ					. 1
7.0.1	Collaborate with the Practice Committee to review and answer the questions								<u> </u>					-
4.3.2	posed to the Board.	Committee												

	2016 - 2019 Strategic Plan Action Plan	22	Q´	1 20	17	Q2	2017	Q	3 20	17	Q4	201	17
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	Obtain Executive Officer approval for the FAQs and responses that will be							1	1 1		$\neg \uparrow$		
4.3.3	posted on the Web site.	Executive Officer											
	Obtain Legal Office approval for the FAQs and responses that will be posted	EO/DCA Legal							T				$\neg \neg$
4.3.4	on the Web site.	Office					ı						
	Post the FAQs to the Board Web site. Also, add information to the Board												
4.3.5	Web site advising how to participate in the rule making process.	Webmaster											
4.3.6	Educate staff about the new FAQs on the Web site.	AEO							1 1				
	Notify stakeholders through a ListServ email and social media regarding the												
4.3.7	new FAQs on the Board Web site.	Webmaster											
4.3.8	Semi-annually review the FAQs and update, as needed.	AEO							\Box				
	Explore the feasibility of a statute amendment that alters the definition										1	-	
4.4	of Occupational Therapy to clarify the scope of the Board's oversight	Responsibility											
	over the varying Occupational Therapy capacities.	100											
4.4.1	Establish Ad-hoc Committee to review the scope of practice.	Board						T	T				
	Ad-hoc Committee to issue recommendation for potential statute language												\neg
4.4.2	for Board approval.	Committee							1 1		- 1		1
	Board staff prepares notice/agenda, obtains Legal Office approval, post and												
	notice the Committee Meeting agenda, and provide Committee members					1		1	} }			1	
4.4.3	with meeting materials.	AEO/EO											
4.4.4	Revisit the scope of practice recommendation, if directed by the Board.	Board											
	Conduct a workload analysis and compile data to support appropriate												
54	Board staffing levels.	Responsibility											
5.2	Devise a plan for knowledge transfer and mentorship opportunities to	Responsibility											
	help facilitate growth and development among Board staff.	S 1 (->-) 1 () () () () ()											
5.2.1	Identify core information needed by all Board staff.	Board SSAs					ŀ						
	Identify staff with core knowledge (who has the knowledge), identify staff												
	needing cross training (who needs the knowledge), and provide training to	Board SSAs											
5.2.2	Board staff, as needed.	&AEO											
	Require Individual Development Plans (IDPs) to identify existing knowledge												
5.2.3	and prepare staff for future growth/promotional opportunities.	EO											
5.2.4	Identify and document AEO and EO knowledge. (See Objective 5.3.)	TBD											
•	Identify the strategy (in person, online, reading, training, etc.) for how to												
5.2.5	provide knowledge transfer.	Board SSAs											
	Incorporate process maps, procedures, and document existing knowledge												
\	to develop (and expand, as needed) a resource manual for each functional											ļ	ļ
5.2.6	area.	Board SSAs										l	

	2016 - 2019 Strategic Plan Action Plan		Q	1 20	17	Q	2 2017		Q3	2017	7	Q4 20	017
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5.2.7	Approve resource manuals used by staff.	EO/AEO											
5.2.8	Identify and support mentorship opportunities for staff through collaboration with DCA and other entities.	EO/AEO											
	Create a succession plan that includes all Board positions to increase												
53	business continuity, efficiency, and staff acquisition, retention, and development.	Responsibility											
5.3.1	Identify mission-critical work functions to anticipate and prepare for changes.	Board SSAs											
5.3.2	Analyze workforce gaps to develop the next generation of Board management.	Board SSAs											
5.3.3	Identify and document job functions then prioritize solutions to prepare for attrition.	Board SSAs											
5.3.4	Determine classifications-based restrictions to forecast staff development needs.	Board SSAs and DCA OHR											
5.3.5	Prepare document identifying mission critical functions, workforce gaps, and solutions for Board approval.	Board SSAs		-									
5.3.6	Contract with vendor to document EO/AEO knowledge.	EO/AEOVendor											
5.3.7	Review vendor report and recommendations with Board members.	EO/Board											
5.3.8	Implement report recommendation(s) to prepare the Board's next generation of leaders.	EO/AEO											
5.3.9	Re-evaluate the succession plan on annual basis.	EO/AEO											