

Minutes

Enterprise Human Resource Services

Customer Utility Board



Members:

Jean Straight – Chair
DCBS

Kerri Nelson – Vice-Chair
DEQ

Cheryl Myers
HECC

Dacia Johnson
OCB

Jane Lee
ODOT

Tracy Garcia
OHA / DHS

Pamela Nass
DOC

Juril Stover
ERB

Mitch Swecker
DOA

Marc Watt
Oregon Board of
Pharmacy

DAS Support Staff:

Bret West
Interim CAO

Madilyn Zike
CHRO Administrator

Jessica Knieling
Deputy CHRO

Janet Savarro
DBS Administrator

Carolyn Mauroni
DBS Analyst

Kalene Smith
DBS Analyst

Debby Dyer
Administrative Support

Meeting Date: July 06, 2016

Time: 9:30-11:30 a.m.

Location: Somerville Building | 775 Court St. NE

Attendees: Kerri Nelson, Jean Straight, Pam Nass, Jane Lee, Cheryl Myers, Tracy Garcia, Mitch Swecker, Dacia Johnson (by teleconference)
DAS Support: Jessica Knieling, Bret West, Carolyn Mauroni, Kalene Smith, Ty Hendrix, Debby Dyer, Madilyn Zike

Guests: Brian Guiney (Aviation), Laura Fenske (ODOT)

Absent: Marc Watt, Juril Stover

TOPIC	PRESENTER
Welcome	Jean Straight
<ul style="list-style-type: none"> Minutes review – approve Action items - 	
Minimum Service Level	Jessica Knieling/Jean Straight
<p>CHRO recommends not setting a minimum service level because there are already rules, policy and laws concerning service levels. If agencies don't want to use our service, then we want to know why. Do they need a different business partner, is it the quality of service or is the cost too high? Constant and more frequent communication is what we're striving for. If you're providing HR services we would want everyone to give the same level of service. All are calculating rates in a similar manner. Letting people know there are resources available. Improving Government could take the circle of excellence concept and run with it.</p>	
Performance Metrics recommendations	Jessica Knieling
<p>Are we measuring what matters? Are metrics driving performance? Members agreed that they wanted the current measures to remain, but were open to adding to them. (see handout) Recommending separate statewide and client agency measures. Members suggested measures 7 & 8 could also fall under statewide. How are we moving towards measuring behavior and results?</p> <p>A few recommendations for additional measures to be developed are:</p> <ul style="list-style-type: none"> Employee Engagement Workforce Development Equity and Inclusion initiatives Communication of HR material <p>Members discussed these recommended measures. Governor asked Madilyn to look at a tool that the state of Arizona is using to get a better pool of applicants for executives. Will report about that in a future meeting. Job fairs have been successful in educating people about what jobs are offered by the state, how to apply, help with filling out applications and answering questions. Jessica is holding a recruiter meeting this month. ACTION: Debby will send out agenda of July's meeting of recruiters.</p>	
Charter Review	Jean Straight
<p>Do we want a sub-group to look at charter to revise since we have evolved? Members expressed interest in doing the work in the CUB meetings. ACTION: Debby will send out a copy of the Charter to members.</p>	

Madilyn will give briefings on the other forums that she is involved in to keep the CUB informed. The question is, what is the connection with the CUB and all of the other governing groups in regards to the Charter? There is a lot of energy around HR right now, but we need to focus that and move in the right direction.
Should the CUB have orientation for new members? Bret has been meeting with new members one on one.

Potential Leg Concepts	Bret West
-------------------------------	-----------

Madilyn talked about House bill 2255 which is the Span of control workgroup. Have had several meetings about this topic. The LC is for us to craft something for the next Legislative session to talk about something different. We may have some incremental movement on this. The unions have agreed to work with Madilyn.

Budget Update	Carolyn Mauroni
----------------------	-----------------

See handout
May eboard funded HRIS through June 2017. FY17 assessment will be increased by \$6,520,731. Agencies' SGSC limitation will be increased by that amount.
ACTION: Debby to send out eboard letter to members
POP's for 17-19 that were approved to go into the ARB pricelist are:
1 position for Investigations
3 positions for Class & Comp
1 position for Workforce Equity
30 positions for HRIS – some of the positions are LD's for the duration of the project.

HRIS Update	Madilyn/Jessica
--------------------	-----------------

Have a project site, the old real estate building. Meet with LFO weekly and the office of the CIO. Will have an RFP this month which will give us a better idea on cost. HRIS will replace all of the HR systems, not just PPDB.

Future Agenda Items	All
----------------------------	-----

Charter review
Budget
HRIS
Potential Leg concepts

Next meeting:
August 03, 2016
9:30-11:30 a.m.
Somerville Building
775 Court St. NE
Salem, Oregon 97301