

Shared Services Executive Committee

Minutes 4-5-2018

April 5th, 2018

2:30 – 3:30 pm

Room S902, Hill Farms State Office Building

Attendees:

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

**Nicole Rute

- I Meeting was called to order. Role taken.
- II A motion was made by Jim Podewils, seconded by Chris Hagerup, to approve the minutes from the 3/15/2018 meeting. Members approved the motion on a voice vote.
- III Chair Election – Current Vice Chair Eric Esser opened the floor for discussion and nominations. Lisa Marks nominated Tom Engels for position of SSEC Chair. Nomination was seconded by Bob Seitz. Members discussed nominations and approved on a voice vote.
- IV Vice Chair Election – Tom Engels opened the floor for discussion and nominations. Chris Hagerup nominated Eric Esser for position of SSEC Vice Chair. Nomination was seconded by Bob Seitz. Members approved on a voice vote.
- V Committee and Project Work Update – Stacey Rolston presented updates

a) Logistics & b) Rate setting – discussed together

It has been decided that agencies will continue to provide IT support for DPM employees who are assigned to work at the agency. Rate proposals are continuing to be collected which provides information necessary for the determination of operating budgets. DPM is also currently collecting information from agencies on security processes and purchasing cards. The DOA Budget & Finance team is reviewing the information being collected and looking at organization charts in order to make necessary updates to agency budget organization. This includes determining where different HR related costs are being paid from (such as background checks, recruitment spending, training, etc.).

DPM has been provided with a list of individuals who will work on setting the framework for the rate setting and then the actual process will be worked out with the SSEC. Once the rate setting framework has been put forth, the SSEC will be responsible for finalization. The

beginning of the next meeting will be used to review the framework and make decisions where possible. The rate setting group can be reconvened at a later time if additional work is needed.

Organizational Structure – HR directors are currently providing input on whether changes are necessary compared to their current structure. Some agencies will require only minimal changes (DNR), where others have more complexity due to centralizing the reports to for field positions (DOC). HR directors and DPM are identifying a list of who needs what where. For example, some agencies currently do not have a dedicated ER staff member. Current vacancies are being looked at to determine where and how the positions should be filled. DPM is also reviewing its current structure to determine where changes will be made and what type of positions are actually required centrally (for example – a central unit for harassment complaints and employment relations). The organizational charts are forthcoming.

c) Service Level Agreement (SLA) & Metrics

The SLAs with comments compiled were shared with the SSEC and HR Directors. An additional group of individuals, some of which had not seen previous drafts, is reviewing and providing feedback. DPM will provide SLA recommendations to the SSEC for decisions and finalization of document. Chris Hagerup requested that DPM identify the feedback on the SLAs where decisions are needed from the SSEC prior to meeting.

DPM is planning on meeting with each agency individually in June to review the SLA. Additional MOUs can be entered into at this time for specific individual agency needs.

After implementation of Shared Services, an annual review of SLAs will be completed. There will also be quarterly discussions between DPM HR managers and agency administrative services. Any feedback received will be brought back to the SSEC for review.

d) Process Workgroups

Workgroups have until Monday (4/9) to provide their reports on recommendations. The recommendations will be presented to the HR directors at the end of the month. The purpose is to identify responsibilities of staff, what can go into effect immediately on July 1, 2018 and what will be implemented over time.

e) Timeline

The effective date for the position transfers in the system has been set as July 8, 2018. July 1, 2018 falls in the middle of a pay period and to ensure a smooth transition, the beginning of the next pay period will be used. DPM is working with the STAR team and DOA budget to complete the transactions. There are many questions coming in from HR staff and an FAQ will be provided when ready.

V Next Steps

- Next meeting is scheduled for Thursday, April 26th from 1:00 – 4:00 pm at DOA
 - Topics will include Preliminary Rate Setting; SLAs with feedback; and Organization Structure.

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