

Human Rights Council Meeting
Room #201, Lucas Building
February 9, 2009, 2:00pm

x	Director Walter Reed, Jr.	x	Bill Brand	x	Paul Stageberg
x	Joan Moll		Kathryn Baumann-Reese		Rachel Scott
x	Abraham Funchess	x	Jill Avery	x	Melissa Esquivel, Acting
x	Cyndi Chen				

Also in attendance were Darla Welch-recording secretary, Joanne Parker on behalf of Rachel Scott, Michael Adams-DHR Fiscal and member of Utilities Task Force, Laura Roeder-Grubb-Criminal & Juvenile Justice Planning and member of the Utilities Task Force; Gayle Newlin-DHR Human Resources; and Paula Martinez-Chair, Iowa Commission on Latino Affairs.

1. The meeting was called to order by Director Walter Reed, Jr. Secretary Welch confirmed that a quorum was present.
2. Paul Stageberg moved **approval of the Agenda**. The motion was seconded and following discussion, carried.
3. Paul Stageberg moved **approval of the January 12, 2009, Minutes**. The motion was seconded and carried.
4. **ITE Update – Cell phones**. Mike Adams reported that he had made a recent review of department cell phone usage and that there is an option available that would result in savings to the Department. At this point, there are 15 cell phones within the department. Four of these are straight cell phones, and 12 are Blackberries. DHR currently pays \$850 per month for basic service. Verizon would be able to put the department on a shared-minutes plan, with a total of 4100 minutes of time per month, at a cost of \$720 per month. Verizon has analyzed our account and believes that 4100 minutes per month would adequately cover us.

People with straight cell phones would have 200 minutes per user, and those with Blackberries would have 300 minutes each. Minutes, however, are flexible, and could be switched between individuals to average out up to the total maximum of 4100 minutes. This would help with overage costs which the department incurs. Over the past 7 months, a total of \$867.93 has been paid in cell phone overage fees. If we had been on the shared-minutes plan, we would have incurred none of these charges. Naturally, state guidelines for phone usage still must be adhered to, and that the phones are for business purposes, not are not personal phones. The plan does offer free nights and weekend service, which we currently do not have. Adams reported that as new users come into the plan, additional minutes are added.

He concluded by indicating that while the department receives only one bill, the bill is broken down by individual, and that anyone wishing to see the bill may do so.

It was moved by Paul Stageberg that the Department of Human Rights enter into a shared-minutes plan with Verizon. The motion was seconded and carried.

ITE Update – Computers. Mike Adams and Laura Roeder-Grubb reported that there has been a review to determine ways in which to save money on ITE costs. An item that especially stands out are calls to the ITE Help Desk. Help Desk assistance is billed at \$113 per hour. For the time being, staff is encouraged to contact Laura Roeder-Grubb rather than contacting the Help Desk. She and Administrator Stageberg have made arrangements that she can assist with department ITE questions. She will refer calls to the Help Desk as she feels necessary.

There are now a web-based applications available. If there are any questions regarding this, staff should visit with Laura Roeder-Grubb. At this point, it appears CJJP and CAA are the only divisions who would benefit from this.

In addition, she and Mike Adams pointed out that whenever there is a need for a temporary e-mail account set up, i.e. a temporary employee, intern or VISTA worker, the department continues to be billed for those accounts until such time as they are taken off the system. While they periodically check to determine whether there are employees who have left, but are still shown as having accounts, it is important to notify them when an employee has left so the account can be deleted. The files under that account will be moved to an accessible place. Director Reed asked Gayle Newlin to work on a check-out procedure for temporary workers. In the meantime, Laura Roeder-Grubb will provide DA's with a list of those employees who still have "P" drive accounts so they can determine whether all are still employed.

Some general agency e-mail accounts exist, specifically CAA, DS, PWD, SW, and CJJP.

The question was raised whether anyone else within the department has ITE Administrator permissions. Kathryn Baumann-Reese currently has the I.D. and the knowledge to be able to do some of these things. Bill Brand suggested that perhaps another person within the department could be trained and given authority to help Laura Roeder-Grubb with this. The team will put this on as a discussion item.

Mike Adams indicated that they closely monitor any changes that come in for ITE services and question any that appear to be incorrect.

Director Reed indicated it has recently come to his attention that some divisions are using blogs, Face Book, etc. to communicate with their constituents and commissioners. He asked the committee to discuss any liability that the department might have with this.

Secretary Welch will begin forwarding approved HRCC Minutes and Agendas to Laura Roeder-Grubb and she will incorporate them onto the DHR webpage.

- 5. Time Sheet Procedures.** Gayle Newlin addressed the group on new procedures for filling out time sheets. She explained that the Director and DA's time sheets are filled out differently from other staff. Their time sheets are to show only hours that they were on leave (sick, vacation, etc.) while staff time sheets show actual hours worked. If vacation or sick leave was taken, the "hours worked" cells should be left blank. If an employee works over their normal 8 hours (earning comp time), show the actual hours worked. Accumulated comp time must be used by the end of the state fiscal year. The system will automatically figure comp hours. In addition, you are not allowed to save your lunch time until the end of the day in order to leave the office early. Staff time sheets must show a MINIMUM of 40 hours for each Friday-Thursday pay week. There are to be no zeros shown in the totals – cells that would normally show a zero should be left blank.

Joan Moll indicated it has recently come to her attention that if a division has a "working lunch" we could run into problems with collective bargaining issues. She would recommend not having working lunches. This will be discussed at the next HRCC meeting.

