Meeting Minutes  
DSD Reform (Human Resources)  
09 May 2016 (9:30 a.m. – 11:00 a.m.)  
Location: Webb Building 4.G.4

Present:
- Laura Wachter – DOS
- Connie Coyle -- DSD
- Deputy Sheriff Chris Martinez
- Sgt. Toni Jones – DSD
- Liz Lightfoot – DOS
- Christopher M.A. Lujan – DOS
- Amy Lynch – DOS
- Tyrone Abeyta – DOS
- Cindy Bishop – OHR
- Melissa Lopez – DOS
- Stephen Ortegon – DSD
- Andi Blaustein – OHR
- Karen Niparko – OHR

Agenda:
1. A briefing on the status of DSD Reform and Validation from C. Lujan from **9:30-9:45**.
2. A group discussion on HR related budget requests for 2017. **9:45-10:15**.
3. A discussion with the Recruitment sub team to discuss improvements to I.P.6.2. **10:15-11:00**.

Discussion:

C. Lujan briefs the HR Action Team on the current state of reform from the perspective of the Implementation Team. Although the HR action team has successfully submitted 30/31 Implementation Plans to improve the delivery of HR in connection with DSD Reform, the new challenge is to successfully tender a new IP 6.2 for EDOS approval and to shepherd the completed IPs through the validation process managed by A. Trujillo.

C. Lujan briefs the HR Action Team that 3/5 IPs reviewed by Mr. Trujillo (IPs 6.26, 6.27, 6.29, 6.30, and 6.31) have failed the first round of validation. Only 6.26 and 6.31 have passed and C. Lujan will work with HR Reform team members to fix the ones that failed.
C. Lujan advises that the Executive Director of Safety is concerned that the “Pace [of DSD Reform] is not where it needs to be.” According to C. Lujan, the HR Reform Team is making satisfactory progress.

The meeting next discussed the need for any reform related spending to be included in the 2017 budget. The list of suggested included:

1) Training time for leadership training from NIC. See IP 6.28 for the list of items we would train for.
2) 2 hours of paid training leave per quarter for each employee to participate in City University. This is out of IP 6.29.
3) Additional recruiting budget for 2017 recruitment activities; approximately $21,000.
4) Money for wellness incentive. This wellness incentive is in addition to money offered by OHR. Approximate cost is $2,000.
5) Peer support training for Wellness. This might impact only 10-15 people. This training is offered by N/F. According to C. Coyle, Capt. Gillespie will get the dollar amount for this cost.

HR Reform Related FTE requests include:

1) Need FTE to manage Early Outreach program. Formerly known as EIIS program. The time needed for this employee is being determined.
2) **Need to add associate recruiter.** Until we change turnover within DSD, we are going to continue recruiting at this rate.
3) Transform limited recruiting technician to a full time employee.
4) Recruiting will not slow down because 11% of staff is retirement eligible at Rule of 75.

The meeting concludes with a discussion on the need to make improvements to IP 6.2. The primary reason why the previous version of 6.2 was rejected was because of the emphasis on adding personnel instead of proffering concrete proposals to encourage the utilization of current DSD personnel to assist in our recruitment efforts.

C. Lujan asks the Recruitment sub team to go back to the drawing board and develop a new IP that will provide low tech alternatives in encouraging DSD employees to assist in our employment efforts. C. Lujan requests that a new draft be submitted to him by Friday 13 May 2016.

**Next Meeting:** Monday 23 May 2016, 9:00 a.m. – 11:00 a.m., Webb Bldg.

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