

Shared Services Executive Committee

Minutes 4-26-2018

April 26th, 2018

1:00 – 4:00 pm

McArthur Room, 10th Floor, DOA

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 Lisa Marks, seconded by Chris Hagerup, to approve the minutes from the 4/5/2018 meeting. Members approved the motion on a voice vote.
- III Committee and Project Work Update – Stacey Rolston presented updates

a) Logistics

Organizational Structure – HR directors and DPM have been working to identify the structure for Shared Services. Current vacancies continue to be evaluated to determine where and how the positions should be filled. DPM has also reviewed its current structure to determine where changes will be made and what type of positions are required centrally (for example – Bureau of Employee Management – a central unit for harassment complaints and employment relations). Draft organizational charts were shared with SSEC.

b) Rate setting – discussed in conjunction with SLAs

c) Service Level Agreement (SLA) & Metrics

Version 1.3.5 was distributed to committee members for discussion.

Section 2.2 – Tom Engels proposed adding language to clarify that one of the purposes of DPM is to support the agency's mission, the goals of the governor etc. Committee members agreed that such a statement would be beneficial but would be better included in Section 2.3.1.

Section 3.1 – Legal Services – Process workgroup has not yet provided recommendations and language will be added when received.

Section 5.2 - Rate setting – Tom Engels proposed an additional statement regarding the fidelity of federal funds for a particular agency be included. For year 1, FTE headcount will be used. Counts of LTEs will not be used for the FTE headcount. Work on DPM's operating budget will need to be completed earlier than typical operating budgets so agencies may adequately respond in the preparation of their operating budgets.

Section 5.5 – Payment to DPM will also occur earlier in the fiscal year rather than at the end.

**Committee broke from 2:30-2:40

Section 6 – Agencies will provide significant input into the hiring of Human Resources Managers assigned to their agency.

A final version of the SLA will be sent when complete. DPM is planning on meeting with each agency individually in late May or early June to review the SLA. Additional MOUs can be entered into at this time for specific individual agency needs.

d) Process Workgroups

Workgroups provided their reports for recommendations on April 26th. DPM is reviewing the recommendations to determine where and what changes can be made for implementation, for year 2 and for year 3. DPM is also looking at current agency policies to determine the impact and where modifications may be needed.

e) Timeline

DPM is continuing to work with the STAR team and DOA budget to finalize the effective date for the position transfers in the system and complete the transactions.

IV Next Steps

- Next meeting is scheduled for Thursday, May 10th from 2:30 – 4:00 pm at DOA

V A motion was made by Bob Seitz, seconded by Eric Esser, to adjourn. Meeting adjourned.