



DATE: May 16, 2019

TO: Nels Leutwiler, Chair
Preservation Foundation Board

FROM: Jim Anderson, Director of Natural Resources

RECOMMENDATION: Recommend approval of a \$23,389 grant from unrestricted funds to provide partial support for a consulting contract with Institute for Conservation Leadership to update the Lake County Forest Preserves Strategic Plan.

FINANCIAL DATA: As of March 31, 2019, the foundation had a total of \$231,170 in unrestricted funds.

BACKGROUND: In 2015, the Lake County Forest Preserves engaged Institute for Conservation Leadership to design and implement its first comprehensive strategic planning effort. The project resulted in the 100 Year Vision for Lake County and 25-year strategic objectives. Following approval of the vision and objectives by the Board of Commissioners, District staff led an internal process to identify 13 near-term objectives to guide the District's work through 2020.

The District has completed or made significant progress on most of the 13 objectives; a few have proved difficult to achieve or circumstances have changed in recent years, making those objectives no longer appropriate. The proposed project would provide partial support for consulting services by Institute for Conservation Leadership to design and implement an inclusive process in which the District will identify five or six objectives for the next five years.

Process: The project is expected to take approximately 10 months, from May 2019 through February 2020. Throughout the project, ICL will engage the following stakeholder groups:

- A small Steering Committee, comprised of select District staff members, commissioners, leaders of external conservation organizations, and a representative from the Preservation Foundation leadership.
- The Board of Commissioners
- District Staff
- Staff leadership from the County of Lake
- A variety of external stakeholders and partner organizations.

ICL proposes a five-stage project that begins with reviewing the existing vision, strategic directions, and objectives and clarifying the outcomes, process, roles, and expectations for the current planning process. Next, ICL will design and facilitate a data gathering process to receive input from District staff, leadership, and external stakeholders. Third, the Steering Committee

and Board of Directors will review the stakeholder feedback in order to analyze and frame the discussion and make initial decisions on the new objectives. Next, ICL will provide training and direction to District leadership so that they can engage and gather input on the initial objectives from District staff, County staff, and external partners and stakeholders. ICL will also support the Steering Committee in processing and synthesizing the information. Finally, ICL will guide the Steering Committee and staff leadership in final decision-making, educating all of the contributors to the process, and presenting the final objectives to the Board of Commissioners for approval and acceptance.

Deliverables

- Development of meeting goals, agendas, and facilitation of four or five in-person planning sessions, including summary documents of all meetings.
- Development of goals, agendas, and facilitation of six video conference meetings, including summary documents.
- Coaching and prep calls to support staff throughout the process.
- Written comments on two drafts of the final objectives.

Budget

Expense	Notes	Amount
Consulting Services	16 days @ \$2,500/day	\$ 40,000
Expenses	4 or 5 in-person meetings	
Airfare		\$ 2,000
Ground Transportation		\$ 800
Lodging and meals		\$ 900
	<i>Subtotal, Expenses</i>	<i>\$ 3,700</i>
General and Administrative	20% of Expenses	\$ 740
	Total Expenses	\$ 44,440

Revenue	Notes	Amount
Lake County Forest Preserves	Secured	\$ 22,220
Preservation Foundation	Pending	\$ 22,220
	Total Revenues	\$ 44,440

District Grant Administration \$ 1,169

TOTAL REQUEST FOR UNRESTRICTED FUNDS \$ 23,389

REASON FOR RECOMMENDATION: On May 7, 2013 the Preservation Foundation Board of Directors adopted a Policy Regarding Use of Unrestricted Charitable Gifts. The policy instructs the Foundation to maintain a minimum level of operating reserves equal to 10 percent of the Foundation's annual fundraising and administrative expenses. Proposals must be submitted by a Forest Preserve department director or the executive director. A majority of Foundation board members must approve the proposal for funding to be released. Votes must be indicated in writing, either in person or via email.

PRESERVATION FOUNDATION BOARD:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____
 Voice Vote Majority Ayes; Nays: _____