Meeting Minutes
DSD Reform (Human Resources)
11 April 2016 (9:00 a.m. – 11:00 a.m.)
Location: Webb Building 4.G.4

Present:

- Chief Connie Coyle – DSD
- Liz Lightfoot – DOS
- Christopher M.A. Lujan – DOS
- Chief Marie Kielar – DSD
- Amy Lynch – DOS
- Tyrone Abeyta – DOS
- Shawn Smith – DOS
- Berkley Swarzentruber – Technology Services
- Cindy Bishop – OHR
- Mary Dulacki – DOS

Agenda:

1) To get a briefing from TS on how the Jail Management System will impact HR operations in DSD.


3) An update from Jane Cisneros and Safety HR on 2015 PEPR distribution.

4) Continue work on 2016 DSD Recruitment Strategic Plan and Resource Guide.

Discussion:

1. The team met with DSD Reform Project Manager Shawn Smith and representative Berkely Swarzentruber from TS to discuss the potential impact of the Jail Management System upgrades on DSD HR Reform efforts. Mr. Smith provided a briefing on what JMS is and how it works; it starts from the minute that inmate is booked into the jail. The implementation of this system is scheduled for late 2017-2018. The main question from the reform group was the difference between JMS and Workday. Mr. Smith explained that JMS is inmate based whereas Workday is employee based. Mr. Lujan requested that JMS work include Mary Dulacki to ensure that records issues are addressed while the system is being developed.

   In terms of the reform efforts overall, Mr. Smith group on how reform efforts are progressing. 52% of the IPs have been approved for implementation so far. Overall, we are doing well.

2. The HR Reform team received an update from the Wellness sub team on the progress of the Resource Guide and Take 5 platform. With regards to the Take 5 platform, the Wellness team is attempting to work with TS on the implementation of the platform. For a myriad of reasons, meetings with TS have been sporadic and difficult to schedule making the progress on this work slow. Another challenge is making this platform accessible to employees at home on personal computing equipment. Because city technology policies require work be
done on city computers, getting employees accessibility at home on personal equipment is an issue.

The Wellness sub team reports that they are still waiting for TS for potential solution and timeline for implementation with several meetings being cancelled and postponed from TS. Currently there is no timeline yet on timeline for implementation.

With regards to the Resource Guide, it is close to publication with final work being done on editing and updating the webpage for access. In terms of distribution, the guide with be provided to employees via hand delivery and email. Another strategy will be to hand out at open enrollment. This guide will be published and printed internally. The guide will also be accessible through PowerDMS.

3. The HR Reform team was scheduled to receive a briefing from DSD HR Manager Jane Cisneros on 2015 PEPR results for the department. The goal of this briefing was to provide us with some insight on whether the performance management training in December 2015 had a positive impact on the creation and delivery of PEPRs at DSD.

Ms. Cisneros informed the team that PEPR forms are in the process of being updated in PowerDMS for sergeant and captains and will be uploaded in Power DMS soon. The forms for the deputies are fine.

The remainder of the briefing is tabled to the next meeting because no information or data was provided to further the discussion in the impact of training on performance management. At the next meeting, Ms. Cisneros will provide the HR Reform team with data from 2014 and 2015 to compare and contrast the results from each year. Further, she will facilitate the discussion on whether the 12/2 training had any impact on PEPR delivery for 2015.

4. The Recruitment sub team provided a draft of the 2016 DSD Recruitment Strategy and Resource Guide to the team for review and consideration. This draft is based on presentation that was created by C. Bishop and OHR. This is the first draft of the policy. This is a comprehensive plan that is designed to touch every member of DSD, regardless of rank. The group learned during that new hire turnover for DSD is 12%. The average time to fill a position in Denver is 117 days; average for DSD is 186 days. The webpage is a barrier to standardizing our webpage for career opportunities. The next steps are for the entire group to feedback by COB on Friday 22 April 2016.

Next Meeting: Monday 25 April 2016, 9:00 a.m. – 11:00 a.m., Webb Bldg. 4.G.4