

Welcome to the 2018 FRPA Conference!

Learning Objectives

- Become <u>acquainted</u> with the principles that secure the foundation of the Balanced Scorecard.
- Be able to <u>begin the process</u> of developing their own scorecard for their department or agency.
- Understand the need to develop a more balanced approach to measure the success of their department or agency.



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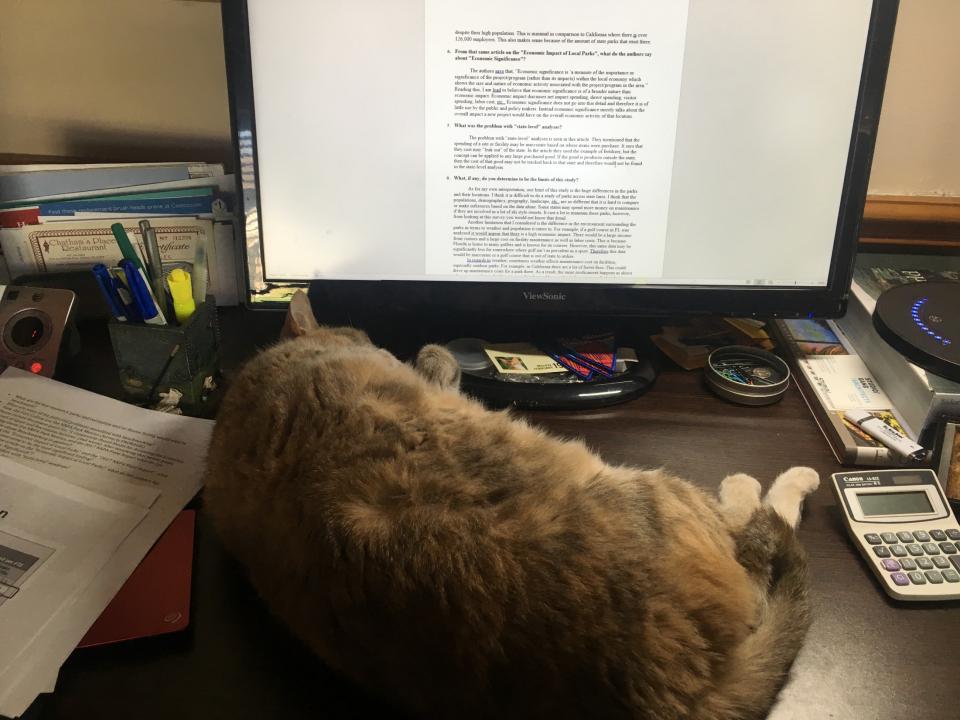
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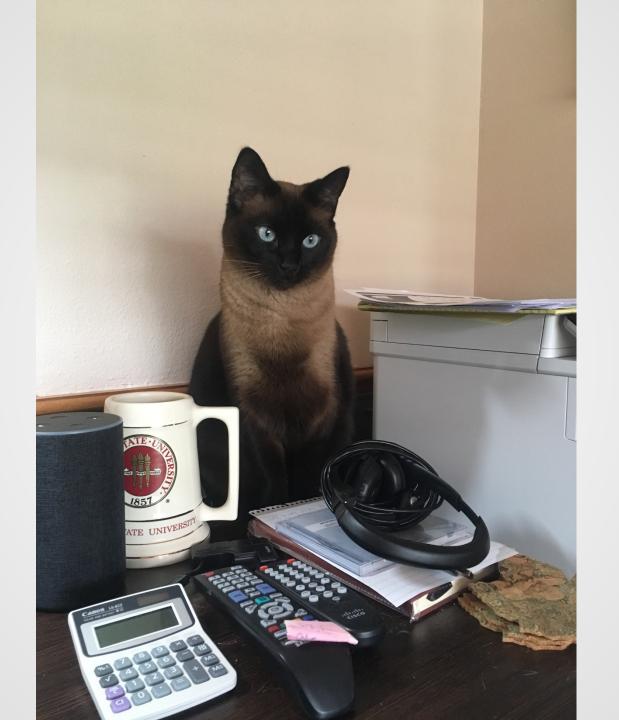


Important!

