ALTA MESA GROUP LLC
A public agency consultancy

PROPOSAL

BOARD STRATEGIC WORKSHOP

Trindel Insurance Fund JPA Board of Directors

Trindel Insurance Fund

Description

The purpose of this proposal is to provide facilitation services for a one-day strategy workshop, prepare the agenda and workshop materials, and facilitate a day and a half Board strategic workshop tentatively set for September, 2017.

Based on our understanding of your needs, we anticipate three key outcomes from the workshop:

- Examine and develop strategic priorities for the JPA
- Enhance the climate of trust, openness and mutual respect amongst the Board and executive
- Review Board governance to more effectively work together to accomplish JPA goals

Approach to Meeting Your Needs

Alta Mesa Group, LLC (AMG) has provided facilitation services for governing boards and executive teams of public agencies for decades. Based on our understanding of your needs, we propose a two-phase approach to the Board's strategic workshop.

Phase 1: Interviews with Board Members and Executive Director, and review relevant materials. In preparation for the workshop, AMG will review background materials, including adopted strategies, recent agenda packets and any other relevant documents. AMG will then conduct interviews with 4-5 selected Board Members and the Executive Director. Interviews are designed to explore expectations, understand reservations, discuss desired outcomes and provide the opportunity for the facilitator to introduce himself and build rapport with participants. Interviews are anticipated to last 45-50 minutes. Facilitator will work with Trindel staff to organize telephone interviews at convenient times for the Board members.

Following the interviews, the facilitator will prepare a workshop agenda for review by the Executive Director.

Phase 2: Conduct the Strategic Workshop. Based on our understanding of your needs and our experience working with an array of local government governing bodies we will facilitate the Board's strategic workshop. At this point we anticipate the workshop will include the participation of the Board, Board alternates and the Executive Director and perhaps other staff.

AMG workshops are structured around adult learning theory and emphasize a practical approach to enhancing skills and building effective working relationships. Our facilitated workshops blend hands-on learning exercises and structured discussions amongst participants with insights and learning moments

from the facilitator. AMG will provide the following services as described in the proposal in association with this contract:

- Consult with the Executive Director, staff and Board Chair
- Conduct preparatory interviews with the Board Members and the ED to discuss goals and outcomes anticipated
- Prepare workshop design
- Consult with Executive Director on final agenda
- Prepare any handout material for Trindel to print
- Facilitate a one-and-a-half-day strategic workshop
- Debrief with staff

We will provide materials for reproduction will be delivered no later than seven days prior to the workshop in order to provide ample time to prepare.

Trindel will be responsible for all other workshop costs and obligations, including any handout materials, printing, supplemental publications, and any other materials or supplies. Trindel will provide the facility, all typical equipment including flipcharts and easels, and any food or refreshments for meals and breaks.

Facilitator Experience and Approach

Alta Mesa Group LLC is a public sector consultancy. Our work is focused on leadership practices, governing board effectiveness and organizational development for state and local agencies.

The facilitator for your workshop will be **William "Bill" Chiat**, President of AMG. Mr. Chiat brings over 35 years of experience as a facilitator and instructor in leadership practices, organizational development and board governance. In addition, he has served in senior executive and chief executive roles in state and local governments, including Napa County Executive Officer.

Specific to this proposal, Mr. Chiat has facilitated numerous state, county and city governing boards in areas of governance, strategic planning, effectiveness, policy development, and conflict management. He brings a collegial style to his facilitation that is mixed with humor and insights from the many organizations he has worked. Mr. Chiat is known for his excellent communication skills and entertaining facilitation capabilities. But he will also push groups to deal with difficult issues and engage in challenging conversations. With his extensive facilitation experience with elected and appointed officials, Mr. Chiat is able to help separate interests and political positions and keep participants focused on the goals of the session. Clients range from the cities of Yakima, Vallejo and American Canyon, to the counties of Tuolumne, Madera, San Joaquin and San Bernardino, various LAFCos, and many special districts and JPAs. Mr. Chiat is also an instructor in the Goldman School of Public Policy Executive Education program, University of California – Berkeley.

Mr. Chiat brings particular expertise and experience with California counties. He is the founder and currently serves as Dean of the CSAC Institute for Excellence in County Government. The Institute provides continuing learning opportunities for county supervisors and senior executives. In this role Mr. Chiat has already worked with many of the supervisors and executives who will be participating in the workshop. He also has familiarity with the issues faced by counties.

Cost Proposal

AMG recognizes the budget constraints of public agencies and strives to keep costs as economical as possible. To reduce costs, we propose Trinde be responsible for reproduction costs, refreshments, meals and facility costs. This proposal includes all professional fees and expenses for preparing, facilitating and debriefing the Workshop. Rates quoted reflect the discounted rates offered to California counties.

Professional fee – interview participants, prepare agenda and materials, conduct workshop, participate in debrief	$5,550
Anticipated expenses*	$325
TOTAL	$5,875

*Expenses for travel are billed on actual basis – assumes workshop in Sacramento

Please Note: We have not included costs for printing materials, room rental, refreshments, or other workshop supplies and expenses in this proposal. Our clients generally find it less expensive if they provide these items.

Conclusion

Thank you for the opportunity to submit this proposal to facilitate your Board of Directors Workshop. We hope we have demonstrated that AMG can meet your expectations. We bring talent, creativity, enthusiasm and experience to get your job done right. We believe in what you are doing. We believe in where you are going. And we want to be your partner in getting there!

William Chiat, President
Alta Mesa Group, LLC

9 January 2017