

# Shared Services Executive Committee

## Minutes 5-11-2017

**May 11th, 2017**

2:30 – 4:00 pm

McArthur Room, 10<sup>th</sup> Floor, DOA

### Attendees:

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

**\*\*Dana Burmaster & Nicole Rute**

- I Meeting was called to order. Role taken. Sandy Chalmers absent. Lisa Marks attended by phone.
- II Opening Remarks – Chairman Risch  
Would like to bring the discussions of the SSEC back to the high level and not get too into the details. Better to be a reactive body rather than act as a workgroup for the planning of Shared Services.
- III A motion was made by Bob Seitz, seconded by David Anderson, to approve the minutes from the 4/27/2017 meeting.

Members approved the motion on a voice vote.

- IV Update from DPM  
Stacey Rolston presented update. There was an HR conference held May 3<sup>rd</sup> and 4<sup>th</sup> with approximately 300 HR staff and Stacey presented information regarding the progress and planning of Shared Services. HR Council will no longer be formalized and will remain as a working group.

A current organizational chart of DPM was provided along with a formerly proposed organizational chart (high level) for OSER for the 2009 HR Alignment project. DPM has been working with the HR Council to evaluate each function within HR to determine whether it should be a central function or remain at the agency level. A draft of the DPM organizational chart (high level) for Shared Services was presented. This structure differs from the 2009 proposal. Recommendation to pull the audit function outside of DPM and create a bureau of audit and compliance. Relationships between HR and agency leadership are the responsibility of the HR manager and there would be dotted line supervision.

Continued discussion by members on what the structure of Shared Services should look like. Including what should be the role of agency leadership within the structure.

No action taken.

V Subcommittees and membership

Members discussed which subcommittee should be established first. It was determined that Service Level Agreements are a critical topic and a subcommittee should be established to provide recommendations to the SSEC. Members of this subcommittee will include David Anderson, Tome Engels, Eric Esser, Lisa Marks and possibly Sandy Chalmers. Stacey Rolston will provide the draft SLAs to the subcommittee in 4-6 weeks. Members determined that a subcommittee focused on the organizational structure of Shared Services is needed. Members of this committee include Bob Seitz, Ed Eberle, Eileen O'Neill, Cathy Jess, and Jay Risch.

Establishment and membership for the following subcommittees was postponed:  
Rates/assessments; Logistics; and Performance metrics.

VI Next Steps

- Subcommittees on structure and SLAs will meet.
- Next in-person meeting is scheduled for Thursday, June 22nd from 2:30 – 4:30 pm.
  - If needed, there will be a phone conference check-in on Thursday, June 8<sup>th</sup> to get an update from the subcommittees.

VII A motion was made by Bob Seitz, seconded by Ed Eberle to adjourn.  
Meeting adjourned.