

Shared Services Executive Committee

Minutes 8-2-2018

August 2nd, 2018

2:30 – 3:30 pm

McArthur Room, 10th Floor, DOA

Attendees:

DOA – Steve Michels	DOC – Stephanie Hove
DOA – Stacey Rolston & Greg Gracz	DOR – Eileen O'Neill
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 – Doug Haag	

** Wes Mosman Block (WHS), Bill Jordahl (PSC), Nicole Rute, Tom Sandine, Colleen Holtan, Robin Malicki, Kelli Kaalele, Jenny Krause

I Meeting was called to order. Role taken.

II A motion was made by Keeley Moll, seconded by Chris Hagerup, to approve the minutes from the 7/19/2018 meeting. Members approved the motion on a voice vote.

III Budget Update – Stacey Rolston

Stacey provided an overview of DPM's budget, including a discussion of the differences between Enterprise charges and Agency Services charges. All agencies, including non-Shared Services, are billed for enterprise activities. When determining what the operating budget for DPM should be in the first year of shared services, some HR services were difficult to quantify the costs due to not having a separate budget for those services within an agency and the costs being billed to divisions (e.g., job marketing, training, etc.). These costs will become clearer in the future. DPM will provide agencies with a quarterly update showing current spending. In preparation for the next budget cycle, DPM has identified one position that should be returned to DOT and one position that should be moved to DPM from DHS. Initial strategies for meeting the required budgetary lapse include vacancy management and supplies management within the Division. DPM has been holding positions vacant to carry forward savings into Shared Services.

IV Position Management Update – Stacey Rolston

Stacey discussed vacancy rates. There was discussion of where previously vacant DOT positions had been placed within Shared Services and how many positions are now included in Region 1. There were questions on what FTE the draft assessment costs presented at the last meeting were based. Bob Seitz maintained that DOT should only be billed for the actual number of positions that are providing services.

Eric Esser requested specific information on where the current vacancies are and what levels have been changed when positions have been filled and what are the actual savings. Stacey indicated that DPM has been reviewing all HR positions, levels, and salaries for hires and transfers for approximately the past year. Additionally, DPM has recently made changes to or abolished a variety of classifications within HR management. This review of classifications and levels within the structure of HR will continue. Next groups include training staff and HR line staff. There has been no loss of pay for individuals currently serving in the positions but by lowering levels, savings can be achieved through attrition.

Bob Seitz opined that holding positions vacant for current savings just to fill them at a later time does not truly effectuate the basis of Shared Services. Tom Rhatican countered that the basis of Shared services is not just the quantity of positions saved but rather should be based on the quality of services. Savings can be shown where position performing certain activities were moved to a different area to fill a void that was present.

Stacey indicated that the initial movement of positions within the Shared Services structure included those needed to transition into a collaborative structure and future changes are expected as the Division generates efficiencies. DPM is working on creating these efficiencies where initially possible, including working on new recruitment software and enterprise processes.

- V Meeting schedule for future – This topic was tabled and will be moved to the agenda for the next meeting.
- VI Next Steps
- The group requested additional information regarding positions and position movement pre- and post-implementation.
 - Bob Seitz stated that the power and responsibilities of this committee need to be determined. Stacey Rolston responded that the Executive Order and By-laws could be reviewed again to help make such a determination.
 - Next meeting is scheduled for Thursday, August 16th from 2:30 – 3:30 pm at DOA
- VII A motion was made by Bob Seitz, seconded by Jim Podewils, to adjourn. Meeting adjourned.