- 6. Duplicate and Large Electronic File Notification.** Laura Roeder-Grubb reported the department ran into space issues a couple of weeks ago. She recently received notice that there are some very large and some duplicate files stored on both the P and N (shared) drives. She will be sending out e-mails to individuals who are affected, asking them to review their files, getting rid of duplicate copies. She also indicated we should be getting our own space soon which will help alleviate the problem. In addition, Laura asked employees not to forget to empty their recycle bins.

She indicated that there is no back up in place for files stored on the C drive, and if there is a glitch in the system, those files could be lost. She did indicate the help desk does not charge for file recovery – this is part of our monthly charges with them, though it's possible, even likely, they will not be able to recover the most current revisions to the file.

- 7. Results Iowa Submission Updates.** Steve Maslikowski sent an e-mail showing due dates for quarterly reports. The latest one was due last Monday. None of our divisions report on a quarterly basis. Secretary Welch will send an e-mail to him indicating this.
- 8. Continuous Improvement Process Review.** Director Reed indicated we are not yet at the point of talking about what a DHR strategic plan.

Bill Brand indicated we need to respond to the issue regarding distribution of HRCC meeting minutes. He suggested we send out a copy of "draft" minutes to the staff. Director Reed indicated that this would be risky as they then become public documents, but are not "official" as they have not yet been approved by the council. He encouraged DA's to hold staff meetings following the HRCC meetings to brief them on what was discussed. Division staff meetings would not fall under the open meetings law. He was surprised to find that only the SW, PWD and SAA divisions are holding regular staff meetings. Director Reed indicated he will follow up with Susan Aden and find out what her suggestions are on this and if there are exceptions for a "work in progress" document.

Secretary Welch was asked to leave off staff birthday information on future agendas because of public distribution.

Melissa Esquivel inquired what we hope to get from the continuous improvement process and where we are going with it. Abraham Funchess indicated he had heard feedback that staff needed additional time to go over and absorb information from the survey and the Guiding Principles. Director Reed indicated we will need to meet again to talk about action steps, etc. in the future. He indicated we should meet frequently with staff, likely 2-3 weeks from now.

We will have an agenda for the meeting and send out e-mails regarding what we need from staff. Abraham Funchess suggested we hold occasional department staff meetings with the entire team to share information. Director Reed pointed out that this leaves a problem with department security in that no one is in the department when we are out.

Bill Brand suggested we get staff input for whatever we are doing next, especially if we are talking about ½ day planning session. He felt today's meeting was not well-planned, but did peak people's interest.

Cyndi Chen indicated she sent out a thank you note and attachments from the meeting.

JoAnne Parker suggested we need to have DA's talk to their staff so they are involved prior to the next meeting, covering such things as, "What are you concerned about right now that we could begin getting answers to?" We need to open lines of communication on all issues as we move forward.

Melissa Esquivel suggested we set up a department suggestion box.

Bill Brand and Cyndi Chen will put together a compilation and have staff respond back to their administrators with additional questions or comments that they would like us to look at. This will help form the agenda for the next session that will take place.

9. Other.

- Bill Brand asked about the issue of Task Forces and Committees. He indicated we know what we have had in the past, but the question is what do we want in the future. He suggested we come up with a new set of committees based on what we really need, including additional committees we might want to have. He would like the HRCC to spend some time thinking about what we already have, how those might be modified or combined, and what we might want in addition.
- Status of African Americans will be holding a room naming ceremony at the Grimes Building on February 26, 1:00-2:00, for the Alexander Clarke Room.
- Melissa Esquivel reported Latino Affairs held a commission meeting Saturday in Iowa City. The meeting was attended by a number of community members as well. The Iowa Youth Congress members are coming to Des Moines to lobby for the drop-out age bill. They will be asking Senators Ako Abdul-Samad and Wayne Ford to introduce the Iowa Opportunity Workforce Act as well.

She will be meeting with S.E. Polk CAP students (Coping Awareness & Prevention) to determine what they are using to source the program currently and how they might work with other schools to start the program there.

Paula Martinez handed out materials from their commission meeting and extended an invitation for divisions to work together on programs that will serve the Latino community. The commission invites other division commissions to join them for their April 11 strategic planning meeting in Storm Lake.

Latino Affairs is still concerned about the issue of staffing. They would still like to have a secretary or administrative staff person to work with Melissa Esquivel. They indicated all other divisions have at least two people.

The Latino Affairs commission has been asked by the U.S. Hispanic Institute to participate in a sit-down dialog with the Census Bureau in Chicago on March 15. Paula Martinez indicated they need to have Melissa Esquivel attend the meeting. The Commission indicated they will see that she gets the mileage money for the trip.

- Director Reed reminded everyone that the budget is extremely tight this year. He indicated that any surplus funds this year would be reverted back to the General Fund. Departments/Divisions will not be able to keep a percentage as they have in the past. He encouraged commissioners to call their legislators and IGOV to express their concerns.
- There are several events coming up in the near future: February 12 the Early Childhood Congress will be meeting at the Airport Holiday Inn. In addition, on that same date, the Iowa Abraham Lincoln Bicentennial Commission will host a Lunch 'n Learn at the Historical Building from 11:30-1:00. And starting on Wednesday, December 1, and running for 3 weeks, Catholic Charities will be hosting on film per week during the lunch hour. The first will be *Immigration 101*. Status of Women will be hosting a Lunch 'n Learn on Women of Color Friday, February 13.

NEXT MEETING: March 9, 2009

Submitted by
Darla Welch, Recording Secretary