

WORKPLACE CLIMATE SURVEY INITIATIVE

**Post-Survey Results Steering Committee Meeting**

**Friday, February 19, 2016**

**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, Amie Hendrix, Doug Perine, Tom Knipe, Joe Mareane, Lisa Holmes,

1. Christina opened the meeting at 8:30 a.m.. Jannica is on vacation so we don't have minutes from 2/5 meeting yet. Christina will distribute them at a later date.
2. Pay stub message
  - i. Next paystub message: (Daylight Savings is March 13th)
3. "Cup of Joe with Joe" Update-Joe Mareane
  - a. Outreach message went out on February 5th
  - b. Invitation went out to first 13 County employees on February 15th.
    - i. Kickoff meeting is 3/2
    - ii. Meetings will take place every Wednesday (55 weeks total)
    - iii. Names were chosen randomly by first being placed in alphabetical order by first name then assigned a number 1-55. People assigned "1" were picked first. At least half have RSVP'd so far.
  - c. If transportation/parking are concerns, we have volunteers willing to drive them.
  - d. Joe will pick up coffee and tea from Dunkin' Donuts prior to each meeting.
4. Communications Action Items Discussed
  - a. #6-Was removed since it was a duplicate to #16. All others have been renumbered.
  - b. #8-Status is In Progress. Lead is Steering Committee.
    - i. Print version of County Corridors is too expensive
    - ii. Web version can be updated more timely, either as a webpage or electronic newsletter (MailChimp, Constant Contact)
    - iii. Amie will reach out to Ithaca College's Park School for possible intern to help Marcia with newsletter and Facebook/Twitter
    - iv. Greater sharing of the County's good news with the local media
  - c. #17-Status is In Progress. Joe and Marcia Lynch have started practicing making videos with an iPhone app. Joe showed an example and it looks great.
  - d. #19-Recommended. We should start planning in April if we intend to have a June party.
    - i. #21-Personnel is also working on creating a "Welcome to Tompkins County" package for new employees to get them excited about working for the County.
    - ii. Amy will consider welcoming new employees personally
    - iii. Joe will consider making a Welcome video to include in package
    - iv. Personnel is creating a guide for department heads as a checklist about what should be done to help onboard new employees during their first few months.

5. Leadership Development Items Discussed
  - a. Training Committee Update-Amy Guerri
    - i. Looking for funding sources
    - ii. The last HSC training was well attended due to the financial assistance given to departments. A majority of participants were County employees.
    - iii. Received request for one individual's certification - should the leadership development pool of money be used for individual certifications or was the intent to train more employees?
    - iv. Suggestion for succession planning: "Boss for a Day/Week" so employees can gain a sense if they want to promote eventually.
    - v. Supervising for Success - difficult for employees to get out of office so maybe change format to individual courses instead of series.
    - vi. Looking into co-purchasing Leadership video trainings.
6. Adjourn-10:00 a.m.

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