



Kansas Hispanic and Latino American Affairs Commission
Strategic Planning Proposal from TeamTech
May 25, 2022

Contextual Background (as TeamTech understands it)

The Commission has completed some strategic thinking. The Commission wants to build upon that thinking by focusing in two arenas:

- 1) Clearly understanding their role as a Commission which serves in an advisory capacity to the Governor of Kansas
- 2) Prioritizing strategies and moving those priorities into action

A summary of the strategic thinking done to date, as captured by Melinda Lewis, follows:

Lasting Legacy to leave (this feels like your priority areas:

1. Voter engagement/mobilization (including naturalization)
2. Grooming Latino leaders
3. Branding KHLAAC as an entity
4. Strengthening institutional partnership
5. Building alliances with Republicans
6. Speaking to critical issues that affect the lives of Latinos all around the state

Headlines:

- KHLAAC brings hard issues to the government
- KHLAAC community speaks as a voice for the Latino community
- KS adopts drivers' license for immigrants
- Legislature unanimously passes drivers' license bill
- Bipartisan support for KHLAAC initiative
- U visa policies changing
- KHLAAC is opening doors for Latinos
- KHLAAC partners with institutions to document economic impact of immigrant drivers' licenses
- Unprecedented number of Latino candidates elected to local and state offices
- KHLAAC removes barriers and develops Latino leadership--bench of activists to secure Kansas as state where Latinos are a central part of politics
- Bringing exposure to our young generations - continuing to have Hispanic Day at capital, Dia de los Muertos, Latina leaders events
- Record number of Latinos turn out to vote in Kansas
- Latinos in Kansas get equitable access to high-quality civic engagement and health information in their language
- Creating safe and welcoming communities, getting rid of detention centers

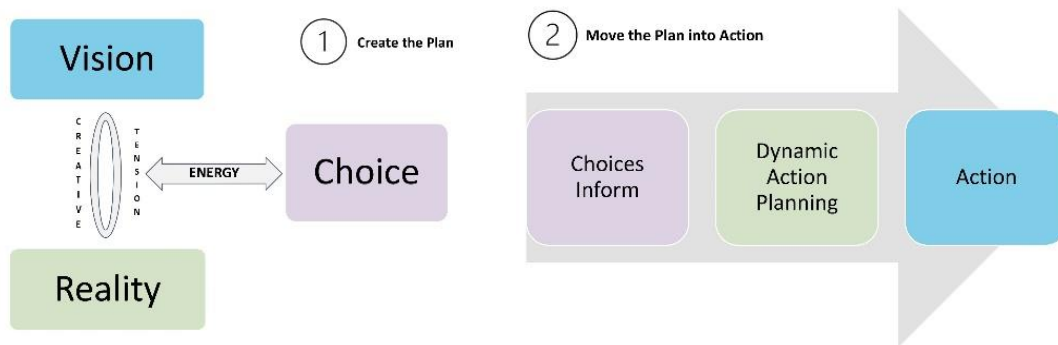
Strategies for driving toward the Lasting Legacy that leverage KHLAAC capacity:

- Voter-to-voter engagement strategies
- Mapping partnerships to identify priorities to strengthen and gaps to fill

- Trainings to groom leaders
- Engage coalition support to move DLs
- Leveraging GOTV infrastructure on DLs
- Exploring partnerships with educational institutions to build capacity
- Use communications capacity to reframe issues and to center KHLAAC’s work in all efforts

TeamTech’s Strategic Planning and Implementation Process

For over 30 years now, TeamTech has utilized a simple approach to strategic planning – our process follows the Life Method you use daily to get things done (*The Vision – Reality – Choice and Dynamic Action Planning™ model are part of TeamTech’s proprietary Everyone A Leader® curriculum which is protected by a U.S. registered copyright. No part of this may be reproduced or shared without the express written consent of TeamTech, LLC).*



- Create a Shared Vision (detailed picture of our preferred future that we can all relate to); time frame: 1 to 3 years – depending on the organization or entity
- Identify the Blocks or Challenges that will need to be removed or addressed in order to reach our Shared Vision.
- Delineate Strategies that can remove the Blocks to our Shared Vision.
- Prioritize Strategies and move the prioritized strategies first into action using Dynamic Action Planning

It is important to note that TeamTech’s expertise is focused on process, not content. We are master strategic facilitators that help people think and take action together. We deeply believe the answers to your most important challenges lie within those in your organization. Facilitative processes bring forward insights by easing the way for people to think and take action together. We do not bring the answers, we bring the right questions and facilitative methods and tools so the answers can be uncovered...together.

TeamTech’s Recommended Approach

Given our understanding of the contextual framework, the work already completed and our strategic and action planning experience, we recommend the Commission consider the following approach for moving forward with your strategic thinking work.



