



TOMPKINS COUNTY ADMINISTRATION
125 East Court Street, 3rd Floor, Ithaca, N.Y. 14850
Telephone: (607) 274-5551 Fax: (607) 274-5558
www.tompkinscountyny.gov

WORKPLACE CLIMATE SURVEY INITIATIVE

Post-Survey Results Steering Committee Meeting

Thursday, October 20, 2016

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

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

SUMMARY/MINUTES

Present: Christina Dravis, Joe Mareane, Amie Hendrix, Thomas Knipe, Doug Perine

1. Christina opened the meeting at 8:30 a.m.
2. Pay stub message
 - a. Next paystub message: *Don't Forget to Vote on November 8th!*
3. County Corridors
 - a. The team met earlier this month and agreed to have bi-monthly "planning meetings" to brainstorm article ideas and assign writers
 - b. Once content is updated, a monthly email will be sent to remind employees to check webpage and encourage them to submit articles/ideas and possibly join the team.
 - c. Regular features? Department Spotlights. Newsletters from individual departments that already have them such as COFA, TCSO, Human Rights, Youth Services. Personnel features like new employees, job announcements, trainings. Recognitions would need to be user-contributed since we usually aren't aware of them.
4. Employee Appreciation Feedback
 - a. Christina sent out an email to all employees thanking the financial, food, and prize contributors. Received 6 emails in response, one negative. Most feedback was good.
 - b. For next year, solicit volunteers, have one entry with sign in/raffle tickets/free swag, encourage attendance from all departments as some weren't represented.
5. Communications
 - a. Tom wasn't able to schedule a meeting with Big Red Consulting (BRC) before Paula left, so the first meeting will be later this month.
 - b. Tom also heard back from Cornell's Communications Department and they may be interested in helping as a class project if work is still left after BRC.
6. Next Steps for Steering Committee
 - a. Doug will draft a letter to all employees to include in a future paystub to describe work already done and being planned as a result to the Climate Survey. Christina will send him the previous email from June to use as an example.
 - b. Need to explore Employee Recognition Ideas.
7. Meeting Adjourned at 9:50 a.m.