Minutes
DSD Reform (Human Resources)
21 September 2015 (9:00 a.m. – 11:00 a.m.)
Location: Webb Building 4.G.4

Present:
- Chief Connie Coyle – DSD
- Mary Dulacki – DOS
- Cindy Bishop – OHR
- Dave Cushen – DOS
- Karen Niparko – OHR
- Liz Lightfoot – DOS
- Emily Lauck – DOS
- Christopher M.A. Lujan – DOS
- Laura Wachter – DOS
- Jane Cisneros – DOS
- D/S Chris Martinez – DSD
- Paige McCain – DOS
- Chief Marie Kielar – DSD
- D/S Stephen Ortegon – DSD
- Sgt. Toni Jones – DSD
- Heather Britton – OHR

Agenda:
1. To finalize all Wellness Team IPs to submit to Implementation Team by no later than 22 September 2015.
2. To finalize all Performance Team IPs to submit to Implementation Team by no later than 22 September 2015.
3. To finalize all Compensation Team IPs to submit to Implementation Team by no later than 22 September 2015.
4. To develop a timetable to submit Recruitment Team IPs and accompanying documents (a comprehensive DSD Recruitment Strategy) to Implementation Team.
5. To discuss what October 2015 is going to look like.

Discussion:

Presentation on 6.24:
The Compensation team, through Chief Coyle, reiterated that we can meet the 30 October deadline listed in the Implementation Plan.

C. Lujan reiterated that DO 5130 needs to be given to M. Dulacki for her review before it’s approved in the IP and sent to the Implementation Plan for final approval.

Chief Kielar requested a detailed budget on what has been approved by BMO, EDOS, and the Mayor’s Office for DSD in 2016. C. Lujan will provide this information before the next meeting.
**Performance Management IPs:**

According to Chief Kielar, the group is still working in the DO listed in IP 6.26. This team is incorporating changes into a new draft of a DO and then she will send them to M. Dulacki for further revision. Once M. Dulacki makes her changes, then it will go to DSD R&D for formatting.

The 02 December 2015 training listed in the IP involves all supervisors and will include 3 hours of training at Roslyn.

C. Lujan and this team agree that we will have a syllabus developed for this class to be done by 30 October. The syllabus for this class will be attached to IP 6.26 when it becomes available.

This training will be broadcast at DSD intranet to the rank and file so that they will see management is going through this training.

6.28 – See above.

**Wellness IP**

DC does a presentation on TFS.6 – establishing a mentorship program and provides a handout to the group for review and comment. This draft includes the development of mentorship and sponsorship programs.

The group discusses reasons why these programs do not get used by the rank and file. The group sees a value in these programs for new recruits and agrees that the due dates listed in the draft of this IP need to be changed. D. Cushen will make these changes.

Because the attendees expressed a strong belief that these programs would be beneficial to new recruits, C. Lujan asks the group if we should make sponsorship for recruits a requirement. The group sees a value in making this program a requirement for new recruits.

D. Cushen will take the lead on coming up with training lesson plan and provide this to the training unit.

This is a program that is targeted towards 20% of our workforce – the new recruits because veteran personnel will already have people to talk to.
**Wellness Presentation:**
The deadlines listed in their IPs have changed again with new changes to IP 6.19. D/S Ortegon is the person temporarily in charge of DSD wellness for now.

Will be working with OHR.
15 October flu shots at CCJL and DDC.

The group believes that we can accomplish the rest of the steps without a dedicated FTE Wellness Coordinator and that we are leveraging existing partnerships with OHR.

6.20 is the last IP that still needs work and this will be submitted for approval shortly. The group is going to rename the handbook “Employee Resource Guide” in the hopes that a new name will increase staff interest in this document.

C. Lujan advises the group that we will now hold HR Reform meetings every two weeks from now on. The change in meeting schedule is being done to allow the sub-teams additional time to work together in meeting the deadlines listed in their IPs. This change is also being made to reduce the monotony of having to come together weekly to repeat the same information as previous weeks.

**Next Meeting:** 05 October 2015, 1:00 p.m. – 3:00 p.m., Webb Bldg 4.G.4