Step One: Operating Framework Clarity

Every entity needs clarity on their operating framework – purpose, role, expectations and accountability. In this instance, all four pieces of the framework are needed for the Commission, ED and Technical Advisors. In conversation with Aude Negrate, Executive Director, and Monica Vargas, Commission Chair, gaining clarity on the Commission’s Operating Framework is an important priority. We suggest the following next steps:

- 1) Aude Negrate work with the Governor’s Office to craft an outline of the Operating Framework (purpose, role, expectations and accountability for the Commission and Technical Advisors) to bring to the Commission. We suggest the following process:
 - a. The Operating Framework draft be circulated first to the Commission Chair, Vice Chair and TeamTech in June. Edits and questions will be addressed.
 - b. The next revision of the Operating Framework will be circulated to Commission members and Technical Advisors PRIOR to the retreat. The Operating Framework will be comprehensive, addressing the Commission, ED and Technical Advisors.
 - c. Commissioners and Technical Advisors share their questions of clarity with each other and the Executive Director (ED).
 - d. The ED with the Board Chair and Vice Chair (and TeamTech if desired) visit with the Governor’s Office to answer questions of clarity. A revised Operating Framework will be drafted.
- 2) The revised Operating Framework is again circulated PRIOR to the retreat to surface any final questions of clarity. The goal is to bring before the Commission at the Retreat an Operating Framework that everyone understands. TeamTech is unclear if a “vote” is needed. We do know clarity is needed.
- 3) The revised Operating Framework informs the thinking at the retreat.

Step Two: Commission Strategic Planning Retreat

Both Aude Negrate and Monica Vargas indicated that Commissioners are ready to convene in-person for a retreat in Wichita, KS. TeamTech will want to hear from Commissioners prior to the retreat about “their hoped-for outcomes” for the day together. TeamTech is assuming that the Technical Advisors will not attend the retreat but this will need to be clarified. From what we know thus far, we envision the following flow for the retreat day (9 – 4pm)

- Consensus of understanding around the Operating Framework (already drafted and circulated and questions of clarify handled in advance. The retreat cannot happen until this step is complete.)
- Agreement on Ground Rules for Thinking Together (we would like to have Commission members share in advance what they have found helpful as ground rules for thinking together with others). TeamTech will compile these and send them back out prior to the retreat.
- Consensus before the retreat on the time frame for our thinking together. Organizations we work with today are visioning 1 – 3 years out. Our action planning is no longer than one year out and includes quarterly check-ins to adjust to a changing reality.
- Create a common picture of your Vision – Reality – Choices. TeamTech’s analysis of the thinking already done is as follows:



- Vision: Already completed in the Lasting Legacy and the Headlines – we suggest seeing if the headlines fit under the Lasting Legacy categories. Our 30 years of experience tells us that Vision usually consists of 5 – 7 broad categories and describes “what we want” and “what we are striving for.”
- Reality: This piece is often skipped in other strategic planning models but what we all know from our life’s experience is that you “don’t work on making your vision happen, you work on removing the blocks to your vision.” So, when your budget isn’t big enough for your remodeling plans, you either scale back your remodeling plans, change your timeline, cut expenses elsewhere, etc. We need to brainstorm the blocks/challenges we will face in striving for the Vision you have outlined together already.
- Choices/Strategies: You have already done some thinking on strategies. We can use those as some of your beginning brainstorming about what actions are needed to tackle the blocks/challenges to your Vision.
- Prioritize your strategies and set a follow-up time (virtual meeting) to discuss how to move your prioritized choices/strategies into action using Dynamic Action Planning™ - that is TeamTech’s proprietary process that keeps your plan from becoming irrelevant due to changing reality/circumstances.

Step Three: Action Planning

Schedule a 2-hour virtual planning meeting to create the action plans for the prioritized strategies. This includes crafting quarterly goals and action plans (who does what by when). TeamTech will check back in late October or early November with the Commission on the status of the action plans and facilitate adjustments to the plan. Reality changes so plans need to adjust to this changing reality.

Pricing

Step One: Operating Framework Clarity	
KHLAAC’s ED and board chair will lead this effort. TeamTech will assist.	
	4.75 hours @\$200/hour = \$950
Step Two: Commission Strategic Planning Retreat	
Includes prep time and retreat day	12 hours@\$200/hour = \$2,400
Travel related costs to/from Wichita	\$400
Step Three: Action Planning	
Includes two virtual 2-hour meetings and prep; 6 hours@\$200/hr = \$1,200	
TOTAL	\$4,950

For questions or additional information, please contact Kathleen Harnish McKune, CEO, at kathleen@teamtechinc.com or 913-706-8797. Please also visit our website at www.teamtechinc.com. Thank you for this opportunity to submit a proposal to be of service to your Commission.