Minutes
DSD Reform (Human Resources)
26 June 2015 9:00 – 11:00 a.m.
Webb Building 4.G.2

Present:
- Karen Niparko -- OHR
- Meredith Crème -- OHR
- Liz Schoon -- OHR
- Connie Coyle -- DSD
- Emily Lauck -- DOS
- Marie Kieler -- DSD
- Norma Mock -- DSD
- Melissa Ortega -- DSD
- Andi Blaustein -- OHR
- Liz Lightfoot -- OHR
- Cindy Bishop -- OHR
- Patti Rowe -- OHR
- Jessica Weatherly -- OHR
- Paige McCain -- DOS
- Dave Cushen -- DOS
- Jodi Blair -- DSD
- Rory McLuster -- OHR
- Melissa Lopez -- DOS
- Myra Simmons -- DOS
- Toni Jones -- DSD
- Christopher M.A. Lujan -- DOS
- Heather Britton -- OHR
- Mark Valiente -- DSD
- Laura Wachter -- DOS

Agenda:
1. Discussion on combining overlapping recommendations to streamline work and reduce instances of conflicting outcomes.
2. Roles of DOS, DSD, and OHR personnel.
3. Team readouts: This is a discussion of team activity; team discussions; challenges; successes; and if possible—estimated completion dates.
4. Miscellaneous Matters

Discussion:
The Recruitment sub-team will address recommendations 6.1-6.11.
Liz Lightfoot, Sr. Recruiter from OHR will be joining this team.
DC Kielar is the lead contact from DSD
Melissa Lopez is lead contact for DOS.

The entire reform team flagged the following issues for overlap with other teams:

Implementing staffing plan in Chapter 4 may overlap the recommendations we make in recruitment.
Performance Management referenced in recommendation #1.8 may be touched and addressed by Recruitment Team.

**Wellness Team wants to combine 6.12-6.15; 6.17-6.20. Also included are TFS 3, 4, 6, and 7.**

6.16 and 6.21 will be combined and will become a sub-group of the Wellness group.

With 6.16 and 6.21, the group is reviewing the 2013 survey results as background and will wait for results of the 2015 survey and then act on the recommendation. This team will compare the data from the 2013 and 2015 surveys and make implementation plans based on these results.

The main contacts for this group are Heather Britton, Major Blair, and Emily Lauck.

Recommendations TFS.5 and CA.14 will be a sub-group of the Wellness group and will be handled by Chief Coyle; Emily Lauck; and Major Blair.

**The Compensation Team will address recommendations 6.22-6.25 as well as TFS 9.**

The main contacts for this team are: Meredith Crème; Chief Coyle; and Jane Cisneros.

**The Performance Management Team will address recommendations 6.26 through 6.29.**

This team will address training, policy, and redesign of PEPRs. This group moves to add Andi Blaustein as lead for OHR. DC Kielar is lead from DSD and Dave Cushen is lead from Safety HR.

**2) Roles of DOS, DSD, and OHR personnel.**

Our colleagues in OHR will act as subject matter experts and will partner with DSD and DOS personnel to provide technical support in the development of HR implementation plans. DOS and DSD personnel will take the lead in conducting the meetings and facilitating the discussions that will result in the development of the implementation plans. DSD and DOS personnel will be responsible for providing weekly updates and briefings at the Monday meetings.

**3) Team readouts: This is a discussion of team activity; team discussions; challenges; successes; and if possible—estimated completion dates.**

6.1 – None

6.2 – None

6.3 – Researching if a need to develop a study guide for citizens who want to take the test. Make the study guide available on line.

6.4 - Identified demographics that need to be captured on recruitment and retention. Add detail where candidates fall out in the process. (Mock’s spreadsheet may be put into the database), more research is needed. This will be automated. This is comparable to what CSC does with police, fire. Data may be kept in one or more of the systems: Peoplesoft, Neogov, Datasort. The demographic information required is sourced in Peoplesoft and Neogov.
6.5 – Policies are already in practice on employee retention. Exit interviews are being done by Melissa. In the future, we will add sheriff specific questions to the survey. Right now, we use online survey link. Right now, we cannot say that we have changed anything in response to information from an exit survey. Right now, OHR is looking to outsource this work. HR would no longer do this.

6.10 – DSD meets with OHR to review entry level qualifications for posting. Last done in June, 2015. Met in 2014. Usually meets once a year. Right now, there is nothing different about promotionals. Need to discuss if this should be different for promotionals. This is a problem that we need to consider solving.

6.12 – In progress, started in February. This group is made up of every Safety department. No management employees where possible to encourage the voice of the employees in forming strategies. This group has approximately 12 people in it. Will reconvene after the summer because of vacations and be expanded to include additional Safety employees and City partners. Group will convene monthly.

6.13 – Group met once telephonically with DOS, OHR, and DSD. A lot of discussion about what the program looks like. Program looks at physical, mental wellbeing. DSD was eligible for Wellness Discount in 2014. Currently evaluating what resources are already available through DSD and OHR, what other agencies are doing, and what is the right incentive for employee participation (e.g., DPD’s points-based system vs. OHR financial incentive). This group is looking at two parts; the program itself and how it is rolled out. Have to design the program first and then roll it out, e.g. an effective communications plan.

6.14 – Discussion about the relationship between how a deputy uses Compsych and Nicoletti. With Nicoletti, there is no reporting. Nicoletti only allows for 3 visits and Compsych only allows for 6 visits. We have to pay Nicoletti additional for this work where with Compsych it is part of the contract. Analyzing how we communicate Compsych to the deputies.

6.20 – Have a draft of an employee handbook from Captain Gillespie. Group is reviewing for content and formatting. Will put handbook on line and in work areas. Still developing timeline on when this can be published.

6.21 – Compare and contrast data from 2013-2015. Looking at what was implemented in response to 2013.

6.22 – Working on specialty assignments and pay.

6.23 – Working on this issue.

6.24 – Haven’t met yet.

6.25 – Addition to section 7 in DO which was implemented in May 2015. Provisional process for application process. There is an application process, a vetting process now where that did not happen before. Deputies get to stay in these assignments 5-7 years. This is an appropriate amount of time because it takes this long to become proficient in their unit. Appointments are done on a staggered basis.

6.26 – Right now we are looking at DO. Should we amend the DO to say “detailed comments” in PEPRs? Change the PEPR and fix the training. Include sworn members in EPerformance. This will not happen until we go to Workday in 2017. We need a temporary process for 2016.
4) Miscellaneous matters.

**Action Items:**

1. Read out from each team on implementation development at next meeting

**Next Meeting:** Monday 06 July 2015, Webb Building 4.G.2, 9:00-11:00 a.m.