



GOVERNOR'S OFFICE OF Planning & Budget

Agency Strategic Planning

Terrah Anderson
January 10, 2024



Agenda

Welcome, Announcements

Agency Spotlights

Department of Health and Human Services, Shannon Thoman-Black
Strengthening the link between strategic plans and budgeting
Labor Commission, Cameron Ruppe
Developing and using annual work plans

Strategic Planning Timeline

Information Sessions for 2024

Jan 10 - 1:00pm

June 5 - 11:00am

Mar 20 - 11:00am

Sept 11 - 1:00pm



Strategic Planning Processes: FY2024

- Emphasize the importance of having and using a strategic plan
- Improve quality of strategic plans
- Strengthen the connection between quality strategic planning and budgeting / budget requests



Goal: Emphasize the importance of having and using a strategic plan

Implementation Ideas

- Spotlight core values in staff meetings
- Tie employee evaluations to department goals and strategies
- Review relevant goals in team meetings and when evaluating new projects
- Display visual reminders of mission in email signatures, common areas, presentations, document branding
- Utilize the plan to tell the agency story to stakeholders and build relationships
- Highlight strategic plan accomplishments in quarterly reports
- Use the plan to build agency culture and unite employees around the agency vision
- Base budget discussions and requests on strategic plan elements



Goal: Improve quality of strategic plans

New Required Elements for FY2024

These elements are to be incorporated in existing plans by **July 1, 2024:**

- Mission statement
- Clear goals
- Annual work plans





Examples: Mission, Clear Goals

Goal #2: Workforce

Engage the Next Generation of Workers to Attract New Entries Into the Agriculture and Food Industry Sectors

Summary:

There is a significant need for more young people to become involved in agriculture and food production. Several barriers to entry into agriculture and food production include the acquisition or intergenerational transfer of land, access to capital, access to labor and a lack of access to technical or other education and skill development opportunities.

Metrics:

- Measure changes in number of existing and new agriculture and food-related training programs
- Measure changes in the number of jobs in agriculture and food production as tracked by the Department of Workforce Services
- Track metrics related to UDAF promotion of agriculture and food production jobs

Utah Department of Agriculture

- Clear goals
- Easily communicates the UDAF story to employees, analysts, legislators, and those they serve

WHAT DRIVES US

- Mission**
Promote tax and motor vehicle law compliance.
- Vision**
Provide valuable customer service by making compliance easier, non-compliance harder, and by protecting sensitive customer information.
- Values**
 - Public trust

Tax Commission

- Clearly defined mission statement
- Goals in the plan tie back to the mission statement



Examples: Annual Work Plans

STRATEGIC PLAN 2023-2027 laborcommission.utah.gov

ONGOING WORK PLAN

Goal #	Strategy	Champion	Budget and Resource Needs	Completion Timeline
1.1.1	Align the number of full-time employees with the Commission's needs.	Administration and Division Directors	Analysis of FTE positions needed, and GOPB support.	Ongoing
1.1.2	Expedite filling vacancies as they arise.	Administration and Division Directors	Existing budget and DHRM support.	Ongoing
1.1.3	Provide training on equity, diversity, inclusion, and access.	Administration and Division Directors	Existing budget and DHRM support.	Ongoing
1.1.4	Provide time and resources for team building activities.	Administration and Division Directors	Existing budget	Ongoing
	Conduct an annual employee survey to	Administration and	Existing budget	Ongoing

Labor Commission

- Ongoing plans show current projects
- Work plans help employees see their role in the organization

FY2025 Work Plan

Goal #	Strategy	Champion	Budget & Resource Needs	Completion Timeline	Status
1	Provide time and resources for team building activities.	Leadership, DHRM	Existing budget	June 2025	
1	Conduct an annual employee survey to better understand the needs, challenges, and opportunities of department staff.	Commissioner, DHRM	Existing budget	July 2024	
3	Support streamlined processes for licensees and consumers to provide information to the Department electronically.	Deputy Commissioners, Division Directors, DTS	Existing budget	June 2025	
3	Support implementation of the cloud-based solution to increase efficiencies in the examination process.	FRL Director, DTS, NAIC	Existing budget	June 2025	
3	Identify best practices to streamline repetitive cases.	Division Directors	Staff time	December 2024	
3	Establish a Departmental...	Division Directors	Staff time	June 2025	

Department of Insurance

- Work plans show upcoming projects to plan needed resources
- Assist in evaluating workload balance for new projects



Strategic Planning and the Budget Request Process

Goal: Strengthen the connection between quality strategic planning and budgeting / budget requests.

