Minutes
DSD Reform (Human Resources)
02 November 2015 (9:00 a.m. – 11:00 a.m.)
Location: Webb Building 4.G.4

Present:
- Chief Connie Coyle – DSD
- Mary Dulacki – DOS
- Cindy Bishop – OHR
- Dave Cushen – DOS
- Karen Niparko – OHR
- Liz Lightfoot – DOS
- Emily Lauck – DOS
- Christopher M.A. Lujan – DOS
- Laura Wachter – DOS
- Jane Cisneros – DOS
- D/S Chris Martinez – DSD
- Paige McCain – DOS
- Chief Marie Kielar – DSD
- D/S Stephen Ortegon – DSD
- Diane Vertovec – OHR

Agenda:
1. Review status of deadlines contained in Gantt Chart
2. Update on Sheriff’s visit to our next meeting scheduled for 16 November 2015.

Discussion:
1. **Recruitment 9:00 – 9:30 a.m.** (review of deadlines in Gantt Chart). The group met to discuss the deadlines listed in Implementation Plans 6.1 – 6.11. The dates listed in IPs 6.2; 6.3; and 6.9 are fine. The remaining IPs have minor changes to the dates. The primary reasons for the date changes are because of the availability of personnel necessary to accomplish the work detailed in each implementation step. C. Lujan will make these revisions and distribute the latest drafts to this workgroup and the steering team by the close of this week.

2. **Wellness 9:30 – 10:00 a.m.** (review of deadlines in Gantt Chart and TFS 7). The group met to discuss the deadlines listed in Implementation Plans 6.12 – 6.20. The dates listed in IPs 6.12; 6.13; 6.14 are fine. The remaining IPs have minor changes to the dates. The primary reasons for the date changes are because of the availability of personnel necessary to accomplish the work detailed in each implementation step. C. Lujan will make these revisions and distribute the latest drafts to this workgroup and the steering team by the close of the week.

3. **Compensation 10:00 – 10:30 a.m.** (review of deadlines in Gantt Chart, IP 6.24, and TFS 9). The group met to discuss the deadlines listed in Implementation Plans 6.22 – 6.25. A majority of the steps listed in these IPs are complete with the exception of reviewing the Departmental Orders associated with each step. M. Dulacki has completed her review and revision of each DO and they are awaiting C. Lujan’s review which will be completed by this week.
4. **Performance Management 10:30 – 11:00 a.m.** (review of deadlines in Gantt Chart). The group met to discuss the deadlines in IPs 6.26 through 6.29. The deadlines in 6.26; 6.27; and 6.29 are fine. The 31 October deadline for revising PEPR documents for supervisory staff (sergeants and captains) has not been met and a new completion date for this step will be chosen in the near future.

The dates in the IPs for 6.30 and 6.31 (professional associations) are fine.

During a discussion on professional associations, one of the team members asked about the benefit associated with paying for employee memberships to associations like, for example, the American Jail Association. The reason given for this expenditure is that professional associations provide ongoing education to deputies allowing them to stay current with best practices. Further, these associations allow for deputies to be knowledgeable about what other sheriff departments are doing throughout the country when it comes to jail administration.

C. Lujan advised the group that we will be joined at the next meeting by Sheriff Patrick Firman. The first half of the meeting will be devoted to hearing from Sheriff Firman about his vision for the Department and how he envisions our work can assist in achieving his vision. The second half of the meeting will be dedicated towards getting a briefing from each of the sub teams about the work that they have been engaged in since June. Our next meeting will only be for one hour.

**Next Meeting:** Monday 16 November 2015, 9:00 a.m. – 10:00 a.m., Webb Bldg 4.G.4