

**Workforce Planning Task Force
Meeting Minutes
October 19, 2011
10:00 AM-1:00 PM**

Members Present: Janet Kelly, Department of Administration; Tim Burton, Department of Justice; Dick Clark, Department of Administration; Mike Ferriter, Department of Corrections; Larry Flynn, Department of Transportation; Tom Livers, Department of Environmental Quality; Alan Peura, Department of Revenue; Amy Sassano, Office of Budget and Program Planning; Dore Schwinden, Department of Commerce

Members Absent: Mike Cooney, Department of Labor and Industry; Lesa Evers, Office of Indian Affairs; Arlynn Fishbaugh, Montana Arts Council; Madalyn Quinlan, Office of Public Instruction; Jane Smilie, Department of Public Health and Human Services

Guests: Tom Antonick, Chris Bacon, Joy Conquergood, James Fehr, Kristin Han Burgoyne, Renee McDaniels, Caitlin Jensen, Jane McKinney, Marty Roos, Jody Stahl, Warren Dupuis

Department of Administration Staff Present: Helen Betts, Peggy MacEwen, Rende Mackay; John Moore, Gary Phillips, Bonnie Shoemaker, Paula Stoll

Facilitator: John Moore

Minutes: Helen Betts

Welcome: Janet Kelly called the meeting to order at 10:07 a.m., and welcomed members and guests. She stated the action items for today's meeting. She then turned the meeting to Paula Stoll. Paula addressed concerns voiced by agency HR officers at the September task force meeting and the proposed solutions. She described SHR's role in administrating and implementing of the task force's recommendations. And she asked for volunteers for the two sub-committees (Diversity and Public Image) to contact Peggy MacEwen for more information and to apply. She then turned the meeting over to John Moore.

Introductions: John Moore asked for member and guest introductions.

Meeting Purpose: John reviewed the agenda. He stated the ground rules for the meeting.

Minutes: John called for approval of the minutes. With no changes to the September 27, 2011, minutes, Dick Clark moved, seconded by Alan Peura to approve the minutes. The motion passed.

Approval of Revised Vision, Goals, and Objectives: John Moore went over the last meeting's request to revise the Vision, Goals, and Objectives, incorporating revisions from the September 27th and August 24th meetings. He called for approval of the revised version. After discussion from committee members, Tom Livers moved and Mike Ferriter seconded to approve the revised Vision, Goals, and Objectives. The motion passed.

Implementation of Task Force Recommendations: Peggy MacEwen, State Human Resources, gave an overview of the recommendations: 1). Better access to candidates; 2). Market state government employment; 3). Speed up the hiring process. She talked about

SHR's role in supporting the recommendations. She described the new SharePoint "Tips, Tools, and Resources" known as the "Managing Montana Knowledge Portal" and the items the knowledge portal will provide. She also talked about the amendment to the current Performance and Evaluation Administrative Rule and proposed new policy.

Task force members discussed challenges of implementation and, while no specific recommendations resulted, members decided the task force needed to identify core values.

Parking Lot Items: 1). Identify core values; and 2). Review comments received on the repeal of the Performance Management ARM rule and new proposed policy.

Meeting Wrap-Up: John Moore summarized the results of the meeting and asked for comments.

Public comments: Marty Roos, Department of Commerce, commented on the implementation recommendations.

Closing: Janet Kelly closed the meeting by thanking all for attending and expressed her appreciation of the discussion about conducting performance appraisal reviews. The meeting adjourned at 11:47 p.m.

The next meeting of the task force will be November 16, 2011, from 10:00 a.m. to 1:00 p.m. in Conference Room 152 of the Montana State Capitol building, 1301 E Sixth Avenue, Helena, Montana.