



MEETING MINUTES

Strategic Plan Development Team

Meeting Date: Wednesday, August 5, 2020 (via Zoom)

Meeting Time: 2:00 – 3:30 p.m.

****This meeting was held electronically due to the state of emergency (social distance requirements imposed because of the health risks of COVID-19) declared by Governor Northam on March 12, 2020.***

Meeting Purpose: To develop a work plan for document review, information collection, and agency presentations as part of the strategic plan development process

Members Present: Bryce Barrett, Paolo Belita, Rick Berry, Joyce Connery, Andra Hoxie, Martin Jeter, Tahari Johnson, Lisa Madron, Ann Marie Maher, Mary Beth Michos, Jarad Phelps, Tomaudrie Thomas, Larriette Thompson, Courtney Tierney

Members Absent: Corey Holeman

Facilitator: Kaye Wallace, PWC Strategic Plan Coordinator

I. Welcome & Icebreaker

The Strategic Plan Coordinator (SPC) welcomed everyone to the meeting, and the team did an icebreaker activity.

II. Upcoming Community Conversations – Review schedule and logistics for sessions

The team reviewed the schedule of upcoming community conversations over the next few weeks. The first session will be tomorrow, Thursday, August 6th, hosted by Supervisor Boddye (Occoquan district). As of today, there are ten (10) sessions scheduled between August 6 and August 30. Additional sessions may be scheduled. All sessions and the links to join the virtual sessions will be posted on the County's strategic plan webpage at www.pwcgov.org/strategicplan.

The SPC also reviewed the format of the structured community conversations with the team. Each session will have two facilitators who will ask five questions with a set time for resident responses to ensure there is time to cover all questions. The resident appointees to the SP team have agreed to serve as co-facilitators for the session hosted by the Supervisor of her/his respective district. For example, resident appointee Andra Hoxie will be a co-facilitator for the community conversation being hosted by Supervisor Boddye tomorrow evening.

III. Planning Session – Document Review & Information Gathering

The team discussed a plan for information gathering as part of the strategic plan development process. To become familiar with current plans and policies that influence Prince William County Government's

work, the team will do a high-level review of PWC's guiding documents. Those documents will include the following:

1) The Future Report: Prince William County in 2030

Description: A 40-page document that represents the people's vision for PWC in year 2030.

2) PWC's 2017 – 2020 Strategic Plan (current)

3) PWC's 2013 – 2016 Strategic Plan (previous)

4) PWC Schools FY2016 – 2020 Strategic Plan

5) FY2020 Consolidated Housing and Community Development Annual Action Plan

Description: An action plan that contains goals, objectives, and outcomes formulated to address needs identified for homelessness, special needs, affordable housing, and non-housing community development.

6) No Wrong Door Human Services Solutions Study

Description: A report that analyzes the service delivery and customer experience across seven state or county agencies that provide human services in Prince William County and recommends strategies to improve customer experience, eliminate duplication of effort, and help to create a collaborative culture among agencies.

7) Economic Development – 2018 Targeted Industries Study

Description: A study that reviewed the County's current "targeted industry" list (types of companies it would like to attract to the region) and assessed the workforce demand and needs characteristics within those targets.

8) Comprehensive Plan www.pwccgov.org/compplan

9) PWC's FY2021 Budget www.pwccgov.org/budget

Over the next couple of months, the team will also hear presentations from staff at county agencies. The purpose is to become familiar with current services and resources provided by PWC and other organizations in the community. This information will assist with proposing strategies and initiatives as elements of the next Strategic Plan.

IV. Check-in/Wrap-up

Because the workload of the team will continue to increase, the group agreed on a weekly meeting schedule during the months of September and October.

The next Strategic Plan Development Team meeting will be on **Wednesday, August 19, 2020 at 2:00 p.m. (via Zoom).**

Minutes prepared by Kaye Wallace (SPC) on August 14, 2020.