2025 Scope of Work

Executive Leadership Development Services

Presented by Eleanor Allen to the Ethics, Organization, and Personnel Committee

Item 6c

January 13, 2025

Presentation Outline

- Purpose of the Scope of Work and Expected Outcomes
- Summary of the Scope of Work
- Schedule
- Discussion

Purpose of the Scope of Work and Expected Outcomes

- Department Head Collaboration in 2025
  - **Purpose:** Create new ways of working to strengthen operational efficiency and collaboration between the Departments. Develop the enabling environment for the Department Heads to work together as an Executive Team.
  - **Expected Outcomes:** Improve organizational and employee morale.

- Department Head Evaluations for fiscal year 2024/2025
  - **Purpose:** Perform 360-degree (direct reports, colleagues/peers, Board, and self) evaluations of the Department Heads. Included in this year's evaluation by the Board is how the Department Heads perform on the Department Head Collaboration scope of work.
  - **Expected Outcomes:** Comply with Administrative Code requirements for annual performance evaluations and salary adjustments for 2025/2026.

CATAPULT
FOR CHANGE

Scope of Work Summary

- Two tasks were developed for fiscal year 2025/26 with the Ad Hoc Committee:
    1. **Department Head Collaboration** – new scope of work
        - **Three workshops** with the Department Heads and Catapult For Change
            - **#1 (Feb) – 2025 Kickoff** – Game Changer Index leadership profile reviews (individual and team), each Department's SWOT analysis, and draft shared Business Plan for 2025/26
            - **#2 (Feb) - Planning for 2025/26 -** Finalize Business Plan for 2025/26, Biennium Planning, 2025/26 Scorecard with key metrics, and Roles & Responsibilities matrix (RACI) to deliver the Scorecard metrics
            - **#3 (March) - Completion of Executive Team Deliverables –** recommendations for Executive Team incentives if the Scorecard metric are met, recommendations for any organizational changes, a Operating Agreement for how the Executive Team will work together in 2025/2026, and recommendations for improvements to the 2024/2025 Dept Head Evaluation process (based on the 2023/24 experience)
        - **Workshop #4 (April) – Planning for 2025/26 -** Executive Team and the Ad Hoc Committee – Executive Team to present the deliverables from the three workshops above to the Board Ad Hoc Committee
    2. **Department Head Evaluations** – similar process to 2024/25

Schedule

Month	January	February	March	April	May	June	July	August
Task 7 - Planning for 2025/26; Dept Head and Board Collaboration								
Game Changer Index (GCI) Assessments	■							
Workshop 1: 2025 Kickoff		■						
Workshop 2: Planning for 2025/26		■						
Workshop 3: Completion of Executive Team Deliverables			■					
Workshop 4: Outputs from the Q1 workshops (with the Ad Hoc Committee)				■				
Task 8 - 2024/25 Department Head Evaluation								
Process Revisions - Update format and questions								
Solicit feedback from Department Heads on process improvements			■					
Recommend changes to Ad Hoc Committee (in Workshop 4 above)			■					
Formalize updated process				■				
Phase 1 - Employee Feedback & Self Assessments								
Send out assessment survey					■			
Clarification interviews						■		
Prepare high level report for the Board						■		
Phase 2 – Collect Board Feedback								
Send survey to the Board							■	
Phase 3 - Finalize Process								
Board presentation (in person)								■
Prepare individual reports for each Department Head								■
Meet with each Department Head to review written feedback								■
Board meets with each Department Head to provide verbal feedback								■

Discussion

Thank you!

Eleanor Allen

eallen@catapultforchange.com

303-808-2515

CATAPULT
FOR CHANGE