# Shared Services Executive Committee
# Minutes 3-15-2018

**March 15th, 2018**
2:30 – 3:30 pm
McArthur Room, 10th Floor, DOA

**Attendees:**

| | |
|---|---|
| DOA – Cate Zeuske | DOC – Cathy Jess - absent |
| DOA – Stacey Rolston | DOR – Eileen O'Neill |
| DATCP – Keeley Moll | DOT – Bob Seitz |
| DCF – Lisa Marks | DSPS – Eric Esser - absent |
| 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 Ed Eberle, seconded by Bob Seitz, to approve the minutes from the 1/18/2018 meeting.  Members approved the motion on a voice vote.

III     Committee and Project Work Update

a) Logistics – IT Update – Kelli Kaaele and Stacey Rolston presented updates

Computer Access - The proposal from DET to provide services to DPM was cost prohibitive. Employees, though DPM employees, would need to have computer access at the agencies for which they are assigned.  Currently, working on creating a Sharepoint site for Region 1 that will be used with modifications which will provide enhanced protections for the information on the site.  It will be a way for DPM to share information across the various agency networks and provide a centralized location where access can be easily administered.

STAR HCM – Currently working on a redesign of STAR security.  Also, there is work being done to separate the HR and Budget functions for position control.  For job information, there is more work that needs to be done to determine the best way to modify security to provide necessary access for staff.

IT Support – DPM employees will be physically located in and agency and that agency's IT staff will provide the support to those employees.  There will need to be a bill back to DPM from the agency for the actual IT services provided at a fair and reasonable rate.  In determining the reasonableness of rates – Can be similar to other agreements or internal methodology the agency has that are used currently for federal grants and federal employees located within a particular agency.  The frequency of the IT assessment is still

being determined to identify what makes sense.  This may depend on the particular agency and how billing needs to happen.

b)  Rate setting – Stacey Rolston and Coleen Holton presented update

The rate setting committee has been working through how rates will be set and how the billing process will work, particularly in combination with the IT bill back that will be coming from the agencies.  Stacey is currently working on an operating budget and reviewing all positions and their corresponding salary and fringe costs.  DPM's budget would be approved by the SSEC.

DPM is also identifying how the required 2.8 million dollar savings in the first year of shared services will be attained.  This will be processed as a cash lapse rather than a lapse of authority.  The savings are expected to come from efficiencies, which are being identified by 12 process workgroups.  Also looking at other agencies that may already have some technology in place that can assist with efficiency.

**c), d), and e) discussed together.
c)  Service Level Agreement (SLA) & Metrics – Stacey Rolston presented update

Work on the SLAs are continuing and Stacey has gone back through and made some additional changes.  The SLAs will then be shared with the SSEC and a subcommittee for Legal, HR and Budget.  Input will be brought back to the SLA subcommittee.

d)  Process Workgroups – Stacey Rolston presented update

There are 12 process workgroups that have been established comprising of DPM and agency HR staff.  The groups cover the following topic: ER Process; Complaint Process; AA/EEO Compliance; Benefit Process; Service Level Agreements; Selection Process; Classification/Compensation Process; Leave Management; Training; Logistical Activities; Rate Setting; and Legal Process & Public Records (newly added).  These groups are evaluating the current HR processes for the state and making recommendations regarding where changes can and/or should be made under a shared services model.  Groups are identifying where activities can be streamlined, which new processes must be in place on July 1, 2018 and which can wait, and where technology is needed.  The initial deadline for recommendations from the group is April 6, 2018.  This may be extended as necessary.

e)  Timeline – Stacey Rolston presented update

The planning is on track for July 1, 2018 implementation.  A timeline tracker has been established.  A task list was shared that includes the workgroups noted above along with Communication Activities and Operational Issues.  DPM is working on both a leadership conference and an all HR conference as part of the timeline for implementation.

Region 1 is about to start piloting some shared services activities for the new Hill Farms location.  The concept of a Region Board of Directors is being evaluated and a draft outlining this is currently being drafted.

IV      Election of Chair and Vice Chair – Jay Risch

Due to complications with the posting pf the meeting notice for this meeting, a election could not be held.  This election will occur at the next meeting.

V    Next Steps
- Next meeting is scheduled for Thursday, April 5th from 2:30 – 4:00 pm at the new Hill Farms buildings (Rm. S902, DOT, 4822 Madison Yards Way, Madison).
- A new Chair and Vice Chair will need to be elected at the next meeting.

VI    A motion was made by Bob Seitz, seconded by Chris Hagerup, to adjourn.
Meeting adjourned.