



## Minutes

### DSD Reform (Human Resources)

19 January 2016 (9:00 a.m. – 11:00 a.m.)

Location: Webb Building 4.G.4

#### Present:

- Chief Connie Coyle – DSD
- Jane Cisneros – DOS
- Melissa Lopez – DOS
- Chief Marie Kielar – DSD
- Liz Lightfoot – DOS
- Emily Lauck – DOS
- Christopher M.A. Lujan – DOS
- D/S Chris Martinez – DSD
- Andi Blaustein – OHR
- Jessica Weatherly – OHR
- Heather Britton – OHR

#### Agenda:

- 1) Go over each IP from the Wellness, Compensation, and Performance Management sub teams to get progress reports on meeting each deadline.

#### Discussion:

Chief Coyle from the Compensation Team reports that DO 5130 is done and that we are waiting on the Appendix of the DO to be approved by R&D. The appendix of this document is called Application for Specialty Unit and Application for Provisional Assignment. Once this is finished, it will go to PowerDMS where the deputy sheriffs can access it. Chief Coyle will submit these documents for validation by end of this week.

With regard to the Selection Committee listed in the Compensation IPs, these committees will be formed after the DOs are approved and the Sheriff selects this group.

The group discusses how will we communicate this information to the rank and file. The group decides that we will put this information on the Sheriff's homepage. Further, this information will be communicated to the rank and file via **DSD-ALL** from M. Ortega. We are aiming towards a deadline of 28 February for communicating the selection of this committee.

The update on the work for IP 6.23 is the same as above with the only deliverable being DO 5130. Chief Coyle will submit this by the end of this week.

The update on the work for IP 6.24 is the same as above with the only deliverable being DO 5130. The application process is codified in the appendix of DO 5130. The delivery



date listed in step four regarding the RFP will need to be delayed as we only have one potential bidder right now.

The update on the work for IP 6.25 is the same as above with the deliverable being DO 2020. The group is still awaiting approval from DSD RD of appendix which is the application process.

The Performance Management sub team reported on the progress of IPs 6.26 – 6.30. C. Lujan asked for documents that are responsive for each implementation step. Chief Kielar provided a briefing on the 02 December 2015 in service and she will provide the sign in sheets for this training and a copy of the syllabus to serve as validation documents.

For IP 6.26, we are missing DO 2500.1 which may be with DOS M. Dulacki. This draft will need to be forwarded to RD so it can be in PowerDMS for the deputies to review.

According to Chief Kielar, 88 people attended 02 December training and she will send me the verification sheets for approval. All of the supervisors have attended this training.

C. Lujan expressed the need to get this training information out to all of the deputy sheriffs that their supervisors have participated in this training. Right now, this has only been communicated on DSD-ALL. Chief Kielar is going to put this on the briefing board. There is a possibility that to date, the rank and file do not know about this training.

The future communication efforts for this training will be DSD-ALL and Briefing Board. We will consider putting it in "Behind the Badge."

Post orders for Captains have been changed to read that any rating above "exceeds" is justified and reviewed by them.

For IP 6.27, Chief Kielar will send me the captain's post order and the process for the approval is the same as above for DO 2500.1. According to Chief Kielar, the team has finished the post order and we can check off step 2 as completed.

For IPs 6.28 and 6.29, the process is the same as above for DO 2500.1 but we have completed step 2. Appendices are finished and are in attachments to me.

In our discussion of the 2015 performance review season, Chief Kielar reports that Sheriff Firman has a DSD PEPR internal deadline of 25 January 2016 for completion.

The Wellness sub team appeared and reports that IP 6.12 is submitted and going to validation

For IP 6.13, the team reports that the bulk of the work hinges on hiring a wellness coordinator. We are still in the process of reclassifying this position from civilian to



sworn. L. Wachter is working with BMO on this issue. We are looking to post this position on or around Monday 25 January 2016. Sheriff has not decided who the WC will report to.

For IP 6.14, the last remaining piece is the development of the Take 5 Platform. The Wellness sub team is looking at working with communication folks and how to launch the platform. TS and Nissa Mills are involved in helping the Wellness sub team launch the platform. Nicoletti Flater briefings will be finished on 1/27/16.

For IP 6.15, step 7 should be finished by 19 January. Step 8 involving the Take 5 platform is to be determined. The group is working on step 11 to see what we can turn in for validation.

For IPs 6.16 and 6.21, J. Cisneros is meeting with Major Bruning on getting information from DSD's survey committee on what they are doing. J. Cisneros is working on steps five and six. J. Cisneros will schedule meeting on or before Friday 22 January 2016 to start work on this process.

For IPs 6.17 and 6.18, step 2 needs to be verified and E. Lauck will do this. We are still working on step 5 in getting people together with peer support supervisor J. Brower. These meetings will need to be one on one because of the difficulty in getting everyone in same room because of staffing.

For Step 6, the team is still working on this because it is hard to get focus groups together. We have had one focus group with 8 fte from DDC; court services; hospital. These participants are new and normally don't participate in reform work and the majors pick the participants.

The team is on target for finishing step 7 by 1/31/2016.

For IP 6.19, E. Lauck will submit work validation on this IP. The remainder of IP is based on hiring WC and Take 5 work.

For IP 6.20, the Employee Resource Guide, D. Vertovec from OHR has done revisions on this guide. These will be distributed through DSD-All and via hand out. This information will be included on the Briefing Board as well. This guide will be rolled out by Friday 2/5 and steps 1 and 2 need to be changed to 2/5/16.

Step 3 may need to be revised because of Take 5 work.

The Wellness sub team will meet on Friday 1/22 to discuss the deadline for step 5.

**Next Meeting: TBD**