This presentation is not a TED Talk...

If anything, it's more of a CAT Talk – as you will see in a moment...





Key Questions

- What exactly is a "Balanced Scorecard"?
- Why use a "Balanced Scorecard"?
- Why not just stick with something simple like "Goals and Objectives"?
- What is a "Strategy Map"?
- What is the difference between a Balanced Scorecard and a Strategy Map?
- How does one get started?

If you could choose between the following two (2) super powers, and you would be the only person in the world with this power, which one would you choose?

https://www.thisamericanlife.org/508/superpowers-2013



Flight?



Or Invisibility?

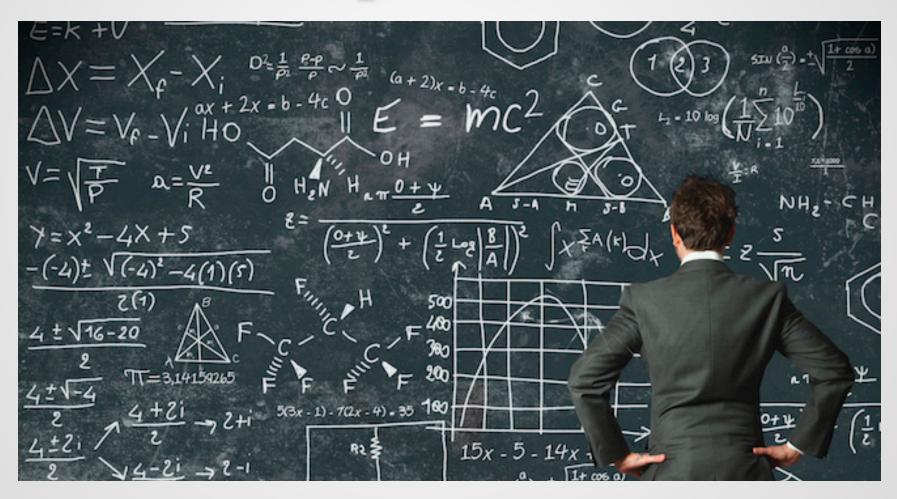


A word of caution...

Like most initiatives (think Continuous Quality Improvement); this can be made to be quite complicated. There is some necessity in that - "the devil is in the details".



Balanced Scorecards – it's complicated!



But it doesn't have to be...

That said, it can also be simplified. Think:

REPORT CARDS

Newberg School District 29J - Grade 3 Report Card

STUDENT INFORMATION Student Name: Teacher: School: Principal: School Year:

To the	parent/	guar	dian	of:
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READING	81	62
Foundational Skills		1
Knows and applies grade-level phonics and decoding skills	- 4	11.00
Reads grade-level texts fluently and accurately to support comprehension	3	
Literature and Informational Text	0	10
Demonstrates an understanding of story structure and language usage	2	
Asks and answers questions using evidence from text	3	
Determines the main idea of a text; cites details to support conclusion	3	
Recognizes and uses text features and search tool to locate key information	2	1
Compares and contrasts two texts	1	1

	Academic Performance Descriptor				
4		Demonstrates the skill or understands concepts at a level beyond end of year expectations			
3	*	Demonstrates the skill or understands concepts at a level meeting end of year expectations			
2		Sometimes demonstrates the skill or understands concepts at a level meeting end of year expectations			
1		Seldom demonstrates the skill or understands concepts at a level meeting end of year expectations			
NA	*	Not Assessed at this time			

MATHEMATICS	81	82
Operations and Algebraic Thinking		
Multiplies whole numbers fluently	3	
Divides whole numbers fluently	NA	
Represents and solves problems using multiplication and division	2	
Number Sense and Operations in Base Ten		
Uses place value understanding and properties of operations to perform multi-digit arithmetic	3	
Number Sense and Operations - Fractions		
Demonstrates an understanding of fractions	NA.	
Measurement & Data		
Solves problems involving measurement	NA.	
Represents and interprets data	3	
Geometry		
Calegorizes and partitions shapes	NA	

- What I will be trying to do in this presentation is to provide the details – mostly for reference purposes for your later use, but also provide examples to help simplify the process of the Balanced Scorecard.
- Working Definition a set of measures that gives top managers a fast but comprehensive view of the business. The balanced scorecard includes financial measures that tell the results of actions already taken. And it complements the financial measures with operational measures on customer satisfaction, internal processes, and the organization's innovation and improvement activities—operational measures that are the drivers of future financial performance. HBR, 1992.