- Now - Analysts are looking back on recommended requests to see if they link to agency strategic plans
- Post-session - Discuss whether funded items link to strategic plans. Do plans need to be altered to correlate with anticipated budget requests?
- Budget season - Budget requests will be evaluated in the context of the strategic plan



Agency Spotlights

Strengthening the link between strategic plans and budgeting

Shannon Thoman-Black

Department of Health and Human Services

Developing and using annual work plans

Cameron Ruppe

Labor Commission



Reminders

- Strategic plan is a communication tool. Use it during the session to tell you agency story.
- Can link to other strategic plans in your agency strategic plan
- Governor's priority: More strategic plan integration
 - Cabinet training
 - Additional standardization
 - Integration with budget process
 - Continue to work on performance metrics
 - Quarterly reports / Utah Home



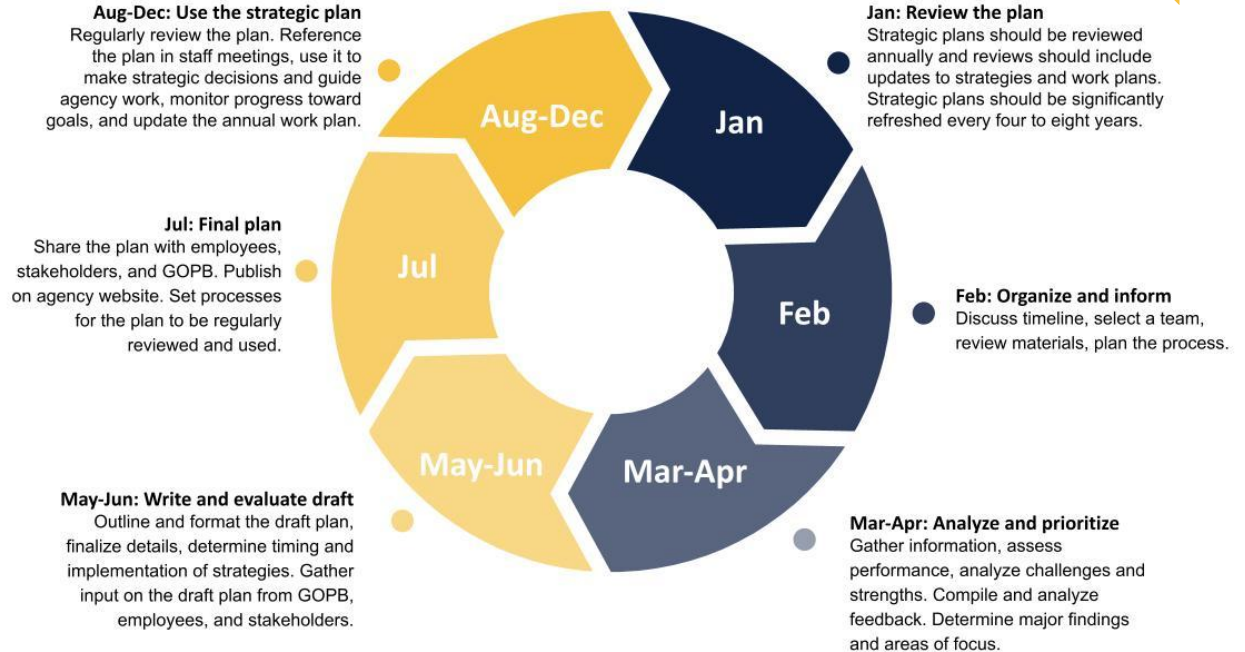
Draft plans due:
June 1

Final plans due:
July 1

Include new items,
minor updates

Significant update
every 4-6 years

AGENCY STRATEGIC PLANNING CYCLE



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Agency Strategic Planning at GOPB



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QUESTIONS



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