



TOMPKINS COUNTY ADMINISTRATION
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WORKPLACE CLIMATE SURVEY INITIATIVE

Post-Survey Results Steering Committee Meeting

Thursday, November 17, 2016

8:30 a.m. - 10:00 a.m.

Old Jail Conference Room
125 E. Court Street, Ithaca, NY

SUMMARY/MINUTES

Present: Christina Dravis, Tom Knipe, Amie Hendrix, Lisa Holmes, Paula Younger

1. Christina opened the meeting at 8:30 a.m.
2. Pay stub messages
 - a. Messages don't appear to reach many employees so bi-weekly messages will stop
3. Letter to Employees Progress
 - a. Doug is working on it but not at today's meeting, so include on next agenda
4. County Communications Plan Contract
 - a. Tom shared a copy of the Project Agreement from BRConsulting.
 - b. BRC has already started doing work and will present findings. It's expected they will provide steps for us to create a comprehensive communications plan.
5. Review of Charge & Work of Committee to Date
 - a. Tom will update our matrix and organize recommendations by the priorities and send out to the group
 - b. We will go through the matrix next meeting and decide which recommendations were successful and should be adopted permanently
 - c. What happens to this group once the next Climate Survey begins? How do we ensure what we've accomplished is carried forward?
 - d. How will we determine success? Need to decide how to establish a process for evaluating our progress and deliver the results to WDIC and County employees.
 - e. Of the Specific Activities listed on our Charge, we completed activities 1 through 6, need to work on 7 through 10.
6. Meeting Adjourned at 9:45 a.m.