Balanced Scorecards: Improving Your Outcomes Measures

by Donald L. Jones, Ph.D

Learning Objective

To acquaint the reader with the concept of the balanced scorecard and its potential for use in hospital based health and fitness centers.

Key words: Balanced Scorecard, Elements, Performance Measures, EBDIT.

any hospitals have introduced the concept of a balanced scorecard in an attempt to more accurately measure the full scope of their operations. It has become increasingly clear to hospitals, and other organizations, that a focus on the "bottom line' in lieu of additional measures such as service, market, and employee satisfaction is a blueprint for disaster in the long run.

By the 1980s, it became apparent that traditional measures of financial performance were not going to work for most companies. There needed to be a blend of the financial and operational aspects of business (1).

According to Robert S. Kaplan, Ph.D., the Marvin Bower Professor of Leadership Development at Harvard Business School in Boston and a cofounder of the Balanced Scorecard Collaborative and David P. Norton, Ph.D., president and cofounder of the Balanced Scorecard Collaborative, one should "think of the balanced scorecard as the dials and indicators in an airplane cockpit...reliance on one instrument can be fatal...nanagers must be able to view performance in several areas at once" (1).

Howard Rohm, vice-president of the Balanced Scorecard Institute and president of Howard Rohm Consultans, LLC, views the balanced scorecard as a "Performance Management system that can be used in any size organization to align vision and mission with customer requirements and day-to-day work, manage and evaluate business strategy, monitor operation efficiency



improvements, build organization capacity, and communicate progress to all employees" (2).

To simplify for this discussion, I would suggest that one think of the balanced scorecard as a report card. The difference would be that, instead of receiving a grade, you would get a red, yellow, or hopefully, a green light based on your accomplishments.

The beauty of this is that, over time, you get a quick visual overview of your organization's performance. It then becomes very easy to see what areas need the most work – those that remain consistently yellow and/or red.

In our organization, The Fitness Centre & Day Spa ar Florida Hospital Celebration Health, we look at the balanced scorecard as a way to measure performance across various elements so that there is a more even-handed and objective view of our operations and outcomes.

As the name implies, the balanced scorecard is a way to level the playing field so to speak. Usually, organizations will choose 4 to 6 parameters to measure with equal emphasis on all measurements. This same concept can easily be applied to health and fitness center operations.

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FRPA & NRPA

Pillars

Community building

Health

Social Equity

Environment

Economic Impact

Balanced Scorecards TEMPLATE

COMPANY NAME								
DRESS			CITY			STATE	ZIP	
	***************************************	KEY PERFORMANCE INDICATORS		TARGETS		ll.	HITIATIVES	
	STRATEGIC OBJECTIVES	KET PERFORMANCE INDICATORS	YEAR 1	YEAR 2	YEAR 3	PROGRAMS	BUDGETS	
=								
HNANCIAL								
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.								
CUSTOMER								
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Si .								
INTERNAL PROCESSES								
<u> </u>								
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			16					
5								
LEARNING								
E								

