

Shared Services Executive Committee

Minutes 4-27-2017

April 27th, 2017

2:30 – 4:00 pm

McArthur Room, 10th Floor, DOA

Attendees:

DOA – Cate Zeuske	DNR – Ed Eberle - phone
DOA – Stacey Rolston	DOC – Cathy Jess
DATCP – Sandy Chalmers - phone	DOR – Eileen O’Neill - phone
DCF – Lisa Marks	DOT – Bob Seitz
DFI – Jay Risch	DSPS – Eric Esser
DHS – Tom Engels	DWD – Chris Hagerup

**Dana Burmaster & Nicole Rute

I Meeting was called to order. Role taken. Sandy Chalmers, Ed Eberle, and Eileen O’Neill attended by phone.

II A motion was made by Bob Seitz, seconded by Eric Esser, to approve the minutes with name corrections from the 4/13/2017 meeting.

Members approved the motion on a voice vote.

III Update from DPM

Stacey Rolston presented update. HR Council will be formalized similar to the SSEC. This group has a role in shared services in the future.

A formal timeline being developed to have greater visibility and accountability throughout this process.

DPM is continuing to work on a monthly newsletter/update and will be made available when ready.

DPM will be getting a new website. The design will begin soon and Dana Burmaster will be leading the project. The goal of the website is to provide DPM with a greater presence and include more information for employees. This project will include Central Benefits and Central Payroll. The process is planned to take 3-6 months.

No action taken.

IV Review and prioritize worklist

Stacey Rolston presented draft document outlining the main categories of tasks that need to be reviewed/completed: HR Functional Analysis and Redesign; Logistical Issues; Operational Issues; and Training.

The functional analysis and redesign includes identifying roles and responsibilities of personnel that should be involved for the particular HR topic. A process flow for each area will be built and identification of what the process will look like at implementation, 3 years post implementation and 5 years post implementation. The 3 and 5 years post implementation process can be anticipated by looking at what may be outside the scope at the point of implantation but requires change and will need additional time to make such changes. Some areas may not require additional changes post implementation. A change list for both agencies and DPM will be determined for the particular process. Goal is to inform agencies and have consistency.

Stacey reviewed the list of HR topic areas for functional analysis and redesign. Walked through the ER process (agenda item 5) to outline what is included in functional analysis and redesign for a particular subject area.

Operational issues include service level agreements, HR Leadership Council, SSEC, assessment methodology and metrics, performance methodology, DPM/HR organizational changes, and policy and procedure changes. Request for priority of operational issues.

V Logistics

Stacey Rolston reviewed the logistics list from HR Council (agenda item 4). Logistical issues include such things as access, IT support, equipment, office spaces, budget support, etc. Stacey requested the SSEC be responsible for this.

No action taken.

VI Subcommittees and membership

Members discussed whether to break apart subcommittees based on logistical topic area. Suggestion to have a subcommittee made up of administrators to go over all topic areas collectively due to the overlap between them. Need to identify the overall strategy and direction to guide discussion of subcommittees.

No action taken.

VII Next Steps

- Stacey Rolston will provide an organization chart as it is right now and how it might look at a high level. The goal is retain some flexibility in the process.
- SSEC members should continue to think about priorities and subcommittees needed.
- Next meeting Thursday, May 11th from 2:30 – 4:00 pm.

VIII A motion was made by Bob Seitz, seconded by Tom Engels to adjourn.
Meeting adjourned.