

Strategic Planning Steering Committee  
Membership Orientation

**Strategic Plan Steering Committee**

**Purpose:** To assist and guide OPSI through the process of engaging residents and stakeholders in creation of an Organizational Strategic Plan for the City of Tulsa.

**Membership:**

The Steering Committee will consist of the following stakeholder members:

<b>Name</b>	<b>Group/Agency Representing</b>
GT Bynum	Mayor
Anna America	City Council, Chair
David Patrick	City Council, Vice Chair
Nick Doctor	Mayor's Office, Community Development & Policy
Kathy Taylor	Mayor's Office of Economic Development
Jack Blair / Amy Brown	Chief of Staff
DeVon Douglass	Chief Resiliency Officer
Eric Dagleish	City of Tulsa, Public Safety Departments (Police, Fire, Municipal Courts)
Melissa Stice	City of Tulsa, Support Departments (Finance, Human Resources, Human Rights, Information Technology, Legal, Audit, Communications, Customer Care, Asset Management)
Eric Lee	City of Tulsa, Infrastructure Departments (Streets & Stormwater, Engineering Services, Water & Sewer)
Chase Mohler	City of Tulsa Community Departments (Parks, Working in Neighborhoods, Performing Arts Center, Human Rights)
Keri Fothergill	City of Tulsa, Development Departments (Mayor's Office of Economic Development, Planning & Development Services)
Tim Phoenix	Office of Performance, Strategy & Innovation Advisory Committee

**Steering Committee Support Staff**

**Champion:** James Wagner, Chief of Performance Strategy & Innovation  
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**Project Manager:** Penny Macias  
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**Support:** Kimberly Marsh-MacLeod, Communications – kmacleod@cityoftulsa.org  
Michelle Brooks, Communications – mbrooks@cityoftulsa.org  
Cathy Criswell, Audit – cathycriswell@cityoftulsa.org  
Robyn Undieme, OPSI – rundieme@cityoftulsa.org

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**Roles of a Steering Committee Member:**

It is expected that the Steering Committee can leverage the experiences, expertise, and insight of key individuals within different groups. Members are not directly responsible for managing the project activities, but instead provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- (1) Provide **input on the proposed process** to create a plan. Valuable input can include, among other things:
  - a. What are the best ways to engage certain groups?
  - b. Who should we seek to do one-on-one interviews with?
  - c. Who should we try to reach with larger group settings?
  - d. Are there ways to engage that must happen to involve residents and businesses?
  
- (2) Provide **guidance** to OPSI at **milestones** in the process. Some things committee members might provide guidance on are:
  - a. What are we missing? Who have we not engaged that must be brought to the table?
  - b. Is there a previously paved path we should follow (or avoid) on a certain area or topic?
  
- (3) Act as **champions** in the community you represent and do your best to maximize that community's involvement in the creation of a plan. Some examples of this might be:
  - a. Communicating your participation on the committee to your customers, company, department, team, social groups, etc.
  - b. Communicating the vision of the City of Tulsa for the plan and for the future of our community with those you represent.
  - c. Encourage others to participate and engage.
  - d. Notify the committee and OPSI when someone in your community shares thoughts or feedback that will help inform our work.
  - e. Volunteer to facilitate, coordinate, or host events geared towards getting input from the group(s) of people you represent.
  
- (4) Help the strategic planning team to see the **big picture** of the entire community and identify gaps that need additional focus. Some questions that might be helpful to answer:
  - a. Who is the known community leader on a goal area? How can we best reach out to them to better understand how we currently connect to their work and how we might better connect in the future?
  - b. Is the feedback we're hearing and pulling together representative of Tulsa? If not, how do we adjust to get a better holistic viewpoint?

**Steering Committee Meetings**

The Steering Committee will meet monthly during the process of creating a strategic plan. Meetings will be for the purpose of providing updates on progress, confirming or modifying upcoming plans, and

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communicating action items to be completed between meetings. Meeting times for the committee are set as follows:

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Milestones</b>
Thursday	July 20	10:30- Noon	City Hall, 15 <sup>th</sup> Floor Board Room	Process and timeline consensus; Existing plans inventory
Thursday	August 17	10:30- Noon	City Hall, 15 <sup>th</sup> Floor Board Room	Stakeholder Interview Synthesis; Online Community Forum Questions; Strategic Plan Branding
Friday	September 15	1:00- 2:30	City Hall, 15 <sup>th</sup> Floor Board Room	Online Community Forum Synthesis (to date); Draft Outline
Tuesday	October 17	10:30- Noon	City Hall, 15 <sup>th</sup> Floor Board Room	Remaining Online Community Forum synthesis, Rough Draft
Thursday	November 30	1:00- 2:30	City Hall, 15 <sup>th</sup> Floor Board Room	Final Draft for Approval

Thank you for your service and commitment to being a part of moving Tulsa towards being a globally competitive world-class city!!