

TDC Advisory Council Meeting

Meeting Summary

Friday, November 30, 2018
10:00 a.m. to 11:30 a.m.

Peter Renner, OTM Deputy Director	Executive Sponsor
Debora Branham, LPD Administrator	Project Lead/Owner
Rod Cheatham, Talent Development Program Manager	Project Manager

Attendees: Michael Buerger (DAS); Helena Carter, (ODH); Joel Coughlin (DAS); Abbie Frase (MCD); Shawn Garrett, (DAS); Matt Gill (BWC); Cyndi Hill (BWC); Ray Justice (DAS); Kate Nicholson, represented by Cassandra Richards (DAS); Cindy Orr, (JFS); Dan Piercy (DAS); Jonathan Rollings (OOD)

Absent: Robert Cooperman (COM); Paul Dyke (DAS); Kate Nicholson (DAS); Stan Sikorski, (DAS); Maggie Toal (DAS); Jen Adair (DAS)

Meeting Objective: To continue defining the project charter for the online centralized repository that will contain training tools and resources for HR professionals. The major focus was to develop deliverables and action items.

- **Welcome:** Rod opened the meeting at 10:02 a.m. He welcomed the Advisory Council members, introduced new council member Carolyn Groves DAS then allowed everyone to introduce themselves. They also stated their individual training need to support their current job role in Human Resources. Rod reviewed the TDC Roles document in an effort to obtain a volunteer for the Scribe role.
- **Recap of Activity from Prior Meeting:** Debora recapped of the activity from the prior TDC meeting by reviewing the project charter elements. These items will serve as key deliverables and will be shared during the Agency TDC Liaison update meeting on December 14, 2018
- **Team Activity:** Rod led team activity to continue to work on the work on the project deliverables. Each group established a list of action items for a deliverable. (See the attached list of deliverables and action items included in the meeting summary).
- **TDC Full Meeting with Agency Liaisons:** Rod led the discussion about the upcoming meeting to be held on Friday, December 14, 2018 at the Rhodes tower, Rm 1845 from 10:00 a.m. to 11:30 a.m. The meeting will include a panel discussion focusing on gaining and sharing information on training resources and tools needed for Human Resources (HR) professionals and to identify areas where the TDC can help strengthen the HR Community and build consistency in practices across the enterprise.

- The Panel members will include:
Jen Adair (DAS); Carolyn Groves, (DAS); Ray Justice, (DAS); Kate Nicholson, DAS; Lisa Rieblel (BWC); Maggie Toal (DAS); Patricia Winbush, (DAS)

Council members Abbie Fraise, Michael Buerger and Johnathan Rollings will share the current initiative with the Agency TDC Liaisons.

- **Additional information (submitted via email):**

- Council member Kate Nichols: Areas where the TDC can strengthen the HR Community and build consistency in practices across the enterprise: Encourage their HR and LR staff to attend identified training, develop shared forums for labor, payroll, benefits, wellness, selection, EEO issues; provide subject matter experts and research on common issues and resources; offer outside training at reduced prices available for agencies to attend for train-the-trainer; publish resources with links; continue HR newsletter with topics broken out by areas of expertise; provide blogs; create one area for HR training and then agencies can request to have learners added to that group and learners can take at their own pace, classes offered monthly in a mix of on-demand and in person.
- People who would benefit from panel discussion: The target audience is one layer below the HR adm and LR adm – personnel and payroll, training. Various classifications that are often doing the development and processing but not necessarily coming to our Administrator meetings. Rely on our HR administrators to take the information back and to release and build training plans for these people. Maybe identify people who have specific security rights in Kronos or OAKS or ELM and build learner groups accordingly.

- **Next Steps:**

- Debora discussed next steps indicating that the Council will continue to define the project charter over the next several meetings, then move into developing the project plan and timeline in January. The information gathered will begin to shape the work as a Council and work groups that will allow members to work on the area of their interest.

- **Wrap-up:**

- Debora concluded the meeting at 11:27 a.m. and thanked the group for their participation. The next two meetings are scheduled for:
 - December 14th Rhodes 1845 at 10:00 a.m. (Networking at 9:45 a.m.)
 - January 25, Rhodes 231 at 10:00 a.m.
 - February 21, Rhodes 231 at 10:00 a.m.

TALENT DEVELOPMENT COMMUNITY

NOVEMBER 30, 2018

PROJECT KEY DELIVERABLES

The following items are the key deliverables and the identified action items:

Deliverable #1: Develop project plan and timelines for content and technology needs.

Action Items

1. Project plan template (Microsoft Project)
 - Identify leads for workgroups and tasks
 - Identify deliverable sequence, duration and milestones
 - Identify project roll-out/implementation dates
2. Establish project update schedule and process (e.g., who, how)
3. Identify technical consultants to support plan

Deliverable #2: Design and develop a technology platform to meet the needs of HR professionals through populated content and resources.

Action Items

1. Assess agency needs and what they have
2. Analyze content, including historical and current
3. Organize and group content into categories
4. Design layout of platform
5. Executive and sponsor sign-off
6. Research available technology- Decide on one
7. Security-how does it look
8. Consult with IT to help build design (HRD-ART)
9. Identify technical human resources (OIT) that can help build platform

Deliverable #3: Design and develop a communication/marketing strategy to create buy-in for successful implementation and promotion of the new resource tool.

Action Items

1. Develop communication plan with deadlines and milestones
2. Determine target audience
 - HRD Director
 - OTM DD
 - HR Administrators
 - TDC Liaisons

- All HR Professionals (e.g., LR professionals, benefits, wellness, payroll, recruitment, trainers)
3. Develop email communication templates
 4. Establish Survey/focus group
 5. MyOhio updates/HR Newsletter
 6. Develop measurement tools/methods
 7. Social media, videos, e-learning
 8. Posters
 9. Tutorials (video and job aids)
 10. Consistent branding, logos/icons/color scheme
 11. Conference display table – handouts
 12. Develop communication plan with deadlines and milestones
 13. Design Toolkit

Deliverable #4: Design and develop a plan for sustainability of platform, including maintenance, evaluation and resources (establish owner).

Action Items

1. Platform – DAS OIT
2. Maintenance – Update:
 - Software testing
 - Policy
 - Contract
 - Process
3. Review – 2X per year
4. Evaluation – determine user groups
5. Resources – how much time to drive/oversee maintenance/updates
6. Owner: DAS-HRD – become routine practice