

Shared Services Executive Committee

Minutes 1-18-2018

January 18th, 2018

2:30 – 3:30 pm

McArthur Room, 10th Floor, DOA

Attendees:

DOA – Cate Zeuske	DOC – Cathy Jess
DOA – Stacey Rolston	DOR – Eileen O'Neill
DATCP – Keeley Moll	DOT – Bob Seitz
DCF – Lisa Marks	DSPS – Eric Esser
DFI – Jay Risch & Jim Podewils	DVA – Tom Rhatican
DHS – Tom Engels	DWD – Chris Hagerup
DNR – Ed Eberle	

**Nicole Rute, Tom Sandine

- I Meeting was called to order. Role taken.
- II A motion was made by Chris Hagerup, seconded by Bob Seitz, to approve the minutes from the 11/9/2017 meeting. Members approved the motion on a voice vote.
- III Executive Order
Cate Zeuske presented update. Executive Order #272 was signed by Governor Walker on January 18th, 2018, officially creating the Wisconsin Shared Services Executive Committee. 11 agencies each have one voting member and the Department of Administration has 2 non-voting members.
- IV Committee and Project Work Update
Stacey Rolston presented updates.

a) Service Level Agreement (SLA) & Metrics

Stacey is finishing reviewing the comments provided and will send an update to the group soon. The SLAs will then be shared with a subcommittee for Legal, HR and Budget. Input will be brought back to the SLA subcommittee.

b) Governance in Region 1

The draft organization chart has been updated and was shared with the SSEC. Region 1 is comprised of agencies that will be located at the new Hill Farms building. Randy Sarver, DOT HR Director drafted a plan for a regional governance model called the "Board of Deputies". The SSEC agreed to pilot the model at Region 1. Also discussion regarding IT resources for staff in the Region 1 model. An initial meeting with DET was held to discuss security and how profiles may be set up. The discussion will continue as the alternatives were expensive and required

additional technology not yet available at all agencies. Exploring the possibility of having multiple profiles for users with one mailbox.

c) Rate setting

A new subcommittee is being established to work on rate setting. Agency and budget staff are requested to participate.

A survey was sent to agencies to gather the agency's budget, salary, supplies and services, fringe costs, and FTE count as it relates to HR. The results of the survey were shared with the SSEC. The results will be used by the new subcommittee when working on the rate setting.

The assessments to agencies will require both enterprise services and agency services. The enterprise services will be assessed for non-shared services and shared services agencies alike. Agency services will be assessed to cover the staff servicing the agency. How staff time is reported will be looked at to ensure isolation of unique agency costs.

The SSEC will be fully responsible for rate setting but the subcommittee will bring forward proposals to consider.

d) Timeline

An updated timeline will be sent to the SSEC members. Communication with HR staff is planned for the end of January. DPM is currently planning a 1-day event in May for all HR staff in Shared Services agencies.

V Next Steps

- Next meeting is tentatively scheduled for Thursday, February 15th from 2:30 – 3:30 pm. This may be modified due to the review and implementation of the Compensation Plan.
- A new chair will need to be elected at the next meeting.

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