

STRATEGIC PLAN PROGRESS REPORT

The McHenry County Department of Health three-year Strategic Plan was designed so that progress may be measured on a regular basis. This allows for timely adjustments, the promotion of accountability, and the creation of “moment-in-time” reporting.

This first progress report provides an overview of the plan’s metrics and noteworthy achievements across the board in the goals and objectives. At the same time, this report acknowledges the areas that have not begun due to timeliness and the completion of other objectives before the next goal can be achieved.

For purposes of this summary, this report uses a green-yellow-red color scheme to codify progress to date.



Completed



In Progress



No Progress or intentionally delayed activities



Priority 1: Enhance Internal Operations/Infrastructure

Strategy: Foster culture of continuous quality improvement, performance and change management

Goal 1: Formalize a performance management infrastructure/system			
Objective 1.1:	Create performance management framework for mandated programs and services by year 2026	Key Staff	Status
Measure:	Define performance indicators and establish benchmarks		
Task a.	Inventory mandated programs	DD	
Task b.	Identify performance measures in each program area	MS	
Task c.	Establish evidence-based benchmarks	MS	
Objective 1.2:	Adopt a Quality Improvement (QI) plan by 2025	Key Staff	Status
Measure:	Formalized written plan		
Task a.	Establish QI Team	DPO, SDC	
Task b.	Review QI plan outline	QI Team	
Task c.	Assess gaps/needs	QI Team	
Task d.	Develop revised plan	QI Team	
Objective 1.3:	Implement quality improvement projects by 2026	Key Staff	Status
Measure:	Number of completed of projects		
Task a.	Identify one project within each Division	DD	
Task b.	Implement QI project	MS, AS	

Priority 2: Ensure a Sustainable, Skilled, and Competent Workforce

Strategy: Maintain a trained and competent workforce

Goal 1: Assure a work environment/culture that aligns with mission, vision, values			
Objective 1.1:	Evaluate employee job satisfaction by 2023	Key Staff	Status
Measure:	Identify baseline and establish benchmarks		
Task a.	Research established measures and tools	SDC, DPO	Job Satisfaction Survey RFP
Task b.	Formalize data collection processes: stay interviews, surveys, exit interviews	SDC, DPO, AS	In Progress
Task c.	Select job satisfaction measures (culture, pay, benefits, etc.)	SDC, DPO, AS	
Task d.	Obtain a baseline and identify gaps/needs	SDC, DPO, AS	

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Objective 1.2:	Create employee-driven improvements to address identified gaps/need by 2024	Key Staff	Status
Measure:	Job satisfaction		
Task a.	Establish employee team to make recommendations for programming	AS	In Progress
Task b.	Review staff recommendations and prioritize; implement based on resources and authority	DD, MS, AS	
Task c.	Evaluate success of programming	DD, MS, AS	
Objective 1.3:	Formalize employee recognition program by 2024	Key Staff	Status
Measure:	Adoption of plan		
Task a.	Establish employee committee	SDC, AS	Completed 2024
Task b.	Evaluate how staff want to be recognized and rewarded	SDC, AS	In Progress; Created Committee Task Outline and Programming;
Task c.	Incorporate recommendations into plan	DPO, SDC	Pending Review Meeting 2024
Task d.	Assure sustainable funding	FOM, PHA	Working with Fiscal as well as County HR for Welness Program allocated dollars \$3,400;\$10,000 County
Goal 2: Formalize Workforce Planning and Development			
Objective: 2.1	Create workforce development plan by 2025	Key Staff	Status
Measure:	Adoption of plan		
Task a.	Assess public health competencies	DPO, SDC	Completed 2024
Task b.	Set program competency targets by position	DD, MS	Completed 2024
Task c.	Identify development gaps/needs	DD, MS	In Progress
Task c.	Write/adopt plan to address gaps/needs	Anne, Deb	
Objective 2.2:	Create Standard Operating Procedures for Each Program by 2024 Written SOPs	Key Staff	Status
Measure:	SOPs		
Task a.	Develop standardized template and process	DD, SDC	Templates reviewed; All divisions are working on SOP's
Task b.	Identify existing procedures for mandated and essential services	All staff	In Progress
Task c.	Complete SOP for each program/service by position	All staff	Pending Review 2024--In Process
Objective 2.3:	Create a Succession Plan by 2023	Key Staff	Status
Measure 1:	Written plan		
Task a.	Analyze workforce data	DPO, SDC	Completed 2024
Task b.	Identify defining qualifications by position	DPO, SDC	Completed 2024
Task c.	Identify and prioritize opportunities and emerging needs	DD, MS	In Progress
Task d.	Write plan	DPO, SDC	Pending Review 2024

