

Human Resources Advisory Committee

October 22, 2010

Meeting Notes

Attendees: Amanda Smith, Lynette Mack, Pamela Croxton, Frankie Grant, June Gillis, Melissa Sylvia, Ashley Gautreaux, Jason Hannaman, Mary Ginn, Dee Everett, Judy McGimsey, Mary Gloston, Julie Chapman, Genie Silva, Joan Haase, Max Reichert, Burgundy Cummings

1. Mary Gloston welcomed all of the attendees.
2. Julie Chapman of the Staffing Division discussed the Annual Workforce Plans. Although this year's plan is complete, we'd like to discuss any future needs that agencies can identify for their use. For instance, do we need to train on generational gaps, is recruitment and retention an issue, etc. The attendees discussed institutional knowledge walking out the door as a real issue most agencies are facing right now. Wildlife & Fisheries are looking at a job study to make their job titles more generic and therefore easier to recruit in. Other agencies have or are looking into rotating employees through jobs and doing job shadowing, etc.
3. Mary Gloston of the Program Assistance Division discussed the upcoming addition of Chapter 12 resources to the HR Handbook. The information in the Handbook will include resources to assist agencies from the beginning of the discipline process to the end. There are 7 sections with information ranging from cause to correcting errors. Section 4 on Discipline includes management tools, disciplinary actions and non-disciplinary actions.

FAQs are included as well as job aids, sample delegations and sample letters. There will be lots of links within the Handbook to other helpful information including Civil Service rules, etc. The FAQs should be very helpful.

We hope to have the Handbook Updates out by then end of the year or the first of next year. The Handbook section will also contain a lot of information that our Civil Service referees use. If you see something that has been omitted, please contact [Mary Gloston](#).

We are also adding to the HR Handbook information on outsourcing and contracting. This is a tiered process with established guidelines on what you need to do and when you need to do it. Please notify Civil Service as soon as possible if you know your agency will be in this posture. Each case will be handled on a case by case basis. If the outsourcing or contracting does not affect current employees, these procedures do not need to be followed.

4. Member Issues:

- Next month the group would like an update on the progress of span of control. A recommendation was made that programs be considered as vital as subordinates when considering supervisor allocations.
- Judy announced that we've had an outstanding response to the layoff workshops and a good turnout mix between HR and top level managers. DHH asked if Civil Service would be willing to do a video conference for those unable to attend the layoff workshops. Judy responded that we'd be more than happy to do this.
- Frankie Grant announced that DHH is laying off several HR staff. Please let them know if you will be having any vacancies.
- DPS would like to discuss the issue of employees exhausting their FMLA leave but still having sick leave on the books.

5. **Next Meeting:** Wednesday, November 17th at 1:30 PM in the Marbois Room #1-137