Balanced Scorecards Bachelor's Degree version

	January		Feb	February		March		September		ober	Nove	mber
2005 Key Performance Measures	Goal	Act	Goal	Act	Goal	Act	Goal	Act	Goal	Act	Goal	Act
TEAM]											
1 Vacancy Rate %	1.33%	0.00%	1.33%	0.00°.	1.33%	0.00%	1.33%	0.00%	1.33%	0.60%	1.33%	0.000
2 Gallup Action Plan Progress	1	100%	1	100%	1	100%	1	100%	1	100%	1	100%
3 Suggestions/Opinion Counts	15	16	15	15	15	15	15	15	15	15	15	15
4 New Hire Orientation	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
5 Employee Engagement Score									4.02	91-01-		
SERVICE]											
6 Share Card Management	Y	Y	Y	Y	Υ	Y	Y	Y	Y	Y	Υ	Y
7 Fitness Service Goal - Top Box	66%	N/A	66%	NA	66%	65%	66%	67%	66%	80%	66%	60%
CLINICAL												
a Outpatient Conversion to Membership	10	2	10	3	10	3	10	12	10	11	10	16
MARKET]											
New Memberships	76	108	60	74	58	50	76	5.4	64	41	39	36
10 Attrition of Members	50%	53%	50%	44%	50%	41%	50%	48%	48%	47%	48%	47%
FINANCE												
11 Salaries & Wages	80,084	72,824	80,084	75,868	92,096	88 129	84,088	78,796	84,088	88,992	84,088	79.26
12 Supply Cost	6,752	4.242	6,787	6.653	6,822	7.032	7,085	6,971	7,155	4,161	7,190	5,62
13 EBDIT	53,523	80 698	33,654	49.047	36,846	33.502	53,972	29.723	42,807	18.812	19,264	37.16
14 EBDIT %	25.8%	35,00%	18.0%	23.70%	18.0%	16,40%	25.3%	15.40° c	21.1%	9.90%	10.1%	18.80
15 Other Revenue	69,823	87.869	63,724	78.881	75,010	82.821	69,633	76,511	68,565	74.686	55,865	80.81
16 Other Revenue %	35%	40%	36%	38%	37%	40%	33%	40%	33%	39%	34%	411

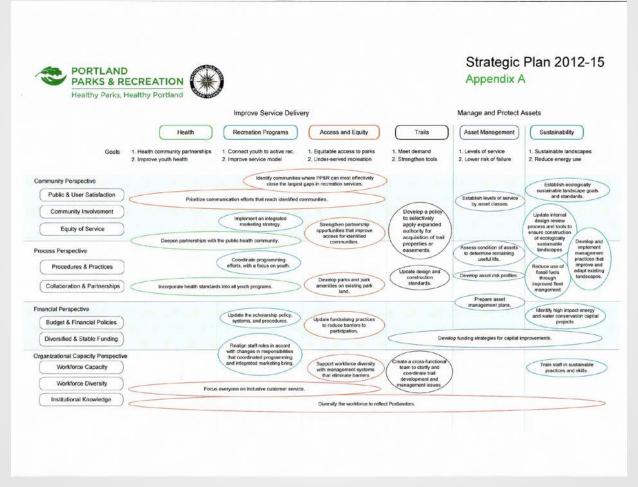
Balanced Scorecards Master's Degree version

Month/Season:	GREENPLAY:		
Category	Objectives	Measures	Initiatives
Team/ Organization	Employee Satisfaction Workforce Diversity Safety	vacancy rate asaltsfaction survey % Required Training # # of accidents	new hire orientation Survey Monkey training opportunities safety campaign
Customer	Public Satisfaction Service Equity Community Health Communication	atisfaction surveys services assessment health initiatives offered social media hits	program evaluations 2018 SA study partnership with Public Health staff assignment
Finance/ Business	High Value Simple and Efficient Processes Cost Recovery/Leveraging Partnerships	revenue to operating expense operating expenditure per capita expenditures by population/sq. mile # # of effective partnerships	2018 SA study cost recovery targets refine partnership policy
Sustainability	Level of Service Energy Use Water Conversation Continuous Improvement	acres of land/1,000 residents # of retrofits sprinkler head conversion rate tideas submitted: \$ savings, better service	scorecard management renovation opportunity sites CIP suggestion "box"

