Performance Engagement Community
Meeting Agenda
Tuesday, February 26, 2019   10:00am – 11:30am

Members	Summary of Agenda Items

Members

Executive Sponsor
Peter Renner, DAS

Project Owner/Lead
Debora Branham, DAS

Project Managers
Ray Justice, DAS
Jeff Hazelton, DAS

Community Members
Caroline Anderson, ADJ
Bob Green, DAS
Kim Tyler, DMR
Brandy Lipscomb, DMR
Aimee Cavazos, DNR
Christine Smith, DNR
Belinda Kerr, DOH
Cathy Simerl, DRC
Katrett Huckleby, DRC
Kim Alexander, DRC
Carmen Kimbro, DRC
Simone Leigh, DVS
Marlea Baker, DYS
Robin Gee, DYS
Cindy Orr, JFS
Stephanie Herriott, LIB
Cindy Tuttle, MCD
Cherish Berry, NUR
Cinnamon Pipkin, OBM
Dory McClendon, OIC
Antoinette Johnson, OIC
Tamra Luft-Meister, PUB
Sandra Grady, RSC
Elizabeth Alguire, RSC
Beth Luyster-Robinson, SFC
Rachel Hardesty, TAX

Summary of Agenda Items

- Welcome

- Introductions

- Strategic Planning Exercise

Our objective was to refine our Focus Areas, while also identifying attainable Deliverables to be developed by the Community. We narrowed the results from our exercise into 5 MAIN Focus Areas:

Focus Areas	Deliverables
Goals / Measurements	- Aid in goal & expectation measurements - Examples - How to set up correctly - SMART goals with measurements - Competencies with measurements - Gather examples of better SMART goals - Establish standardized goals for high-volume classifications
Communication	- Educate about location of existing materials - Describe the "why" or "WIIFM" of PM&D - Gather manager success stories (e.g., testimonials) - Publish periodic newsletters - Educate about processes - Establish core specialized group to improve communication and competency knowledge - Establish sample communication plan(s) with target audiences outlined
Accountability	- Educate about processes - Establish ePerformance labs moderated by HR/PM&D SME, ensuring evaluation criteria is complete - Establish follow-up schedule (e.g., targeted communications at specific cycle points) - Create checklist to guide supervisors and employees in their cycle-based tasks
Coaching	- Praise supervisors who do performance management well - Use as supervisory SME's - Use as source for testimonials - Educate about difficult conversations - Provide opportunities for supervisors to attend PM&D workshops
Other / Miscellaneous	- Provide more specific training via web - Establish ELM requirement (e.g., acknowledge that criteria are complete)

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Next Steps / Notes
PEC Next Meeting: April 17, 2019

Location: Rhodes State Office Tower, DAS Training Room 231

Questions to help prepare for the next meeting:

- What led you / your group to the listed deliverables?

- What potential value will these add to your agency? To your work, specifically in HR? To your agency's supervisors?

- Are any of these listed deliverables unrealistic or out of scope (e.g. system-driven, costly, too time-consuming)?

Please be prepared to explore these questions at our next meeting.

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