

# TDC Advisory Council Meeting

## Meeting Summary -- September 27, 2018

10:00 - 11:30 a.m.

**Attendees:** Peter Renner, DAS; Debora, Branham, DAS ; Rod Cheatham, DAS; Jen Adair, DAS; Michael Buerger, DAS; Joel Coughlin, DAS; Dan Piercy, DAS; Robert Cooperman (represented), COM; Matt Dyer, OBM; Abbie Frase, MCD; Steve Galloway, DRC; Matt Gill, BWC; Cyndi Hill, BWC; Ray Justice, DAS; Cassandra Richards, DAS; Cindy Orr, JFS; Jonathan Rollings, OOD; Stan Sikorski, DAS; Maggie Toal, DAS Patti Winbush; DAS

**Absent:** Helena Carter, AGE; Kate Nicholson, DAS (represented by Cassandra Richards; Robert Cooperman, COM (represented by Chelsie Campbell-Finch)

**Meeting Objective:** To bring together the new TDC Advisory Council members, introduce the new initiative and begin building the project charter for an online centralized repository of tools and resources for HR professionals.

### Accomplishments:

- **Welcome/Introduction** – Debora opened the meeting, welcomed the Council members and began the meeting with an opening activity (see Introduction Activity below).
- **Kick - off Speaker** -- Peter: - Provided encouragement to the new council and stressed his support and the merits of the new initiative as being innovative, collaborative in nature and needed by agencies across the enterprise.
- **Activity** – Roderick Cheatham led an interactive activity that allowed the councilmembers to offer elements that will be added to the project charter document at the next meeting. The group council derived the elements after discussion and voting on priority of items. (See Charter elements and ranking of the items below).
- **Charter Discussion** -- Debora walked the council through a blank sample project charter document indicating where the information from the previous active would be place in the document. The document will be the focus of the next meeting.
- **Roles** – Debora and Roderick maintained that the role of the Agency TDC Liaisons would not change. Liaison will continue to be a conduit for information to the agencies, participate in larger meetings and support the TDC efforts and initiatives. The Agency TDC Liaison will continue to be a vital part of the TDC.
- **Future Meeting Dates:**
  - October 25, Rhodes 231 at 10:00 a.m.
  - November 30, Rhodes 231 at 10:00 a.m.
  - December 14, Rhodes 420 at 10:00 a.m. (Liaison Meeting)

## **INTRODUCTION ACTIVITY:** What excites you about this project?

Centralized processes (4)

More efficient

Consistency in messaging and content (6)

Best practices

Standardization (4)

Share across agencies (5)

Provide reliable resources

Utilization of historic work (HR Academy)

Utilization of new tech in training (1)

Resources to train HR professionals

Tie other HR themes (i.e. class & comp) to training, mutual support

Be innovative (3)

Build agency culture (Team Ohio)

- Within agency
- Across agencies
- Collaborative

## **ACTIVITY: PROJECT CHARTER ELEMENTS**

**Purpose Statement:** To create an online centralized repository of training resources for the consistent development of State HR professionals.

### **STATEMENT #1 – KEY OBJECTIVES:**

Describe what will be achieved and what will be delivered to customers. What are the benefits that this project will bring the customer?

1. Convenience and consistency (centralized information) (16)
2. Ease of access (14)
3. Allow HR Professionals to be strategic partners with management (11)
4. Standardized training that is innovative (10)
5. HR knowledge base including standard operating procedures (10)
6. Standardization of similar statewide processes (e.g. OAKS supported) to allow time for human side of HR (6)
7. Opportunities to connect with other HR professionals and SMEs from DAS (5)
8. Give new HR Professional confidence and efficiency (3)
9. Peace of mind

### **STATEMENT #2 – DELIVERABLES**

Describe the approach (i.e. how the objectives will be met and/or the work completed by the TDC Advisory Council).

(Focus groups)

1. Create sub-committees to gather content for each area of HR (17)
2. Wiki-email-people submit content-intranet/application (cloud?) (17)
3. ID existing resources/content then standardize (14)
4. HR Administrator buy in and marketing (leadership) (11)
5. Ensure all training methods meet all learning types (i.e. video, text, forums) (8)
6. ID how decisions get made (2)
7. SME repository
8. HR mentorship at SME/analyst-level (payroll, disability, off-work) (1)
9. On-going meetings and communication of committee (1)

### **STATEMENT #3 – SCOPE STATEMENT**

Provide a description of activities or items that's within or outside of the boundaries or scope of the project.

IN:

1. Online activities/training (16)
2. Virtual community forum (HR Chat-bot) (15)
3. Instructor-led trainings (8)
4. Job aids and process maps (8)
5. Enterprise initiatives (4)

OUT:

1. Agency specific initiatives (10)
2. Make practices required (5)
3. Non-HR stuff (4)
4. Non-state trainings (1)
5. Policies and procedures

### **STATEMENT #4 – CONSTRAINTS**

Describe any foreseeable conditions that may limit the TDC Advisory Council with respect t to people, time or schedules.

1. Leadership and staff buy-in/Administration change (18)
2. Resources (e.g. IT) (14)
3. Culture (13)
4. Outside projects/daily workload (8)
5. Maintaining resources and keeping up to date (8)
6. Funding dollars (6)
7. IT (3)
8. Access to SME (2)
9. Schedule conflicts-all available same time (2)
10. Proxy issues and different tools available across agency lines