

**Workforce Planning Task Force
Meeting Minutes
August 24, 2011
10:00 AM-1:00 PM**

Members Present: Janet Kelly, Department of Administration; Dick Clark, Department of Administration; Mike Ferriter, Department of Corrections; Arlynn Fishbaugh, Montana Arts Council; Tom Livers, Department of Environmental Quality; Alan Peura, Department of Revenue; Madalyn Quinlan, Office of Public Instruction; Amy Sassano, Office of Budget and Program Planning; Thomas Schultz, Department of Natural Resources and Conservation; Dore Schwinden, Department of Commerce; Jane Smilie, Department of Public Health and Human Services

Members Absent: Tim Burton, Department of Justice; Lesa Evers, Office of Indian Affairs

Guests: Lesley Bergman, Chris Blazer, Joy Conquergood, James Fehr, Donna Hansen, Libbi Lovshin, Ken McElroy, Jane McKinney, Megan Moore, Diana Piccono, Marty Roos, Vicki Schiller-Long, Jody Stahl

Department of Administration Staff Present: Paula Stoll, Peggy MacEwen, Bonnie Shoemaker, John Moore, John Pavao, Helen Betts

Facilitator: John Moore

Minutes: Helen Betts

Welcome: John Moore called the meeting to order at 10:01 a.m., and Janet Kelly welcomed members and guests. She then turned the meeting back over to John Moore.

Introductions: Task force members introduced themselves.

Meeting Purpose: John reviewed the agenda. He also reviewed the ground rules for the meetings and the Governor's office request to include diversity language in the goals and objectives.

Minutes: Janet called for approval of the minutes. With no changes the July 18, 2011, minutes were approved by unanimous vote. Janet requested for the minutes to be listed on all future agendas.

Review of 2009-10 Task Force's Workforce Development Recommendations: What did the task force recommend? How is State Human Resources supporting the task force's recommendations? How are agencies implementing the task force's recommendations? Peggy distributed three handouts related to these items and introduced agency staff for their presentations.

- James Fehr, Department of Environmental Quality, described their successful pilot program related to the on-line screening of job applications and redesigning of their hiring process. Their initial goal was to be in a position to hire within 30 days of job closure. With the guidance and assistance of the SHR staff, they may now be in a position to hire an applicant within 10-14 days. James also gave an overview of the performance management system they plan to implement focusing on training and

employee development. To date, 99 DEQ managers and supervisors completed the *Leadership Challenge* training hosted by SHR staff.

- Vicki Schiller-Long, Department of Corrections, described their successful pilot program with the on-line screening and redesigning of their hiring practices. She incorporated the ProfileXT assessment tool into the selection process. This tool provided the opportunity to create a benchmark from which they could gauge the data of new applicants to assist hiring managers in creating follow-up questions for applicants' interviews based on the results. Vicki provided a handout of statistical information on their hiring process using ProfileXT.
- Libbi Lovshin, Department of Agriculture, gave an overview of how they, with the assistance of State Human Resources, conducted a successful study of why employees left the department using an exit interview process. The information obtained is a key component to recognizing areas of needed improvement and in creating the department plans for future work.
- Peggy MacEwen, DOA SHR, gave an overview on recruitment and the 2009-10 task force's recommendations. She talked about the Managing Montana Knowledge Portal (MMKP) designed to address those recommendations. She also distributed a handout outlining the work State HR is undergoing in implementing the task force's recommendations that included the agenda for the Managing Montana conference scheduled for October 5 and 6, 2011.

Diversity-related revisions to the goals and objectives: John Pavao, State Diversity Program Coordinator, SHR, presented revisions to the taskforce's goals and objectives to incorporate diversity language. After discussion from the committee, State Human Resources will revise the goals and objectives as presented by John, with changes requested by the task force, to be presented at the next committee meeting.

Parking Lot Items: Implementation of task force recommendations.

Public comments: There were no public comments.

Meeting Wrap-Up: John Moore summarized the results of the meeting.

- Purpose of the taskforce.
- Agency presentations.
- SHR will present a revised vision and goals at the next committee meeting.
- Next agenda –State HR will invite experts who can address concerns regarding the revised shorter job descriptions.

Closing: Janet Kelly closed the meeting by thanking everyone for attending. The meeting adjourned at 12:20 p.m.

The next meeting of the task force will be September 27, 2011, from 10:00 a.m. to 1:00 p.m., at the State Capitol building, room 152, 1301 E 6th Avenue, Helena, Montana.