



Legislation Text

File #: 24-1365, **Version:** 1

Department: County Administration

Department Head/Elected Official: Diana Ramirez, County Administrator

Regular or Supplemental RCA: Regular RCA

Type of Request: Policy

Project ID (if applicable): N/A

Vendor/Entity Legal Name (if applicable): N/A

MWDBE Contracted Goal (if applicable): N/A

MWDBE Current Participation (if applicable): N/A

Justification for 0% MWDBE Participation Goal: N/A - Goal not applicable to request

Request Summary (Agenda Caption):

Request for discussion and possible action regarding proposed updates to the guidelines for Department Progress Meetings with Goal Area Committees.

Background and Discussion:

At the April 4, 2023 Commissioners Court meeting, Commissioners Court approved the creation document establishing Department Progress Meetings (DPMs) with Goal Area Committees (GACs), which consist of Commissioners Court office staff. These meetings offer a structured forum for departments to provide key updates, receive feedback, and give more advance notice regarding significant changes or upcoming decisions, and for Commissioners Court staff to ask questions and get a clearer understanding of departments' work.

Thus far, the Office of County Administration (OCA), with support from the Office of Management and Budget, has facilitated two quarters of Department Progress Meetings with the Goal Area Committees. OCA has submitted two transmittals to Commissioners Court (on the August 8, 2023 and October 31, 2023 agendas) to update Court on these meetings.

After the initial DPMs, Court office staff expressed interest in beginning a new countywide strategic planning process to update the current countywide Goals and Priority Outcomes as well as further forge alignment with County departments and inform the budget process.

After further reflection and discussion with Court office staff since the launch of the strategic planning process, and after consideration of input from Court office staff, OCA prepared the attached proposed updated version of the creation document - henceforth described as guidelines - for Department Progress Meetings with Goal Area Committees.

Expected Impact:

The main substantive changes are to streamline the reporting process for GACs and departments, annually focus at least one quarter’s DPMs on departments’ proposed budgets for the upcoming fiscal year, and to include the possibility of independently appointed offices’ being invited to participate in DPMs. All of these changes would engender more focused and strategic conversations at DPMs.

Alternative Options:

The original Department Progress Meetings creation document approved by Commissioners Court still enables a forum for Goal Area Committees to meet with departments in a more structured format, but keeping that document would result in less focused, strategic, and ultimately productive and useful meetings with and for departments.

Alignment with Goal(s):

- Justice and Safety
- Economic Opportunity
- Housing
- Public Health
- Transportation
- Flooding
- Environment
- Governance and Customer Service

Prior Court Action (if any):

Date	Agenda Item #	Action Taken
4/4/2023	377	Approval of Department Progress Meetings creation document by Commissioners Court.
8/8/2023	315	Transmittal by the Office of County Administration on the status of Department Progress Meetings.
10/31/2023	354	Transmittal by the Office of County Administration of an update on the Department Progress Meetings established by Commissioners Court on April 4, 2023.

Location:

Address (if applicable): N/A

Precinct(s): Countywide

Fiscal and Personnel Summary				
Service Name	Current Fiscal Year Cost			Annual Fiscal Cost
	Labor	Non-Labor	Total	Recurring Expenses

Funding Sources				
Existing Budget				
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Current Budget	\$	\$	\$	\$
Additional Budget Request (<i>Requires Fiscal Review Request Form</i>)				
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Additional Budget Request	\$	\$	\$	\$
Total Funding Request	\$	\$	\$	\$
Personnel (Fill out section only if requesting new PCNs)				
Current Position Count for Service	-	-	-	-
Additional Positions Request	-	-	-	-
Total Personnel	-	-	-	-

Anticipated Court Date: March 26, 2024

Anticipated Implementation Date (if different from Court date):

Emergency/Disaster Recovery Note: Not an emergency, disaster, or COVID-19 related item

Contact(s) name, title, department: Diana Ramirez, County Administrator

Attachments (if applicable): Proposed updated Department Progress Meetings guidelines