

WORKPLACE CLIMATE SURVEY INITIATIVE

## Post-Survey Results Steering Committee Meeting

Friday, January 22, 2015

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

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

### SUMMARY/MINUTES

**Present:** Christina Dravis, Amy Guererri, Paula Younger, Stephen Wright, Doug Perine, Tom Knipe, Jannica Moskal, Joe Mareane, Leslyn McBean-Clairborne, Lisa Holmes,

1. Christina opened the meeting at 8:30 a.m.
2. Pay stub message
  - i. Next paystub message: (February is Black History Month)
3. Focus Group Facilitation Update-Paula Younger
  - a. Outreach message went out on January 15<sup>th</sup>.
  - b. Working on getting the online sign-up form functional.
  - c. Facilitators are wrapping up their focus group protocol
  - d. Call for volunteers
    - i. Help with a 2<sup>nd</sup> outreach message in case sign-ups are lagging
    - ii. Act as "back up" to get focus group sessions set up
    - iii. Keep webpage fresh
4. Posting of Minutes to the website-the group agreed that the minutes would be ok to add to the website. Add Leslyn to the list of those present at the 1/8/16 meeting
5. Communications Action Items Discussed
  - a. #16-Personnel dept has established a workgroup for leadership and development training needs. Amy will send out a summary of that meeting.
  - b. #15-Ties in with #16 by identifying available training. Amy is working on creating an inventory of County available trainings already in place.
  - c. #7-Phone meeting & webinar have happened so far to obtain a performance management system. Exploring methodologies for performance management tools.
  - d. There should be some communication from the Steering Committee that outlines some of the work that is being done, followed by real things being done.
    - i. What is being communicated?
    - ii. What do employees want to hear?
  - e. Moving forward with "Cup of Joe with Joe"
    - i. Optimal group-10 or less
    - ii. Random invitation
    - iii. Logistics to be determined
  - f. Joe updated on videotaping as part of the bicentennial library interview.
6. Adjourn-10:00 a.m.

*Get involved. Be proactive. Stay engaged.*