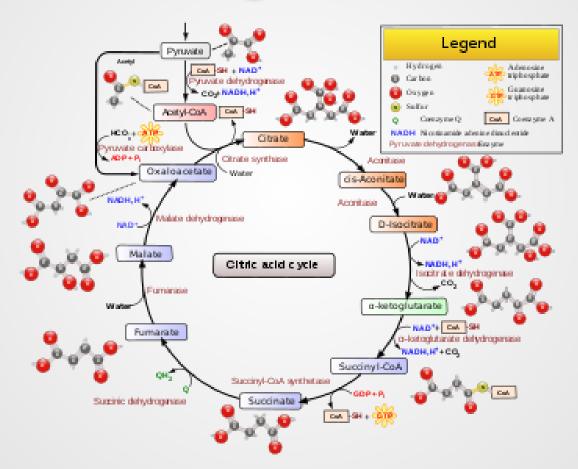
Objectives). The Pillars (left side) would be evaluated each month as to whether the Objectives were met and then a red, yellow, or green marker (or

up/down arrow) would be added with a 2-3 word explanation as to whether the Objective was met or not.

Balanced Scorecards Ph.D. Degree version



Balanced Scorecards M.D. Degree version





Strategic Plan 2012-15 Appendix A

Improve Service Delivery Manage and Protect Assets Health Recreation Programs Access and Equity Trails Asset Management Sustainability 1. Sustainable landscapes Goals 1. Health community partnerships 1. Connect youth to active rec. 1. Equitable access to parks 1. Meet demand 1. Levels of service 2. Strengthen tools 2. Improve youth health 2. Improve service model 2. Under-served recreation 2. Lower risk of failure 2. Reduce energy use Identify communities where PP&R can most effectively Community Perspective close the largest gaps in recreation services. Establish ecologically sustainable landscape goals Public & User Satisfaction and standards. Establish levels of service Prioritize communication efforts that reach identified communities. by asset classes. Community Involvement Develop a policy Update internal Implement an integrated to selectively design review marketing strategy. Strengthen partnership apply expanded process and tools to Equity of Service opportunities that improve authority for ensure construction access for identified acquisition of trail of ecologically Deepen partnerships with the public health community. communities Develop and properties or sustainable Assess condition of assets implement landscapes Process Perspective easements. to determine remaining management Coordinate programming useful life. practices that efforts, with a focus on youth. improve and Procedures & Practices Reduce use of adapt existing Update design and fossil fuels Develop asset risk profiles. landscapes. construction through Develop parks and park standards. improved fleet Collaboration & Partnerships Incorporate health standards into all youth programs. amenities on existing park mangement land. Prepare asset management plans. Financial Perspective Identify high impact energy Update the scholarship policy. and water conservation capital Update fundraising practices **Budget & Financial Policies** systems, and procedures. projects. to reduce barriers to participation. Develop funding strategies for capital improvements. Diversified & Stable Funding Realign staff roles in accord with changes in responsibilities Organizational Capacity Perspective that coordinated programming reate a cross-functional and integrated marketing bring. Support workforce diversity Train staff in sustainable Workforce Capacity team to clarify and with management systems practices and skills. coordinate trail that eliminate barriers development and Workforce Diversity nanagement issues. Focus everyone on inclusive customer service. Institutional Knowledge Diversify the workforce to reflect Portlanders.

- According to the Balanced Scorecard Institute, "The balanced scorecard (BSC) is a <u>strategic</u> <u>planning and management</u> system that organizations use to:
- Communicate what they are trying to accomplish
- Align the day-to-day work that everyone is doing with strategy
- Prioritize projects, products, and services
- Measure and monitor progress towards strategic targets"

