

Fall Agency Head Meeting

Welcome



Fall Agency Head Meeting

Executive Agreements

William H. Leighty, Chief of Staff



2004 Executive Agreement Process

Streamlined & Aligned Approach

1. Move from quarterly reporting on performance measures to bi-annual reporting - a more appropriate reporting schedule based on current practice.
2. Reinforce the fact that Executive Agreements are an institutional management function and that the Cabinet Secretaries are the “owners” of the Executive Agreement process.
3. Directly link the Agency Head Agreement and Management Scorecard (the scorecard will be part B of the Agency Head Agreement).



2004 Executive Agreement Process

Streamlined & Aligned Approach

4. Move to a process in which Agency Head Agreement measures and Virginia Results public measures are unified. One set of measures to which the agency head agrees in writing.
5. Enhance the system interface to facilitate the ease of use and functionality.
6. Integrate reporting schedules for all planning components where possible (Agency Head Agreement, Management Scorecard, Strategic Plans, etc.). Publish the schedule on Virginia Results.
7. Establish bi-annual compliance reporting on performance measures (by Secretary/Agency). The report will be provided to the Cabinet, Chief of Staff & Governor electronically.



Strategic Planning & Performance Management

Current Separate Components

**Agency Measures
on Virginia Results**

**Pending HB 2097
Agency Strategic Plans
and Measures**

**Executive Agreement
Measures**

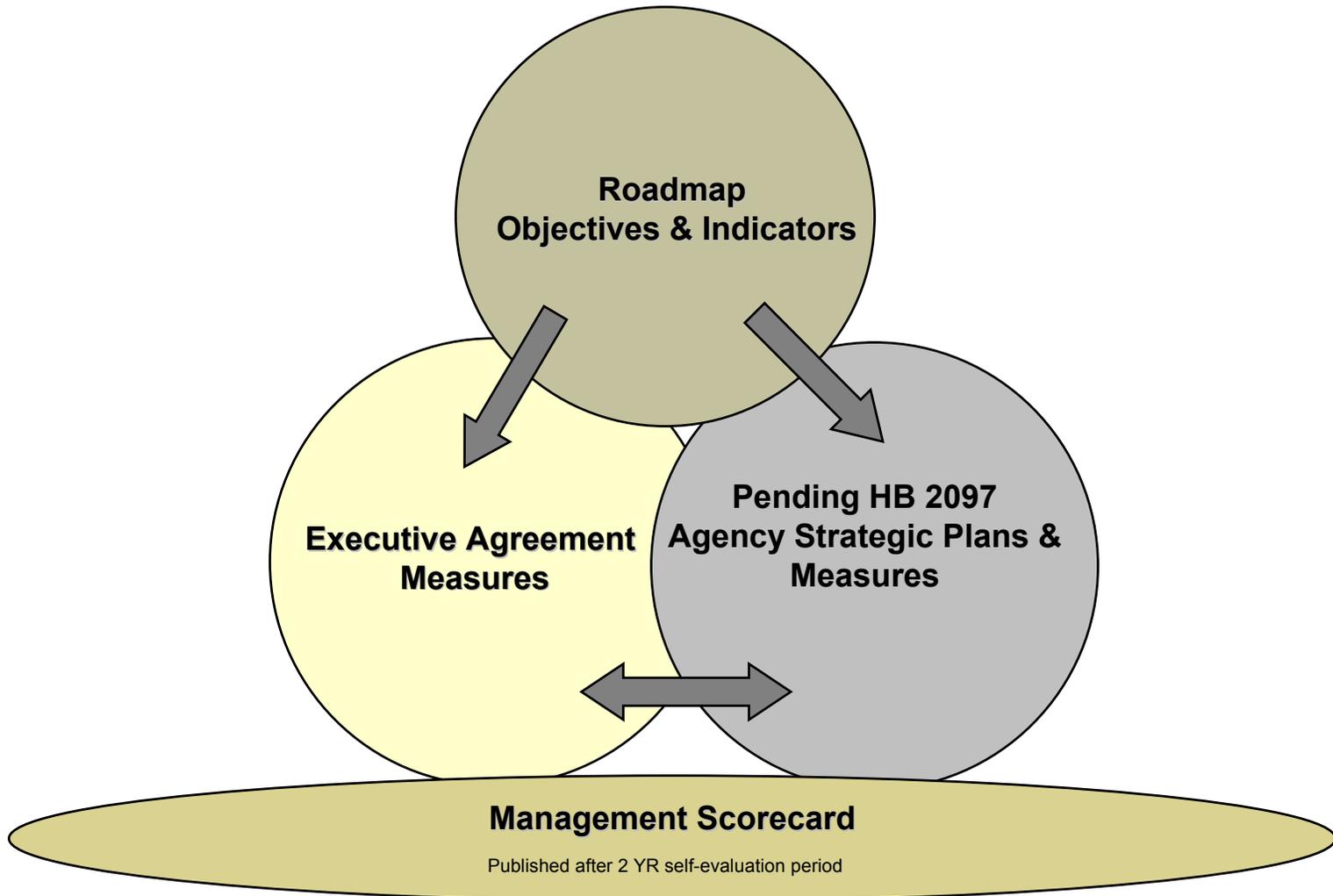
Management Scorecard

**Roadmap Objectives &
Indicators**

Strategic Planning & Performance Management

Aligned System

Virginia Results Measures Merged, Agency Plans Incorporated, Components Aligned



2004 Executive Agreement Process

Roles & Responsibilities

Governor:

Meets with Agency Heads to sign original agreement.

Holds Agency Head meetings twice a year (Fall and Spring).

Governor reviews Executive Agreement & Scorecard report bi-annually and is updated by Cabinet Secretaries regarding those not meeting expectations.

2004 Executive Agreement Process

Roles & Responsibilities

Chief of Staff:

Reviews/Approves any changes to Executive Agreement.

Requests progress updates from Cabinet in weekly meetings regarding key targets and ensures that Cabinet is actively involved in overseeing Executive Agreements and the Scorecard.

Holds meetings annually with each Secretary and their Agency Heads to discuss Administration goals and Executive Agreements.

2004 Executive Agreement Process

Roles & Responsibilities

Cabinet Secretaries:

Meet bi-annually with each agency head (one-on-one) to discuss performance on Executive Agreements and Scorecard.

Ensures that measures in the Agreement are appropriate and updated.

Reviews/Approves any changes to Executive Agreement prior to forwarding to Chief of Staff.

2004 Executive Agreement Process

Roles & Responsibilities

Agency Head:

Ensures Executive Agreement updates twice a year.

Evaluates measures and recommends changes to the Secretary.

Manages agency operations to ensure progress on measures. Develops and implements agency strategic plans.

Conducts self-evaluation bi-annually on the scorecard and initiates any required improvements.

Performance Management Checklist

- Executive Agreements – **New** reporting schedule for updates/discussion with the Secretaries will be done biannually beginning FY 04.
- Executive Agreements – Consist of the Agency Head Agreement with Performance Measures and the Management Scorecard.
- Executive Agreements – Make sure current performance measurement data is up to date and has been entered for four quarters of FY 03. A report is being provided to the Chief of Staff.



Performance Management Checklist

- Agency Strategic Planning Survey – Developed by DPB to assist with implementing the new HB 2097 planning and performance requirements - the survey response is due to DPB on December 19th.



VIRGINIA RESULTS

The Commonwealth's main site for information on the performance of government agencies.

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Email questions to:
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