

Shared Services Executive Committee

Minutes 7-19-2018

July 19th, 2018

2:30 – 3:30 pm

McArthur Room, 10th Floor, DOA

Attendees:

DOA – Steve Michels - Absent	DOC – Cathy Jess – Absent
DOA – Greg Gracz	DOR – Eileen O'Neill - Absent
DATCP – Keeley Moll	DOT – Bob Seitz
DCF – Lisa Marks	DSPS – Eric Esser – phone
DFI – Jim Podewils	DVA – Tom Rhatican - Absent
DHS – Tom Engels	DWD – Charlotte Klenke
DNR – Doug Haag	

**Bill Jordahl (PSC), Nicole Rute, Tom Sandine, Colleen Holtan, Robin Malicki, Kelli Kaalele, Randy Sarver

- I Meeting was called to order. Role taken.
- II A motion was made by Keeley Moll, seconded by Lisa Marks, to approve the minutes from the 7/5/2018 meeting. Members approved the motion on a voice vote.
- III Committee and Project Work Update
 - a) Rate setting Discussion related to Region 1– Eric Esser, Colleen Holtan, Robin Malicki, and Bob Seitz

A meeting is scheduled on Monday 7/23 for Region 1 to discuss rate setting further.

Bob Seitz – whatever model is set for Region 1 should be something that is useable for the enterprise, and that the model initially approved should be viewed only as an interim solution and continuing review and revision will be needed in this area going forward. The per capita assessment model that is currently in place could result in discrepancies between large and small agencies because of the level of HR services that may needed by each. For example, a small agency may need to recruit for positions infrequently where a large agency (like DOT) is constantly recruiting and sometimes for the same or similar positions. Some smaller agencies that have been attached to other agencies for HR services continued to maintain staff at there agency that continued to provide direct HR related services to the agency. In Shared Services, these functions can be taken over by the regional staff and as a result these agencies will have the ability to use those positions elsewhere so an increase in shared services assessments is offset but the reutilization of these positions that remain with their agency. The larger agencies will not see benefits of shared services in the same way because they were receiving those services previously from their own HR shop.

Robin Malicki – The first model uses FTE as the basis for allocating costs of HR benefits received. The FTE was calculated based on the authorized positions that were transferred to DOA in the last budget. The draft assessment models have taken into account any positions that have been moved to the enterprise in the course of the position transfers. Therefore, these positions are not included in the draft assessment costs for Region 1 agencies.

Bob Seitz expressed concern over the allocation of positions which DOT had held vacant and are now being filled in Shared Services. This will not result in the savings that are a requirement because the costs are just being shifted from one agency to another.

Bob Seitz made a motion to require the SSEC to approve allocations of where vacant positions are placed in DPM. Tom Engels tabled this motion for the next meeting as it was not on the agenda. The floor was opened for motions to adopt a rate setting model for Region 1. Bob Seitz motioned to adopt model 1 with adjustments for the cost savings that DOT has accomplished in this past year. This motion was rejected as that was not a model presented. Jim Podewils motioned to approve model 1 for Region 1, seconded by Eric Esser, motion was passed.

Bob Seitz moved to modify the initial assessments for DOT based on the cost savings that DOT has accomplished in this past year, seconded by Doug Haag. The motion was opened for discussion. Committee members determined a decision could not be made without more information. A request was made for DPM to provide a breakdown of where the required savings are currently at and what the plan is to meet the goal. A request was also made for DPM to provide a current vacancy rate for shared services positions. Bob Seitz withdrew motion and requested the agenda for the next meeting include the discussion about the SSEC's authority in regard to DPM position usage.

b) Region 1 Update – Randy Sarver

Communications and outreach – The DPM Region 1 staff have began having all supervisor meetings in June for the agencies that would be serviced. The staff used this opportunity to introduce themselves and answer questions from staff. These meeting have gone well and there has been good interaction thus far.

Technology – Region 1 will maintain DOT email addresses and former DSPS HR staff will also receive DOT email addresses in order to grant access to network information to provide services needed. DOT is migrating policy information, forms, etc. to a SharePoint site from individual agency intranet sites to allow for cross agency access. Security for all Region 1 staff has been set up in HCM and is working well.

The Region 1 staff are taking this opportunity to not only provide previously established DOT efficiencies to new agencies but to also look at what other Shared Services agencies have been doing and determining what processes may be incorporated and implemented for the entire region. The Region 1 Deputy Director meeting will take place on July 30th. So far everything is going smoothly.

IV Meeting schedule for future – This topic was tabled and will be moved to the agenda for the next meeting.

V Budget Update – Presented by Tom Sandine

- Nearly finished position organization for shared services:
 - Effective 7/22: Simplifying HR management classification structure – Result will be: Executive HR Manager (Regional/Deputy Directors and Enterprise Directors), HR Manager (legacy class to hold current HR Managers), HR Program Officer, HR Supervisor.
 - There will be 2 career executive reassignments, 1 downward reallocation, 1 demotion, 15 reallocations to new classifications.
 - DPM is moving forward with staffing of Region 3 and 4 director positions to help speed implementation of remaining regions. Plan to begin hiring process in August.
 - Stacey sent directive to HR managers clarifying that all positions “belong” to DPM meaning any vacancies may be held, filled, or used for a different purpose.
 - Requests to fill should not be submitted for 30 days following the vacancy date. This will establish approximately 90 days of savings on any position. Requests must include thorough justification of needed.
 - First steps to generate additional savings.

VI HR Roadmap Update – Presented by Tom Sandine

- August target:
 - Work is underway on enterprise harassment complaint intake and investigation process
 - Working on standard investigation documents and procedures for employment relations
 - Standard base reference checking process for all agencies and new direction for supervisors when receiving reference checks (refer misconduct – employment relations/sexual harassment/etc. to HR)
- New recruitment and applicant software (replacing wiscjobs) kicks off later this month
- Administrative code changes following Act 150 are complete. New policies going out in early August to reflect key changes.

VII Next Steps

- Next meeting is scheduled for Thursday, August 2nd from 2:30 – 4:00 pm at DOA
- DPM will prepare requested information relating to rate setting discussion to bring to next meeting

VIII A motion was made by Bob Seitz, seconded by Jim Podewils, to adjourn. Meeting adjourned.