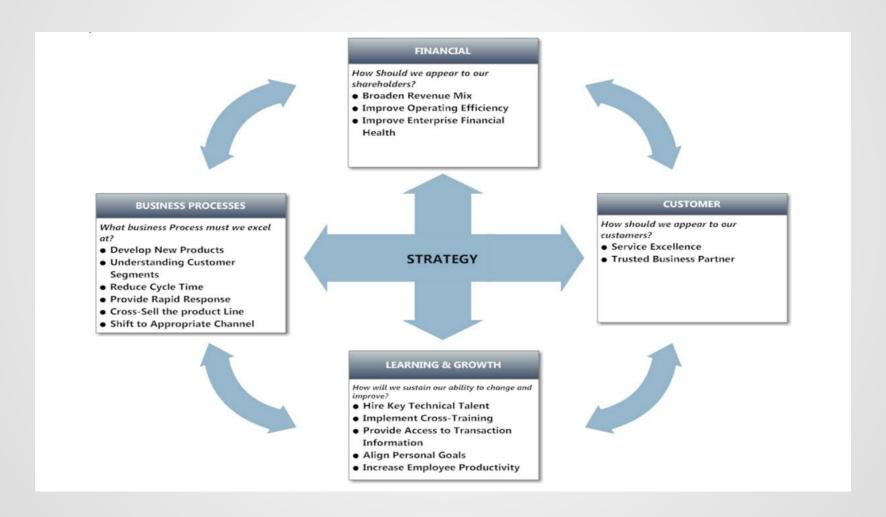
But first a word about the Baldrige Excellence Framework...

It's too much to go into for this presentation. However, the *Baldrige Excellence Framework* is designed to help an organization answer three questions:

- 1. Is the organization doing as well as it should?
- 2. How does one know?
- 3. What and how should the organization improve or change?

Strategy Map

A "Strategy Map", which you will see on the next slide, is often (but not always) used to provide a visual to communicate how value is created and can help with the establishment of the actual Balanced Scorecard. It is said to "show a logical, cause-and-effect connection between strategic objectives".



Furthermore,

"The system connects the dots between big picture strategy elements such as **mission** (our purpose), **vision** (what we aspire for), **core values** (what we believe in), strategic focus areas (themes, results and/or goals) and the more operational elements such as objectives (continuous improvement activities), measures (or <u>key performance indicators</u>, <u>or KPIs</u>, which track strategic performance), targets (our desired level of performance), and initiatives (projects that help you reach your targets)."

That's a mouthful!

Strategic Objectives Are Continuous Improvement Activities that we have to implement for success

Strategy Maps visualize strategy

High Level Strategy Elements provide high level context **Measures** are used to track organizational performance.

Targets are the desired level of performance for each measure.

Strategic Initiatives are projects that help you reach your targets.

Mission/Vision/Values/Strategic Themes/Results

Strategy Map/ Objectives	Measures	Targets	Initiatives
Financial ←			
Customer			
Process			
Organizational Capacity			

Financial or Financial Performance Effective Resource Use Stewardship Customer Value **Customer &** Satisfaction and/or Stakeholder Retention Efficiency **Internal Process** Quality Human Capital **Organizational Capacity** Infrastructure & Technology or Learning & Growth Culture

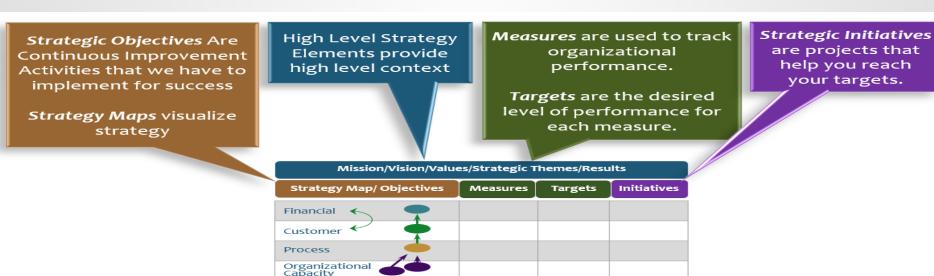
Goals and Objectives versus a Balanced Scorecard Approach

- Goals are basically "where you want to go".
- Objectives define strategies or implementation steps to attain the identified goals. Objectives are very specific and measurable.

- Balanced Scorecards, on the other hand, helps an agency (Parks and Recreation), department, etc.
 "balance" the goals and objectives so there is a more equal focus on ALL the performance measures and not just the "bottom line".
- In other words, equal weight is put on such measures as human resources (employee satisfaction), customer service, finance (the bottom line), and safety – just to mention a few examples.

