
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: GOVERNOR
FROM: BOYD & RILEY
SUBJECT: POLICY PLAN OF ACTION
DATE: 4/23/2001
CC: FILE

We may be biased, but policy is the largest, unseen function of this office. Through good policy development, you are able to articulate your goals for improving the quality of life for Mississippians. It is essential to have qualified people conducting research and designing ideas for presentation as well as monitoring current programs and initiatives already in progress.

You have made great strides by hiring additional staff and farming out portions of the policy agenda to other divisions in the Governor's Office. That was the greatest challenge before January 1. Now with staff vacancies, it is reemerging as a concern; however, we are confident that you will manage this concern well.

Challenges:

1. Having enough staff to assist with ancillary functions of the policy division (i.e., filing, correspondence, small policy projects). The correspondence, not so much personal but informational can be overwhelming.
2. Obtaining a clear direction from the Chief Executive on his direction, priorities, and ideas for improving the quality of the life for Mississippians. (Because the office is in reactive mode, it is very difficult to be proactive, or even to appear proactive.)
 - a. To be more proactive, staff with policy assignments should provide at least one new/revamped policy idea for consideration monthly. The chief executive should call quarterly meetings (2-4 hours) to discuss the policy agenda.
 - b. During monthly cabinet meetings, the chief executive should solicit ideas for consideration.
 - c. The chief executive should call two retreats (pre- and post- Legislative Session) to discuss direction with agency directors and senior staff.
 - d. Starting earlier on budget and legislative priorities will assist in the development and success of the future legislative sessions.
3. Starting earlier on the State of the State. Waiting until December to draft the State of the State address is too late in the game. We should draft an outline by October 15 with a draft speech prepared by November 30 (...rather than December 30).

4. Responding to constituent correspondence. I have a plan of attack for correspondence in the policy division. By May 15, Kelly and I will send acknowledgements for all pending constituent correspondence in the policy area. Prior to Felicia's return, Kelly and I will sort out all correspondence by issue area and draft final responses by 5/30/01. These form responses will be shared with and reviewed by Citizen and Constituency Services and the Correspondence team.

Attached you will find a summary from the Senior Staff (00) retreat regarding the goals and strategies for your administration.

MB/KR