



Impact Prevention Succession Planning Summary

Timeframe: April 14 - September 30, 2021

Succession Planning was completed through a coaching process via zoom meetings scheduled at the convenience of both Dr. Shantelle Jenkins, Voinovich School of Leadership and Public Service and Mollie Stevens CEO, Impact Prevention, Inc.

Reflection on Activities:

Agency Plan - Shared and reviewed Impact Prevention Agency Plan. Our Agency Plan was revised and projects a ten year community planning process.

Completed a Strength, Weakness, Opportunities, and Threats assessment during agency staff meeting for general capacity building among members in reference to depth of agency strategies, pay sources and how strategies support each other.

Impact Prevention, Inc. Website review led changes including bios for each staff member, updated of the contact us page, added yearly outcomes and added more current pictures.

CEO Job Description Review - This document is in the process of being recreated to streamline duties.

Impact Prevention Staff completed Strengthsfinder assessment to assist in leadership development. Agency Organizational Chart will be revised as we process Strengthsfinder training with Dr. Jay Johnson, Director, George V. Voinovich Academy for Excellence in Public Service. First meeting was held on 8/31/21. Job Descriptions will be revised during this process also.

Trustees Orientation Packet has been created for incoming board members. During this process it was discovered that our by-laws were reflecting a for-profit agency and was revised to show our non-profit status.

Impact Prevention Staff Members have been rotating attendance of the Board of Trustees meetings to assist board and staff members to be familiar with each other. This process will also assist staff members in learning how the meeting works and what is necessary to be presented for review and approval each month.

University of Washington Succession Planning Toolkit Step 3 (Identify competencies, skills and institutional knowledge that are critical success factors) is being reviewed and completed by staff and Board of Trustees Members for input on core competencies, technical competencies, institutional knowledge necessary for incoming CEO.

Resources to be used moving forward:

- University of Washington Succession Planning Toolkit
- Best Practices of Succession Planning written by William Rothwell.

Next Steps:

Impact Prevention will engage staff in systematic planning over the next two to three years to move forward in creating a strong team through completion of training in Strengthsfinder within the agency and our adult coalition. Furthermore, the Succession Planning Toolkit and Best Practices of Succession Planning will be consulted for models and tools to assist in a seamless transition effectively sustain the agency moving forward.

Impact Prevention Timeline for Succession Planning is attached.