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Goal 3: Formalize a recruitment program			
Objective 3.1:	Identify and recommend best practices for recruitment by 2024	Key Staff	Status
Measure 1:	List/inventory of best practices		
Task a.	Assess current recruitment practices	DPO, SDC	In Progress
Task b.	Research best practices	DPO, SDC	In Progress
Task c.	Identify gaps/needs	DD, MS	
Task d.	Select best practices for implementation	DD, SDC, MS	
Objective 3.2:	Standardize interview and hiring processes by 2024	Key Staff	Status
Measure:	Standardized tools to assess candidates		
Task a.	Identify desired qualities and characteristics (hard and soft skills) by position	DD, SDC, MS	In Progress
Task b.	Research available tools and best practices	DPO, SDC	In Progress
Task c.	Identify/develop standardized tools to assess candidates	DD, SDC, MS	
Objective 3.3:	Promote public health as a career choice by 2025	Key Staff	Explain as well as County HS promotion and videos
Measure:	Number of job shadow, internship and volunteer opportunities		
Task a.	Review current MOUs and affiliation agreements	DD, SDC, MS	Completed Presented at County HS Career Day, developed promotional videos for public health careers Agreements with District 155 and MCC for shadowing and internships
Task b.	Create written process	DPO, SDC	In Progress

Priority 3: Cultivate Public Health 3.0

Strategy: Enhance Partnerships and Collaboration

Goal 1: Increase public awareness			
Objective 1.1:	Develop priority communications plan for mandated and essential services by 2025	Key Staff	Status
Measure:	Number of key messages to targeted audience consistent with plan		
Task a.	Audit current communication practices, policies, tools, partners, etc.	DPO, CIC	In Progress
Task b.	Define communication priorities by division	DD, CIC, AS	
Task b.	Implement best practices for priority communications	CIC	

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Goal 2: Strengthen Intergovernmental Collaboration			
Objective 2.1:	Reduce duplication of intergovernmental services and response by 2026	Key Staff	Status
Measure:	Development of response matrix		
Task a.	Outreach to municipalities, townships, local government	DD, MS	
Task b.	Develop shared understanding of roles and responsibilities	DD, MS	
Task c.	Make matrix available to public	DD, MS, CIC, HE	
Task d.	Collaborate with County Coordinator to conduct outreach with municipalities	DD, MS	
Goal 3: Data sharing and modernization			
Objective 3.1:	Develop infrastructure for sharing actionable (timely, reliable, granular) data with public and partners by 2026	Key Staff	Status
Measure:	Top three (3) priority topic areas will be launched on public platform		
Task a.	Select vendor, secure funds	DD, EC	Completed
Task b.	Develop policies, procedures	DD, EC, CIC	In -Progress
Task c.	Identify priority topic areas and their relevant indicators for sharing on public platform	DD, EC	In-Progress
Task d.	Initial launch of public facing platform	EC, CIC	Pending
Goal 4: Expand capacity to implement CHIP priorities			
Objective 4.1:	Develop evaluation plan for CHIP strategies by 2024	Key Staff	Status
Measure:	Evaluation plans are in place for all strategies		
Task a.	Develop logic models	ADD, EC	Completed
Task b.	Select indicators/metrics to evaluate the strategies	ADD, EC	In progress - indicators/metrics/evaluation plans will be complete by Sept. 1, 2024
Objective 4.2:	Assure sustainable funding for CHIP priorities by 2026	Key Staff	Status
Measure:	Priority projects are sufficiently funded		
Task a.	Secure funding for current priority projects	DD, ADD	ARPA Funding Approved - in progress
Task b.	Explore future collaborative opportunities for shared and/or grant funding	DD, ADD	Pending