

**Iowa DOT Strategic Plan
Performance Management Implementation Team
April 7, 2015 (9 to 10 am) Meeting Notes**

Attendees: Garrett Pedersen, Corey Lorenz, Kate Murphy, Dave Putz, John Hart, Jon Makovec and Vicki Stamper; Absent: Matt Haubrich, Mark Lowe, Alex Jansen

1. Discuss draft material and ongoing draft development
 - a. Consultant: if we want to involve a consultant in this process, we need to consider:
 - i. alternatives to utilizing a consultant.
 - ii. possible funding sources.
 - b. How do people want to handle review of draft portions of this plan?
 - i. Please review draft and let Garrett know if you have any concerns or additions ASAP. When we have a draft to present to MT, we will all need to be comfortable with its contents and layout.
 - ii. Also, please let Garrett know if you are satisfied with the draft content so he knows that it has been reviewed.
2. Discussion with Mark re: interim deliverable/meeting
 - a. Mark is comfortable with where we are heading.
 - b. Follow up meeting with Management Team before the end of the fiscal year and present a “draft” plan along with discussion on employee time commitment/dedicated staff and consultant discussion (funding sources, timing, etc.).
3. SP Guidance Group meeting last week:
 - a. Strategic Planning Guidance Group meeting, 4/2/15 Garrett attended this meeting and discussion occurred on the following:
 - i. Conference could be leveraged to roll out this plan.
 - ii. Incorporate input and get employees involved.
 - iii. Charlie will attend our April 23 meeting; John Selmer will also be invited. May need to change meeting date if attendance will be low.
4. Communications:
 - a. Blog series: three blogs have been written and a “communications plan” has been developed to release on a schedule.
 - b. Work plan document support from Strategic Communications (SC): Once this committee has a draft, we will ask a staff member from SC to review and align with other Strategic Plan documentation.
5. Education: Salt dashboard case study/NCDOT examples
 - a. <W:\PerformanceTechnology\StrategicPlanning\Performance Management Initiative\Perf Mgt Team - 04-07-15 Mtg\Salt Dashboard - notes on lessons learned.docx>
6. Next steps:
 - a. Continue work plan development and review
 - b. Ongoing team educational exercises: Map salt dashboard example to our model
7. Next meeting: Tuesday, April 23 at 1 pm in the Admin. 1st Floor South Conference Room.
 - a. Vicki will schedule more meetings for May and June.