

Lessard-Sams Outdoor Heritage Council

Agenda Item Memo

DATE: August 1, 2013

SUBJECT: **Update:** LSOHC 25 year framework and Call for Requests check -in
Charlie Peterson, Dept. of Administration, Management Analysis and Development

Background: Five years have passed since the Council adopted its 25 year framework and plan. This is the basis for the Call for Request and its criteria, visions, priorities and outcomes. The Council has not taken a detailed look at this document and the Call. This effort will review the framework and the call and develop any changes or amendments that might be needed.

Suggested Motion: None this is information only

Suggested Procedure: The Management Analysis Division is being asked to facilitate this review. The principle facilitator is before the Council to provide members an overview of the work envisioned. He will stand for questions.

Agenda Item # 7



Management
Analysis
& Development

PROPOSAL

**Lessard-Sams Outdoor Heritage
Council**

Framework Review and Planning

July 2, 2013

Proposal prepared by:

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Background

The Lessard-Sams Outdoor Heritage Council (Council) was established by the Minnesota Legislature and is responsible for providing annual funding recommendations to the legislature on how funds from the Outdoor Heritage Fund should be allocated. The Outdoor Heritage Fund, along with three other funds, was established by the 2008 Clean Water, Land, and Legacy Amendment to the state's Constitution increasing the state sales tax.

As part of the enabling legislation, the Council was required to develop and provide to the Legislative Coordinating Commission "a 25-year framework of funding, consistent with statutory and constitutional requirements." Five years have passed since the creation of the Council and they are interested in a discussion with Council members and staff to review the process used in relation to the Council and sectional priorities and visions outlined in the framework.

Council staff contacted Management Analysis & Development (MAD) of Minnesota Management & Budget to assist the Council in this discussion.

Purpose

MAD would help the Lessard-Sams Outdoor Heritage Council by providing a framework for discussion around the Council's statewide priority actions and section-specific vision and priority actions as outlined in "Appendix C: Planning and managing for results" in the 25-year Framework completed in late 2010.

MAD would interview all Council members and staff regarding their thoughts on the process and if it has produced the expected results (and even whether these identified results are still appropriate). If specific issues are identified in the interviews, MAD may consider and, if needed, develop small group discussions of Council members and interested parties to further understand and/or define the issues.

Based on the information gathered in the interviews and small group gatherings, MAD would, with input from staff and Council leadership, design, facilitate and document, a series of Council workshops to discuss improving the process and how success can be measured through outcomes and expected results.

The time frame would begin July 25, 2013 and continue through January 31, 2014.

Documentation

Management Analysis & Development would provide the draft copy and the final document in Adobe Acrobat (PDF) format. If requested, the division would provide one paper copy of the draft document and up to four bound paper copies of the final document. Additional bound paper copies of the final document could be provided at a per-document cost.

Activities and Timeframe

Activities	Hours	Cost
1. MAD would design, conduct and document up to 14 interviews of Council members and staff	Up to 42	Up to \$5,250
2. MAD would design, facilitate and document up to three, three hour group interviews involving Council members, staff, with the potential of including key stakeholders and/or interested parties. The hours for this activity include additional hours for travel.	Up to 30	Up to \$3,750
3. MAD would design, facilitate and document up to four, two-hour workshops for the Council on their regularly scheduled meeting dates to discuss and develop a strategy for future work of the Council.	Up to 32	Up to \$4,000
Subtotal	Up to 104	Up to \$13,000
Project management and client communication	Up to 19	Up to \$2,375
Total	Up to 123	Up to \$15,375

Client

The client for this project would Bill Becker, Executive Director, Lessard-Sams Outdoor Heritage Council, Minnesota Legislature.

Client Responsibilities

The Council would be responsible for providing any contact information for interviews and/or group interviews.

The Council would be responsible for scheduling and logistics, including refreshments, for the interviews and meetings.

Costs

Management Analysis & Development bills at the Minnesota Management & Budget-approved rate of \$125 an hour. If costs were to exceed the total of this estimate, without pre-agreed amendments, the client would not be billed for excess hours. If hours required were fewer than this estimate, the client would be billed only for actual hours worked. Should the scope of the project expand after the work is begun, an interagency agreement amendment would be required to cover the anticipated additional hours and/or to extend the end date of the contract.