

## MEDICAL BOARD STAFF REPORT

DATE REPORT ISSUED: November 17, 2021  
ATTENTION: Members, Medical Board of California  
SUBJECT: 2022-2025 Strategic Plan Update  
STAFF CONTACT: William Prasifka, Executive Director

REQUESTED ACTION:

This report is intended to provide the Members with an update on the 2022-2025 Strategic Plan schedule. No action is needed at this time.

The Board's Environmental Scan will be delayed. The external stakeholder survey alone yielded 5,061 responses, which is a 957% increase from the 2017 Environmental Scan, which received 479 responses.

The surge of responses is unprecedented, and the time required to categorize, analyze, and prepare survey results for a final report of this magnitude was not built into our strategic planning deliverable schedule.

DCA/SOLID recommends moving the Board's strategic planning session to the February 2022 Board meeting.

An updated Strategic Planning Deliverable Schedule is attached.

## Medical Board of California

### Strategic Planning Deliverable Schedule

Task	Task Description	Completion Date	✓
<b>Preliminary Work</b>			
Intake Meeting	SOLID meets with MBC to discuss the strategic planning process, gather information about MBC, and tailor the strategic planning process to meet its needs.	February 22, 2021	☒
Identify External Stakeholders	MBC will determine external stakeholders and obtain stakeholder email addresses for email distribution of survey link. An estimated recipient count will be provided to SOLID.	Tentative due date: August 20, 2021	☒
Interview Invitations	SOLID will send MBC a draft email invitation to be sent to board members in preparation individual phone interviews.	Tentative due date: August 20, 2021	☒
Environmental Scan Survey Drafts	SOLID will provide MBC with a draft of the stakeholder and staff surveys for approval by <b>August 23</b> . MBC will review, approve, and provide necessary edits. The goal is to have the survey finalized and distributed by <b>August 30</b> .	Tentative due date: August 27, 2021	☒
<b>Environmental Analysis</b>			
External Stakeholders Survey	SOLID will use an online survey at SurveyMonkey.com to obtain input from stakeholders. SOLID will email MBC instructions and a link to the survey for distribution to stakeholders or its Listserv. MBC will send out email containing stakeholder survey link to external stakeholders by <b>August 30</b> .	Timeframe: August 30 to September 20, 2021	☒
Board Member Interviews	SOLID will schedule individual phone interviews with board members. These interviews are about 45 minutes in length and will cover the organization's internal strengths and weaknesses and the external opportunities and threats in preparation for the upcoming strategic plan. SOLID will schedule interviews the week of <b>August 30</b> .	Timeframe: September 7 to September 21 2021	☒
MBC Staff Survey	SOLID will use an online survey at SurveyMonkey.com to obtain input from stakeholders. SOLID will email MBC instructions and a link to the survey for distribution to stakeholders or its Listserv. MBC will send out email containing staff survey link to staff by <b>September 7</b> .	Timeframe: September 7 to September 21, 2021	☒
MBC Management Focus Group	SOLID will conduct a management focus group to obtain feedback regarding the organization's internal strengths and weaknesses and the external opportunities and threats in preparation for the upcoming strategic plan. Week of <b>August 30</b> , SOLID will provide availability to MBC to schedule an online focus group. After MBC determines date and time, SOLID will send Outlook calendar invite to MBC with instructions and a meeting link.	Timeframe: <del>September 13 to September 17, 2021</del> Conducted: September 28, 2021	☒
MBC Executive Team Interviews	SOLID will schedule individual phone interviews with MBC Executive Team. These interviews are about 45 minutes in length and will cover the organization's internal strengths and weaknesses and the external opportunities and	Timeframe: September 20 to <del>September 24, 2021</del> October 11, 2021	☒

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### Strategic Planning Deliverable Schedule

	threats in preparation for the upcoming strategic plan. <b>August 30</b> , SOLID will reach out to individuals to schedule interviews.		
Compile Environmental Scan Results for MBC Review	Upon completion of interviews and surveys, SOLID will compile and analyze the data and produce a trends document, Environmental Scan by <del>October 25, 2021</del> <b>January 21, 2022</b> . This document will be sent to you for review and approval. Please provide edits/approval by <del>October 29, 2021</del> <b>January 28, 2022</b> . The document will be discussed during the strategic planning session.	Tentative due date: <del>October 29, 2021</del> January 28, 2022	<input type="checkbox"/>
Environmental Scan Report	SOLID will email electronic copies of the final Environmental Scan and other handouts in preparation for the planning session to the MBC. MBC will distribute to strategic planning session participants.	Tentative due date: <del>November 5, 2021</del> February 2, 2022	<input type="checkbox"/>
<b>Strategic Planning Session &amp; Strategic Plan</b>			
Meeting with MBC ED and DD	This meeting, usually held couple days before the planning session, is designed for the SOLID facilitators and MBC to discuss the game plan and materials for the planning session.	Tentative due date: <del>November 12, 2021</del> February 4, 2022	<input type="checkbox"/>
Strategic Planning Session	SOLID will facilitate the strategic plan development session with MBC. SOLID will facilitate a brief review of the trends identified in the Environmental Scan, and the development of objectives for the new plan.	Tentative due date: <del>November 18, 2021</del> February 10, 2021	<input type="checkbox"/>
Strategic Plan	SOLID will use the information gathered at the planning session to update the MBC strategic plan. A comprehensive draft will be sent to the MBC for review and approval.	Tentative due date: <del>November 24, 2021</del> February 18, 2022	<input type="checkbox"/>
MBC Approves Strategic Plan	MBC takes necessary steps to adopt and publish the strategic plan.	Tentative due date: 2022	<input type="checkbox"/>
<b>Action Planning Session &amp; Action Plan</b>			
Action Planning Session	After MBC approves the strategic plan, SOLID will facilitate a meeting with the MBC Executive Team and Management to create an action plan to guide completion of strategic objectives by establishing due dates, identifying major tasks, and assigning responsible parties.	Tentative due date: 2022	<input type="checkbox"/>
Action Plan	SOLID will use the information gathered at the session to develop an action plan. A comprehensive draft will be sent to MBC for review and approval.	Tentative due date: 2022	<input type="checkbox"/>
Action Plan Tracker	SOLID will draft an action plan tracker. The purpose is for MBC staff to track and monitor the strategic objectives.	Tentative due date: 2022	<input type="checkbox"/>