

**Workforce Planning Task Force
Meeting Minutes
September 27, 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 Cooney, Department of Labor and Industry; Mike Ferriter, Department of Corrections; Arlynn Fishbaugh, Montana Arts Council; Larry Flynn, Department of Transportation; 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: Lesa Evers, Office of Indian Affairs; Tom Livers, Department of Environmental Quality; Alan Peura, Department of Revenue; Madalyn Quinlan, Office of Public Instruction

Guests: Tom Antonick, Chris Blazer, Joy Conquergood, Kerry Davant, James Fehr, Viv Hammill, Donna Hansen, Kathe Kountz, Libbi Lovshin, Ken McElroy, Megan Moore, Anita Quenemoen, Brent Rabe, Marty Roos, Julie Sanders, Jody Stahl, Anne Yates

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

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 and guests. She introduced two new members, Mike Cooney, Department of Labor and Industry and Larry Flynn, Department of Transportation. She then turned the meeting back to John Moore.

Introductions: Task force members and guests introduced themselves.

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

Paula commented on the need to form two sub-committees consisting of 3-4 experts outside of the taskforce to serve on each committee: 1) Diversity and 2) Public Image. Lisa Evers, Office of Indian Affairs will chair the diversity sub-committee. Each group will report to the taskforce in the spring of 2012. Please contact Peggy MacEwen for more information.

Paula presented the members with two handouts: Disability Mentoring Day (scheduled for October 19, 2011) and Executive Branch Retirements by month report, dated August 31 2011.

Minutes: Janet called for approval of the minutes. With no changes to the August 24, 2011, minutes, Dore Schwinden moved, seconded by Larry Flynn to approve the minutes. The motion passed.

Job Descriptions: How they are used? Per Tom Schultz's request from the August, 2011 taskforce meeting, to review the status of revisions to the job descriptions. Paula introduced Marty Roos, Human Resources Officer, Department Commerce; Kerry Davant, Human Resources Officer, Department of Natural Resources and Conservation; and Brent Rabe, Human Resources Officer, Department of Labor and Industry, who gave their perspectives of the revisions.

Kathe Kountz, Chief Human Resources Officer, Human Rights Bureau, Department of Labor and Industry, was the next presenter. She addressed human rights issues the American Disabilities Act (ADA), and reasonable accommodation (essential functions versus minor functions).

Next presenter, Margie Thomas, Attorney, Department of Administration, talked about the legal sufficiency of job descriptions. Job descriptions are not required by statute. They are management tools and become evidence of the uses that are made of them. If they have too many uses, they become too long and not as effective for any use. The classification use can be broken out in a separate document, such as a job analysis, that could be used for that purpose. The task force needs to decide what they want to use it for and design it to be most effective for that use.

Dick Clark suggested considering the mobile or telework element of developing future job descriptions and use as an opportunity to better define this role. Mentioned HB642 and how the state does not have things currently in place for a mobile workforce.

Diversity-related revisions to the goals and objectives: John Moore called for review of the revisions made to the goals and objectives. With Janet Kelly leading, there was a discussion over how cultural diversity is described and where it should be located within the guidelines. A suggestion was made to consider a fourth goal to incorporate the diversity language so that the meaning will not be lost. Another suggestion is to clearly define as a 5-year document and to write it in correct tense eliminating the words "we and our" in the document. After further discussion from the committee, State Human Resources will revise the goals and objectives as presented with changes requested by the task force and present it at the next committee meeting.

Parking Lot Items: No items at this time.

Public comments: Ann Yates, Attorney, Department of Natural Resources and Conservation, voiced concerns about job descriptions as proposed.

Ken McElroy, Human Resources, Department of Corrections, spoke to the importance of having a strong defense in complicated cases that are becoming more numerous.

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

- SHR will present a revised vision and goals at the next committee meeting.
- Memo from Governor Schweitzer regarding standardized job descriptions. (Mike Ferriter requested.)

Closing: Janet Kelly closed the meeting by thanking the HR Community and others for attending for keeping ahead. The meeting adjourned at 1:00 p.m.

The next meeting of the task force will be October 19, 2011, from 10:00 a.m. to 1:00 p.m., at the Department of Environmental Quality, Room 111 (Lee Metcalf Building), 1520 6th Avenue, Helena, Montana.