How do you begin the process of setting up a Balanced Scorecard? It seems complicated?

- The process can actually be quite "simple". That said, the "devil is in the details".
- Go back to goals and objectives and the slide,
 "What is a Balanced Scorecard":

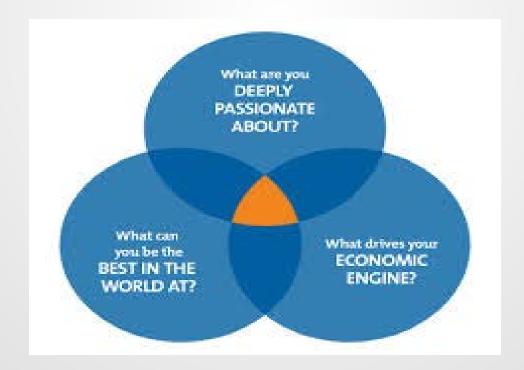


Setting up your scorecard: For a prize, what does this picture represent?



Setting up your scorecard:

The Fox is said to know many things (but still gets caught) whereas the Hedgehog knows one big thing. Hence, the Hedgehog Concept was introduced:



Setting up your scorecard:

The idea being that if you "know one big thing", like the Hedgehog and the Hedgehog Concept, you can start the process of the Balanced Scorecard by:

- 1. Determining what you are passionate about
- 2. What you can be the best at in your community
- 3. What drives your economic engine.

Setting up your scorecard:

Take a moment and write down those three things as we go deeper into the setup of the Balanced Scorecard with a real-life example from when I was the Executive Director for The Fitness Centre & Day Spa at Florida Hospital Celebration Health.

- 1
- 2.
- 3.

Celebration Hea	Ith I	Repo	ort (ard		34						
2005 Key Performance Measures	January		February		March		September		October		November	
	Goal	Act	Goal	Act	Goal	Act	Goal	Act	Goal	Act	Goal	Act
TEAM												
1 Vacancy Rate %	1.33%	0.00%	1.33%	0.004,	1.33%	0.00%	1.33%	0.00%	1.33%	0.00%	1.33%	0.000
2 Gallup Action Plan Progress	1	100%	1	100%	1	100%	1	100%	1	100%	1	100%
3 Suggestions/Opinion Counts	15	16	15	15	15	15	15	15	15	15	15	15
4 New Hire Orientation	100%	100%	100%	100%	100%	100%	100%	100%	100%	1000	100%	100%
5 Employee Engagement Score									4.02	9-0-1		
SERVICE												
6 Share Card Management	Υ	Y	Υ	Y	Υ	Y	Y	Y	Υ	Y	Υ	Y
7 Fitness Service Goal - Top Box	66%	N/A	66%	NA	66%	65%	66%	67°.	66%	80%	66%	60%
CLINICAL												
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14 EBDIT %	25.8%	35.00%	18.0%	23.70%	18.0%	16.40%	25.3%	15.40%	21.1%	8.90%	10.1%	18,80%
15 Other Revenue	69,823	87.869	63,724	78.881	75,010	82,821	69,633	76,511	68,565	74.686	55,865	80.816
16 Other Revenue %	35%	40%	36%	38%	37%	40%	33%	40%	33%	39%	34%	41%

Setting up your scorecard:

- After you determine your Hedgehog Concept, you can then decide on your top four (4) to five (5) key pillars (also called key elements or performance measures).
- You could, for example, begin with the FRPA Pillars and possibly combine or revise them to fit with the NRPA Pillars – depending on your community needs.

FRPA Pillars

- 1. Community building
- 2. Health
- 3. Environment
- 4. Economic Impact

NRPA Pillars

- 1. Health and Wellness
- 2. Conservation
- 3. Social Equity

Couldn't you just construct a Balanced Scorecard using the FRPA Pillars and/or the NRPA Pillars?



Mission: To establish parks and recreation as a cornerstone of health, economic development, environmental sustainability and community throughout Florida.



