

Shared Services Executive Committee

Minutes 8-16-2018

August 16th, 2018

2:30 – 3:30 pm

McArthur Room, 10th Floor, DOA

Attendees:

DOA – Steve Michels	DOC – Todd Allen
DOA – Stacey Rolston & Greg Gracz	DOR – Eileen O’Neill
DATCP – Keeley Moll	DOT – Bob Seitz
DCF – Steve Ligler	DSPS – Eric Esser
DFI – Jim Podewils	DVA – Tom Rhatican - absent
DHS – Tom Engels	DWD – Chris Hagerup
DNR – Ed Eberle - Phone	

** Nicole Rute, Tom Sandine, Colleen Holtan, Robin Malicki, Jenny Krause, Bob Masnado

I Meeting was called to order. Role taken.

II A motion was made by Chris Hagerup, seconded by Jim Podewils, to approve the minutes from the 8/2/2018 meeting. Members approved the motion on a voice vote.

III Position Management Update – Stacey Rolston

Stacey provided a list of position movements that occurred with Shared Services. This list showed which positions were moved from an agency to other regions or centrally within DPM. Stacey also provided a list of position counts by agency and regions prior to Shared Services, changes that occurred 7/1/2017 and counts as of August 2018. DPM will provide the SSEC with quarterly updates to show position movements within DPM. A list of current vacancies and an update on current savings will also be provided to the SSEC.

IV Executive Order #272 and By-Laws Review

Steve Michels presented that after a review of the SSEC By-Laws, the SSEC may create subcommittees to assist the SSEC in carrying out its responsibilities. It was suggested it may be time to create additional subcommittees to assist with guiding operations of Shared Services, including subcommittees to support the establishment of Regions 3 and 4 and a budgetary committee.

Chris Hagerup inquired whether it would be desirable to use a three-region model rather than four. This was considered previously and eliminated from consideration due to the size of such a region and concern that DHS, due to its size compared to other agencies, might require or utilize most of the resources. A fourth region was then added.

Keely Moll moved to have the deputy secretaries from each agency within the 2 regions serve on each regions subcommittee. Motion seconded by Bob Seitz. Members approved the motion on a voice vote. Tentatively, the regions are as follows:

- Region 3 – DNR, DWD, DOA, DOR, and DATCP
- Region 4 – DHS, DVA, and DCF

DPM will be having a meeting with HR staff on the development of the regions and will include the deputies of those agencies in the meeting.

Tom Engels – Suggested review of the By-Laws. Reminded group that membership on the committee must be formally assigned by the agency secretaries and a designee for each member should be formally identified. Suggested that a reset of membership and designee assignments be completed.

Discussion of the role and involvement of the SSEC for Shared Services continued, including the level of oversight and policies.

V Meeting schedule for future

Discussion of SSEC meeting frequency and schedule. By-Laws require only monthly meetings. A motion was made by Eileen O'Neill to move to monthly meetings, seconded by Keely Moll. Members approved the motion on a voice vote.

VI Next Steps

- SSEC membership appointment should be re-sent to Deputy Secretary of DOA along with alternate designee.
- Next meeting is scheduled for Thursday, September 13th from 2:30 – 3:30 pm at DOA

VII A motion was made by Bob Seitz, seconded by Eileen O'Neill, to adjourn. Meeting adjourned.