

**Iowa DOT Strategic Plan
Performance Management Implementation Team
4/23/15 Meeting Notes**

1. Discussion related to leveraging the October 21st Leadership Development Conference
 - a. The Team discussed the upcoming Leadership Development Conference with Charlie Purcell, who is in charge of planning.
 - b. Management would like the conference to be used as a tool for advancing the Strategic Plan.
 - c. The discussion focused on using the conference as a form of a kick-off and sounding board, following on the performance management team's activities.
 - d. Management Team wants employees and leadership to understand their role in the process.
 - e. The use of breakout sessions has been discussed. Facilitated feedback (e.g., clicker responses) may be needed to get input from larger groups.
 - f. Charlie will be included on all future meetings and draft material circulation.

2. Education: Discuss concepts of vertical and horizontal alignment
 - a. Dave Putz presented a newly-developed summary breaking the cascading model into its two primary elements- vertical and horizontal alignment.
 - b. It was noted that this summary was very helpful in better understanding the cascading model of performance management.
 - c. This material will be incorporated into the work plan as a presentation of the team's preferred model.

3. Discuss draft material and ongoing draft development
 - a. Draft material submitted to-date was discussed, along with a plan for continued development.
 - b. The salt dashboard will be "mapped" as a way of demonstrating how a real-life example would fit within the cascading model, particularly the vertical alignment aspect.

4. Next steps:
 - a. Continue work plan development and review
 - b. Ongoing team education: Map salt dashboard example to our model; NCDOT material

5. Next meeting: Monday, May 11 at 11 am in the Admin. First Floor South Conf. Room.

Notes taken by Garrett Pedersen