

MEETING NOTES

Revenue Division Labor-Management Committee
June 28, 2016

Attendance:	Adrienne Brown-Dunn, Rachel Cleveland, Tyler Dice, Jayden Dotson, Karla Frahler, Josh Gregor, Scott Karter, Thomas Lannom, Karen Obana, Julie Shervey
Facilitator:	Alanna Hein
Note Taker:	Meghann Fertal
Handouts Distributed:	Meeting Notes 05/24/2016 version 2

1. Welcome, Introductions - all
2. Pending Items - various
 - a. Budget - Management
 - i. All completed for the next few months
 - b. Position/recruitment updates - Meghann
 - i. OCT Division Manager – recruitment closed 06/24
 - ii. RTS III – Recruitment posted 06/27
 - iii. RTS IV – Recruitment posted 06/27
 - iv. Business Systems Analyst – posting to be in July
 - v. Asst. Business Systems Analyst – posting to be in July
 - vi. DEAP (OCT) Program Coordinator – possible posting in August
 - vii. RTS V – possible posting in August
 - c. Tax Division reorganization
 - i. Postponed until Terri returns
 - d. Call Monitoring
 - i. Postponed until Terri returns
 - e. OMF LMC - labor
 - i. On hiatus until Fall
3. Review meeting notes from May 24, 2016
 - a. Approved with edits discussed
4. Review possible meeting formats
 - a. Use agenda format used today
 - b. Meeting minutes to reflect the “who”, no more lettering designation format
 - c. Try Plus Delta format as an evaluation form for today’s meeting
 - i. Plus – for positive and what worked well
 - ii. Delta – for change and opportunity for improvement
5. Review Employee Satisfaction Survey – all
 - a. Top 3 themes identified by Labor:
 - i. Morale

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- ii. Training
 - iii. Management
 - 1. Communication and involvement or lack thereof
- b. Labor has suggested mandatory focus groups for clarification of themes
- c. Top theme(s) identified by Management:
 - i. Training
- d. Labor has suggested that Management show that they are committed to taking action to the themes that are identified as being an issue
- e. Management wants to know:
 - i. What does that mean to you?
- f. Next steps?:
 - i. Focus groups
 - 1. This could assist in narrowing the theme/focused area
 - 2. Approved
 - 3. What do you hope to get?
 - a. Clarification of one-word comments i.e. communication, appreciation, etc.
 - b. Best possible product
 - 4. What is the make-up of the group?
 - 5. Who facilitates them?
 - 6. What are the questions being asked?
 - a. What do you want to see start?
 - b. What do you want to see stop?
 - c. What do you want to see continue?
 - ii. Possible bi-annual survey?
- g. Sub-committee?
 - i. Management: Terri and/or Thomas
 - ii. Labor: Adrienne, Jayden, and Tyler

6. Wrap-up

+ = good things that worked

Δ = change or improvements

<u>+</u>	<u>Δ</u>
Ice breaker	Survey – been too long
Communication	Survey – goal to more timely release
Heard from all	Goal for employee satisfaction survey
Stack – kept track of those who wanted to speak during discussions	
Goal to have change	