Minutes
DSD Reform (Human Resources)
16 February 2016 (9:00 a.m. – 10:00 a.m.)
Location: Webb Building 4.G.4

Present:
- Jane Cisneros – DOS
- Chief Marie Kielar – DSD
- Liz Lightfoot – DOS
- Emily Lauck – DOS
- Christopher M.A. Lujan – DOS
- Andi Blaustein – OHR
- Jessica Weatherly – OHR
- Heather Britton – OHR
- Mary Dulacki – DOS
- Lizzie Schoon – OHR
- Stephen Ortegon – DSD
- Sgt. Toni Jones – DSD
- Alyx Sparrow – OHR
- Laura Wachter – DOS
- Karen Niparko – OHR

Agenda:

1) Meet collectively as an HR action team to get a briefing from each sub team (recruiting, wellness, compensation, and performance management) on completed work and work that will be completed in next 90 days.

2) Get a progress report from each sub team to get progress reports on how we are progressing in meeting selected deadlines.

3) Get an update from each group on the communication efforts we are using to inform DSD employees about the work completed by this action team.

Discussion: At this meeting, the entire HR Action Team met collectively to learn the work accomplished by each sub team in an effort to prevent each team from operating in silos and edify the entire team on the work accomplished since December 2015.

Recruitment:

Since 12/31, this group has not met regularly in a while. L. Lightfoot expressed a need for this sub team to start meeting more and there was no disagreement expressed by any of the attendees. A. Sparrow updated the action team on the status of the RFP for testing and the city is moving towards selecting a single vendor to test for deputy
sheriffs, sergeants, and captains. The name of the vendor is Ergometrics and this company has a history in working with law enforcement agencies. We just need to get green light from Sheriff before we start RFP.

The Department of Safety is in the process of hiring HR Techs and a DSD recruiter.

The Recruitment team gave a status report for how each IP is progressing:

1) 6.4 (1-4) Demographic Analysis – this work is scheduled to be completed by 3/31/2016. *L. Lightfoot is working with Analytics Bureau in OHR to make this happen. OHR is going to make this happen for DSD on or before 3/17. We are on track for this meeting this deadline.*

2) 6.5 Employee retention – Step 3 is scheduled to be completed by 3/31/2016 – We are looking at completing this work by mid March.

3) 6.6 Diverse Staff -- Step 4 is scheduled to be completed by 3/31/2016.

4) 6.8 Meeting Standards, step (1) (a) – will the work done by the Core Recruitment team be finished by 2/29/2016? *Not on track to meet this deadline.* This is the area we need to focus on now. Currently, there is no one selected to be on this team.

5) 6.10 Continuous training for hiring and recruitment. Will step 2 be completed by 3/31 even though RFP for vendor not completed yet? *This will not be finished by deadline because the vendor is not selected yet.* We should have the assessment centers up and running by 30 June 2016.

6) 6.11 Collaboration, step (1)(a); will this step be completed by 2/29/2016. We are not going to meet this deadline for the reasons stated in IP 6.8.

**Wellness:**

This team reported that the bulk of their work has been spent on creating the employee resource guide; developing strategies for communicating wellness programs to deputy sheriffs; getting the wellness coordinator position filled which will report to Sheriff Firman and Chief Coyle; and working with TS on getting the Take 5 platform up and running.

The posting for the wellness coordinator position will be up this week and will remain open to deputy sheriffs to apply for two weeks.

The Wellness team gave a status report for how each IP is progressing:

1) 6.13 Fitness & Wellness Program – update on progress for hiring wellness coordinator. This is going to be posted by today; COB 2/16. Going to be posted in DSD-ALL; all emails in intranet; at briefings. Going to leave it open for two weeks.
2) 6.14 EAP; 6.19 EAP pitfalls – update on N/F presentations and whether they were completed by 1/27/16. Is Take 5 Platform still on go to launch on 3/31/2016? N/F briefings completed. Validation done. Take 5 will not be up and running by 3/31. A new completion date to follow.

3) 6.15 – OHR and Safety HR communications, step 7; is this step finished? The work on this step is incomplete.

4) 6.17 and 6.18 – Are we on track to meet 3/31 deadline for programs in this IP? The group reports that we are not going to meet this deadline because of other important training that is going on. The sub team reports that we should move this completion date back to 10/31/2016. CIT is a priority; not peer support.

5) 6.20 Employee Handbook – Did we meet the 12/31/2015 deadlines in steps 1 and 2? Are we in line to meet 3/31 deadlines in steps 3 and 4? Development of Resource Guidebook is still ongoing. Further discussion needs to take place to resolve the issue of including vendors in this handbook that have not been through the city’s RFP process. There is divided sentiment over whether the resource guide should only include resources that have gone through RFP and vetted. Right now, un-vetted resources keep showing up. This has been an issue for a while and we will meet on or before 2/29 to resolve the issue.

Compensation:

This sub team has completed the DOs on promotions; assignments; provisional assignments and has completed the work in their IPs.

Performance management:

This sub team completed training on PEPRs on 12/2. OHR through A. Blaustein reports that they have received fewer questions this year about PEPRs during writing season.

This team is working on forming a committee of representatives from OHR; Safety HR; DSD Management to develop and implement criteria for how PEPR ratings will be given in the future. There is no date on when this group will be formed and Chief Kielar will provide more information on this committee at a later date.

With the exception of this committee, this sub team as accomplished most of their steps in their IPs 6.26-6.29.

Next Meeting: Monday 01 March 2016, 9:00 a.m. – 11:00 a.m., Webb Bldg. 4.G.4