



Series: GOV COA: Gov 6.02-6.03
Policy Name: Long-term and Short-term Strategic Planning Process
Policy Number: GOV 016
Revision #/Date:
Effective Date: January 2009
Applicable to: Board of Directors & CBCB Employees & Consultants

SUBJECT: Strategic Planning

PURPOSE: To outline the process for setting annual and long range goals to achieve the objectives of the mission and vision of Community Based Care of Brevard.

POLICY: Long-term and Short-term Strategic Planning Process

PROCEDURE: Annually the CBC of Brevard Board of Directors will hold a Board Retreat for the purpose of strategic planning, self assessment, and organizational analysis. A review of the agency mission and vision and the past year's goals and most recent Board self assessment will be reviewed.

A long range strategic plan will be crafted every five years. The 5 year planning process will include:

- A Strategic Planning Timeline and Tasks Outline
- A meeting with the CBC of Brevard Board of Directors to review proposed Strategic Planning Process and activities
- The creation and dissemination of surveys to identified populations
- Aggregated survey data and a written report
- Convening of focus groups inclusive of, but not limited to: Foster Parents, Relative Caregivers and Adoptive Parents, Providers, IL and Foster Youth, Community Leaders and Members, CBCB Employees, and TIP
- A Report will be provided to the CBCB Board of Directors, TIP and the LRA
- A draft of the Strategic Plan submitted to the CBC of Brevard Board of Directors for approval and input
- The final plan crafted and disseminated

The Short term annual planning process will outline goals and objectives that serve toward achievement of the 5 year strategic plan. The short-term annual planning process will include:

Community Based Care of Brevard, Inc. Policy and Procedure Manual

- An executive management retreat for the purpose of annual goal setting and retrospective.
- An annual submission of measurable goals and objectives across the agency
- Submission of the past year's goals, progress towards goals and newly established annual goals and objectives by the CEO to the Board of Directors at the CEO Annual Performance Evaluation.
- Annual satisfaction survey distribution and review
- An annual analysis of capacity and capacity building planning process

Approved by the CBC of Brevard Board of Directors January 29, 2009

AS APPROVED BY THE BOARD OF DIRECTORS:

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:


MR. WILLIAM RYDER
Chair


DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer

Signature Date: 1/29/08

Signature Date: 1/29/09