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

Present:
- Chief Connie Coyle – DSD
- Liz Lightfoot – DOS
- Christopher M.A. Lujan – DOS
- Heather Britton – OHR
- Lizzie Schoon – OHR
- Stephen Ortegon – DSD
- Sgt. Toni Jones – DSD
- Alyx Sparrow – OHR
- Karen Niparko – OHR
- Cindy Bishop – OHR

Agenda:
1) Meet with Recruiting sub team to discuss input from consultant on the latest drafts of IPs. Recruiting sub team will use the remaining time to map out meeting schedule for next six months. Please ensure that your calendars are up to date.

2) Update from Wellness sub team on meeting regarding resource handbook and update on Wellness Coordinator recruitment.

Discussion:

Recruitment:
The EDOS has approved 9/11 of the Implementation Plans submitted by the Recruitment sub team. At this meeting, the Recruitment sub team discussed the revisions it will make prior to submitting new plan for review.

The group discussed the progress made in enlisting deputies to help assist with recruitment functions; e.g. tours, hiring events (11/14), job fairs, conducting POST testing at offsite academies. The problem right now is that we cannot do this fulltime until we are fully staffed. We cannot afford to pay overtime for these employee/recruiters. We are a long way from making this a formal program. Right now, the issue is on staffing and jail duties, not on making them part time recruiters.

For IP 6.2, step 1, the completion of this work will need to be tabled to the end of the year. This IP will need to be revised to include the new completion date as well as a
written explanation of the work the deputies perform that are part of this team, e.g. tours, hiring events (11/14), job fairs, conducting POST testing at offsite academies.

The Recruitment sub team discussed completely changing IP 6.3. The rationale for changing this IP will be to include Ergometrics in this plan as this company will ultimately be responsible for the work associated with DSD employment testing. Because Ergometrics is in the City’s RFP process right now, we will need to move the completion dates in this IP from 31 March to 01 June 2016. C. Lujan will submit a new IP to reflect this change.

With regard to IP 6.6, the new senior recruiter will be responsible for reporting this information to DSD command staff; Sheriff; and EDOS. The last workplace validation measure is responsive to the question of how DSD and Safety HR will ensure that the work performed by this recruiter will meet DSD’s recruitment strategy and goals.

In IP 6.8, a new process for recruitment has been implemented by DSD and Safety HR this written plan will be submitted to the Implementation Team for validation. A new deadline has been developed for a completion of a “hiring best practices manual” that will be distributed to recruiting personnel later this year. This manual will be written by personnel from DOS/DSD/OHR/CAO. The deadline for the completion of this manual is now 30 April 2016 and C. Lujan will submit a new IP to reflect this change. The manual will be sent to the DSD Accreditation Unit after it has been completed.

DSD Core Recruiting Team has been identified and it includes DSD’s senior recruiter, Sgt. N. Mock, HR techs, D/S/ R. Pablo, L. Lightfoot, and L. Dorris. They are weekly meetings starting in March.

**Remaining work to be completed by Recruitment Sub team.**

The Recruitment sub team identified the following needs to be completed:

1) Develop a recruitment strategy;
2) Draft the 2015 annual report; and
3) Develop a resource guide for DSD recruiting

In terms of resources, the group identified the selection of a new DSD recruiter and the selection of Ergometric to assist with testing for future personnel.

**Wellness:**

The Wellness Team met on Wednesday 24 February to discuss the organization which would be included in a new resource handbook. The issue of vetted vendors was settled after meeting with H. Britton and OHR. This group also discussed what the handbook would look like and the work is now in the formatting and finalizing phases. The handbook is 2 pages and resembles a flier or brochure.

The handbook is divided into 2 sections; e.g. benefits, resources. It will look like the written communication the City uses to communicate Compsych to Safety personnel.
The success for communicating this will be one of the jobs of our Wellness Coordinator which DSD hopes to hire soon. The slowness in DSD personnel adopting wellness resources is cultural; DSD employees are slow to change. The group believes that we will see the culture change with the hiring of new recruits.

The Resource Guide draft will be ready by the end of next week – 11 March 2016.

The recruitment for the wellness coordinator closes on Thursday 3/3.

The discussion on Early Intervention is going well with meetings ongoing weekly. The group is getting timelines solidified with the deadline for this work in June 2016 to meet CALEA standards.

The group has not begun the work on discussion IT issues yet.

Next Meeting: Monday 14 March 2016, 9:00 a.m. – 11:00 a.m., Webb Bldg. 4.G.4