



Minutes
DSD Reform (Human Resources)

13 July 2015, 9:00 a.m. – 11:00 a.m.

Location: Webb Building 4.G.2

Present:

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| Laura Wachter -- DOS | Tony Gautier -- OHR |
| Mark Valentine -- DSD | Lizzie Schoon -- OHR |
| Karen Niparko -- OHR | Jessica Weatherly -- OHR |
| Connie Coyle -- DSD | Andi Blaustein -- OHR |
| Christopher M.A. Lujan -- DOS | Patti Rowe -- OHR |
| Marie Kielar -- DSD | Evon Lopez -- DOS |
| Heather Britton -- OHR | Melissa Ortega -- DSD |
| Jodi Blair -- DSD | Jane Cisneros -- DOS |
| Emily Lauck -- DOS | Rory McLuster -- OHR |
| Cindy Bishop -- OHR | Paige McCain -- DOS |
| Toni Jones -- DSD | |

Agenda:

- 1. Recruitment Team Readouts: 9:00 – 9:30 a.m.**
- 2. Wellness and Employee Engagement Team Readouts: 9:30 – 10:00 a.m.**
- 3. Compensation Team Readouts: 10:00 – 10:30 a.m.**
- 4. Performance Management and Training Team Readouts: 10:30 – 11:00 a.m.**

Discussion:

- 1. Recruitment Team Readout 6.1 – 6.11**

Received draft of plans just before meeting by DSD. Did not have chance to review draft readouts of 6.1 – 6.11.

D.C. Kielar does readout.

6.1 – See Handout. Bulk of suggestions here is to find personnel to shore up recruitment efforts. Jail tours is at time of conditional offer. 100% of folks who take tour accept offer. We need to understand the retention rate of those employees. Need to better define what a tour and open house is. These are different things. Need to develop a line-item budget for DSD recruiting. Need a better rationale for why they want to hire a HR supervisor. Not clear why a supervisor is necessary for this. Add “draft” watermark on all of these plans.

Highlight on 6.2: Primary recommendation is \$20K and an HR supervisor. See new handout. More discussion on what the appropriate level of staff needed to execute this work. Do we really need a supervisor?

Highlights on 6.3-6.12: See Handouts. Group will review the drafts and get feedback back to team at next week’s meeting. Future work includes developing a communication plan for each implementation plan.

CMAL asked for implementation plans by Thursday COB to allow group to review language prior to Monday meetings.



2. WELLNESS AND EMPLOYEE ENGAGEMENT READOUT (6.12-6.21):

E. Lauck does briefing on group's work.

Still in information gathering mode:

Working on Communications Plan between OHR/DSD/DOS.

Talked about "Take 5 initiative." This is a website that encourages employees to read literature that focuses on employees' wellness. Leadership encourages people to Take 5.

We will track interest through clicks.

Need to determine who is responsible for updating content and how often it gets updated.

Look into buying more computers. Can possibly access this information by smartphone.

Right now, OHR wellness-related information only goes to Ortega and Jones.

EAP/Compsych is preparing to send out an informational mailing to City employees. They will customize their communication to Safety personnel and the group is working with them to add Denver Safety images to the material.

One challenge: When does an employee use Nicoletti vs. when do they use Compsych?

DSD needs a dedicated "Wellness Coordinator." This will have a budgetary impact.

Currently looking at survey data about participation in peer support.

Looking at making time available for peer support and chaplaincy program representatives to support DSD employees.

Looking at making time available for training.

Need a DO for chaplaincy program. Make this DO separate than others.

In terms of survey recommendations, 2015 requests and findings will have an impact on future trainings.

BRING THIS OUT TO IMPLEMENTATION GROUP. THIS WILL HAVE POTENTIAL FOR REDUNDANT WORK.

Recommendations regarding communications, City Safety Wellness Committee coming.

Over the next few weeks, we should have something with regards to budgetary impact.

The Wellness Program implementation will take the longest to put into place of all the listed recommendations.

Future work will include developing a communications plan for each implementation plan.

CMAL asked for implementation plans by Thursday COB to allow group to review language prior to Monday meetings.

3. Compensation Readout: 10:00 – 10:30

Briefing done by DC Coyle and L. Wachter

Currently in fact-gathering stage.

Looking at specialty pay. Looking at process for how people get selected for these assignments.

Courthouse, civil, hospital, operations unit, receiving, classification, VIF are all specialty units.

Lots of problems with transfer process. Provisional assignments are now 5-7 years v. unlimited years before. This process changed in late May/early June in the form of a DO.

Need to include this in implementation plan.

Future work will include developing a communications plan for each implementation plan.

Going to discuss application and interview process for Specialty Pay on Thursday 16 July.

What is the difference between specialty assignment and provisional assignments? We need to define each? Difference is unclear.

The two related D.O.'s are 2020.1G--TRANSFERS / REASSIGNMENTS WITHIN THE DEPARTMENT and 5130.1G--SPECIAL UNITS AND SPECIALTY PAY. The other D.O. that may apply is 2115.1B-- PROMOTION PROCESS FOR SWORN PERSONNEL.



Recommendation 6.24 will take the longest because it deals with promotional process. Is this recommendation throughout the department? Or is it just for specialty units? Unclear on what this means. Need to clarify with H2 what this means.

Next Monday, we will see this group's timeline.

CMAL asked for implementation plans by Thursday COB to allow group to review language prior to Monday meetings.

4. Performance Management Readout: 6.26 – 6.31

DC Kielar does briefing.

6.26 – no budget impacts. This revolves around modifying DO. Plan to have this done by 12/2015.

6.27 – Cannot complete common anniversary dates because of EPerformance and collective bargaining. Additional training in these areas will not have a budget impact because we will do trainings in existing classes. Just adding this content to training that is already being done.

What do we do about interim PEPRs?

What are the consequences for late PEPRs.

There is a discussion about addressing these issues in the recommendations.

Ran out of time to discuss Recommendations 6.30 and 6.31; we will lead next portion of this meeting with a briefing on these two recommendations.

Future work will include developing a communications plan for each implementation plan.

CMAL asked for implementation plans by Thursday COB to allow group to review language prior to Monday meetings.

Meeting adjourned at 1115.

Action Items:

1. Item 1 – At next meeting, get a briefing on Recommendations 6.30 and 6.31.
2. Item 2 – At next meeting, review drafts of implementation plans from the Wellness Team.
3. Item 3 – At next meeting, review drafts of implementation plans from the Performance Management Team.
4. Item 4 – At next meeting, review drafts of implementation plans from the Recruitment Team.

Next Meeting: TBD