

# COMMISSION STATE SERVICE PLAN STRATEGY SESSION

## Where we are going: Commissioner and staff activity and discussions

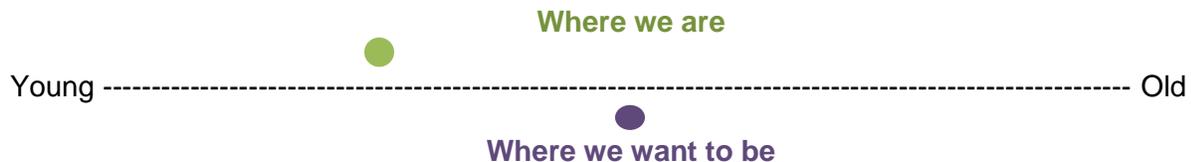
30 minutes

The 2012 State Service Plan, State Statute, and Commission Bylaws have been divided into three sections- big picture items, essential tasks and optional tasks. These items and tasks are all represented with a spectrum around the room. Individually reflect on each item and place dots on the spectrum to represent your personal views. Please reference the planning tool sheet for a full list of items.

### Big Picture Items

Please think about of the big picture of service in Montana. Place a green dot on where you think the commission is currently focusing efforts and place a purple dot where think the commission could or should put or efforts.

Example:



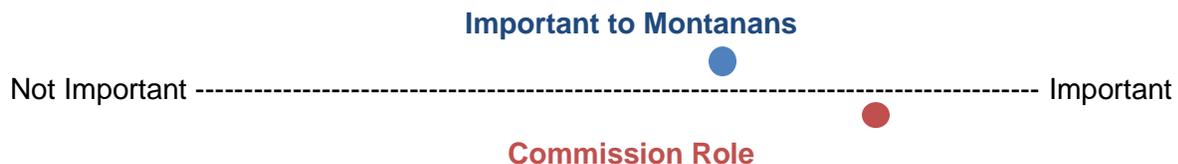
Share your views on the big picture as we look at the essential and optional tasks.

### Tasks

Now please reflect on the essential and optional tasks and place a dot on the spectrum to show importance. Blue dots represent importance to the citizens of Montana and red dots represent importance of the Commission's role in addressing these tasks. Importance can be thought of as a needed service to Montana, a task that the Commission and office is best fit to provide, a priority that the Commission wants to address, or other reasoning that you may have. After the spectrum is completed for all tasks, commissioners will divide into groups based on their leadership direction and reflect on the placement of dots to rank and divide the tasks.

Example:

"Expand Opportunities for all Montanans to Volunteer"



## **Group Activity and Comments**

Divide into four groups based on your leadership compass directions. Please assign a note taker for the group and combine commissioner comments on one sheet. Groups will report out to the full commission at the end and staff will collect all comment sheets.

Leadership direction:

Note taker:

List of Commissioners and staff:

What does your leadership direction bring to this strategy session? As a North, South, East, or West, what are your priorities for the Commission?

**Essential Tasks**

*15 minutes*

These tasks are mandated by State Statute, grant requirements, and/or policy. Please rank the importance of these tasks. Rank only the six numbered essential tasks, you do not need to include the subcategories. All tasks must be performed, but emphasis and staff time can be adjusted based on the ranking.

<b>Essential Tasks</b>		
Rank	Task	Reasoning
1		
2		
3		
4		
5		
6		

Comments:

### Optional Tasks

15 minutes

These tasks, initiatives, and activities are part of the current plan because of Governor or Commissioner requests, grants requirements, or special funding streams. Not all need to be continued activities for the Commission and the office. Please separate these items into three groups: keep, remove, unsure. Please rank the top five items in the “keep” group. Place items you are not familiar with or that you are unsure of their importance into the “Unsure” group. Divide only the 22 numbered items, you do not need to include the header categories.

Tasks to Keep		
Rank	Item	Reasoning
1		
2		
3		
4		
5		
No Rank		

15 minutes

<b>Tasks to Remove</b>	
<b>Item</b>	<b>Reasoning</b>

15 minutes

<b>Unsure</b>	
Item	Reasoning/Questions

Comments on the Optional Tasks:

**Additional Activities**

*15 minutes*

Resources are always tight and the ability to add additional tasks is dependent on funding, staff time, and Governor Initiatives. If the Commission and staff had the ability to add elements to the State Service Plan, what do you think is missing? What are new areas we could focus on? Who should we look to for partnerships and collaborations?

<b>Possible Additions</b>	
<b>Item</b>	<b>Reasoning</b>

Please add any additional comments here:

**Report to the Group**

*30 minutes*