

From: Schneider, Jeffrey J.
Sent: Tuesday, June 12, 2012 10:36 AM
To: CPED Staff
Cc: Bernardy, Charles J.; Sears, Jolanta I
Subject: Report from last week's Employee Survey Response Kick-off meeting

Colleagues –

The work team phase of CPED's survey response effort got off to a good start last week: 28 of 30 work team members attended the kick-off meeting on Tuesday, along with other LMC members, Jeremy Hanson Willis, and Chuck Bernardy from Human Resources. Here are some highlights:

As a reminder, our three survey work teams are:

- Communications/Leadership
- Diversity/Inclusion
- Work Environment/Support

Charge to teams

- Understand your topics and what's behind the concerns
- Develop a list of prioritized, short and long term action recommendations

Timeline

- 3-4 meetings over the summer, report back on Tuesday after Labor Day [September 4th]
- All three teams have scheduled their initial meetings in June

Remarks by Jeremy Hanson Willis

Jeremy noted that he had reviewed the CPED employee survey before joining the department, and together with the individual meetings he is having with staff, he is becoming familiar with employee concerns. He looks forward to each of the work team recommendations, and is already planning to address some of the stated concerns. For example, in communications, he will be instituting more frequent all staff meetings; on the topic of workspace, he would like to bring more of the department under one roof; he looks forward to the work environment team helping to clarify staff needs within the overall process of re-aligning work space within Crown Roller Mill and at PSC; and on Diversity, a first step is to ask HR to help us better understand future hiring needs due to retirements.

Chuck Bernardy, Human Resources

Chuck shared some of HR's work on the survey, as well as background materials on meeting facilitation, brainstorming and other tools for the work teams. There is a CityTalk web site devoted to reporting on overall survey results and progress: <http://citytalk/hr/engage/survey/index.htm>

Break-out sessions – initial team meetings

The three work teams met briefly to choose their facilitators, recorders, and set schedules:

- **Communications/Leadership** [facilitator: Erik Hansen; recorder: Aaron Hanauer]
- **Diversity/Inclusion** [facilitator: Kristin Guild; co-recorders: Mary Altman and Darrell Washington]

- **Work Environment/Support** [facilitator: Aly Pennucci; recorder: Ed Daley]

Initial meetings were set for all three teams.

Keeping Informed

Look for work team meeting agendas and meeting summaries on the department's intranet site at this link: <http://citytalk/cped/WCMS1P-087529>

Your ideas are welcome. If you have suggestions on any of the work team topics, please contact the work team members, or myself.