

SOLICITATION OF PROGRAM REVIEW TOPICS FOR 2016

The Executive Committee will begin considering program review topics for the coming year.

Please discuss with your department head(s) and place an item on your next agenda for committee members and staff to review any ideas for useful program review topics.

Program reviews are conducted by the County Board not just to respond to a problem with a program—they also are good practice for providing current, comprehensive information on which we can base future policy and budget decisions.

The Executive Committee has the responsibility for prioritizing and selecting program review topics and would appreciate your input early in the process to make the topics relevant and useful to supervisors as well as departments. It is important that department heads represented by your committees are involved in this proposal process so that existing efforts that might affect program review proposals are not overlooked

Please submit your program review topic proposals and scopes via email to Sharon Corrigan and Lisa MacKinnon by Friday, March 4th in order to be considered at the March 17th Executive Committee meeting.

Proposals for program review topics should include:

- 1) A description of the scope (who, what, when, where, which programs, functions, people, etc.);
- 2) The actionable potential for the county board/ potential benefit to the county of doing the program review (what will this information help us do?); and
- 3) Whether a report and recommendation from the review is sought to be used for the next (2017) budget period.

If you have a program review topic to propose, please consult with Lisa MacKinnon and relevant department staff to develop the scope and timeline by the deadline date above.

Please let me know if you have questions.
Sharon