

WORKPLACE CLIMATE SURVEY INITIATIVE

**Post-Survey Results Steering Committee Meeting**

**Thursday, September 29, 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, Paula Younger, Amie Hendrix, Thomas Knipe, Doug Perine.  
Leslyn-McBean-Clairborne

1. Christina opened the meeting at 8:30 a.m.
2. Pay stub message
  - a. Next paystub message: *October 22 is Nat'l Make a Difference Day*  
[www.makeadifferenceday.com](http://www.makeadifferenceday.com)
3. County Corridors
  - a. The team has a meeting scheduled for next week
  - b. Will add monthly emails to remind employees to check webpage and page counter to monitor visitor activity
4. Communications
  - a. Tom received a proposal for 4 Johnson Business School students to evaluate our current communications plan and make recommendations. The program costs \$500 and runs from October-May. Motion carried to proceed. Will ask WDIC to cover cost.
  - b. Tom designated as Project Manager with Paula shadowing.
  - c. PIO involvement is needed. Even though she already does a terrific job, this is an additional tool that will help identify areas we may not have explored already.
  - d. Joe will notify the PIO, Legislature, Government Operations and WDIC.
5. Diversity Consortium of Tompkins County
  - a. Resource for diversity training led by a group of volunteer leaders.
  - b. The County was a charter member and has 5 membership seats that help influence what training is offered but usually 4 are vacant because people don't know about the Consortium. Members can be any level of staffing; Joe will ask Department Heads to solicit interested volunteers from their staff.
  - c. Meetings are the 3rd Friday of each month at 10:00 at the Henry St John building.
  - d. Regular events include Diversity & Inclusion workshop series and a bi-annual Diversity Roundtable community conference in May at Emerson Suites.
  - e. HSC advertises the events on its listserve, and Personnel shares them with County employees. Can also add announcements to County Corridors webpage.
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.
  - b. Acknowledge that it's a process and change takes time, but we've made some progress in one year.
  - c. Focus Groups facilitators still need to share their results with the WDIC.

- d. What are we doing employee appreciation-wise? Personnel has requested money for next year so we should start planning now. Recognition could be for employees and/or departments.
  - e. Suggestion for individual departments to send items to other departments during the upcoming holiday season to help build relationships.
  - f. Email will be sent out soon to all employees soon thanking them for attending the picnic and recognizing the Vending Committee and CSEA for their contributions. It will also ask for suggestions for future networking opportunities, such as Lawn Bocce (which has 39 registrants already).
7. Christina sent out a poll for future meetings but Fridays aren't good. Will send another poll out for Thursday mornings from 8:30-10:00 a.m..
  8. Adjourn-10:00 a.m.