V AND

ENVIRONMENT

ECONOMIC IMPACT



ESTABLISH LEADERSHIP
IN COMMUNITY
BUILDING AND DEVELOPMENT
OF THE PUBLIC REALM

LEVERAGE AND CONNECT PARKS AND RECREATION TO COMMUNITY HEALTH

DEMONSTRATE LEADERSHIP
IN PARK STEWARDSHIP
AND ENVIRONMENTAL
SUSTAINABILITY

PROMOTE THE ECONOMIC IMPACT OF PARKS AND

RECREATION

Vision: An empowered and engaged network of members, advocates and partners equipped to advance parks and recreation.

Engage

Alignwith local, regional and statewide organizations and agencies to develop strategic partnerships.

Educate

Provide learning opportunities to influence and inform internal and external audiences.

Advocate

Advance and influence local, state and federal legislation aligned with the Strategic Plan.

Sustain

Adopt best practices and sustainable models to maintain funding and support for the future.

JOIN THE CONVERSATION AT FRPA.ORG

Unidentified Example adding FRPA and NRPA Pillars

Team

Employee satisfaction

% Required Training

FTE's per 10,000 residents

Community

Public satisfaction

Service equity

Health initiatives achieved (partnerships, education, etc.)

Finance

Revenue to Operating Expenditures

Operating expenditures per capita

Organization

Workforce diversity

New hire orientation

Sustainability

Acres of land/1,000 residents

Energy use

Water conservation

After agreeing on the **pillars**, set *objectives*, *measures*, and *initiatives* that will allow you to accomplish your goals.

2018 NRPA AGENCY PERFORMANCE REVIEW **KEY FINDINGS**

OPERATING (**EXPENDITURE** PER CAPITA: \$78.26/YEAR



REVENUE-TO-OPERATING

EXPENDITURE:

28 PERCENT



ACRES OF PARK LAND PER 1,000 RESIDENTS:



FULL-TIME

EQUIVALENT EMPLOYEES (FTES) PER 10,000 RESIDENTS: 7.9



PER PARK: 2

AGENCIES OFFERING 559 AFTER-SCHOOL CARE:

AGENCIES OFFERING SUMMER **CAMPS:**



84%

Prize:

What could possibly be an issue(s) regarding "benchmarking"?

Answer:

The data is self-reported and just may not be correct.

Also, some agencies/departments have conflicting data points (CA example with Neighborhood and Community Parks).







What Makes a Balanced Scorecard Successful?
List three (3) things and win a prize

1

2

3

What Makes a Balanced Scorecard Successful? List three (3) things and win a prize

- 1. Staff input
- 2. Joint accountability between departments
- 3. Realistic goals
- 4. Administrative support
- 5. KISS Keep It Simple Stupid
- 6. Review the scorecard on a monthly basis without fail
- 7. Pillars are aligned with your mission and vision
- 8. Take time to establish your Pillars (KPI's) up to 9+ months

If your Balanced Scorecard setup is successful, what could possibly go wrong?

List at least five (5) things and win a prize

- 1.
- 2
- 3
- 4
- 5.

If your Balanced Scorecard setup is successful, what could possibly go wrong?

List at least five (5) things and win a prize

- 1. Goals are too high
- 2. Data doesn't agree i.e. number of neighborhood parks, per capita income, etc.
- 3. Relying too much on Benchmarking where data is "self-reported"
- 4. Scorecard has "penalty" for red lights
- 5. Lack of staff input
- 6. Pillars are not aligned with mission and vision haphazard
- 7. Too complicated
- 8. Lack of Administrative support
- 9. Lack of joint accountability
- 10. Director/Administrator leaves/retires
- 11. Lack of continuity
- 12. Failure to review the scorecard regularly

Balanced Scorecards In Summary

Measurable and manageable goals

Joint accountability

Mission, Vision, Values

Support from Administration

Review at least once/month



https://youtu.be/M_IlOlywryw

So, which super power did you choose?

Flight

Invisibility

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For more information about the Florida Recreation and Park Association visit www.frpa.org.