

**Iowa DOT Strategic Plan
Performance Management Implementation Team
6/30/15 Meeting Notes**

Attendees: Garrett Pedersen, Dave Putz, Jon Makovec, Alex Jensen, Kate Murphy, Matt Haubrich and Vicki Stamper

Absent: John Hart, Corey Lorenz and Mark Lowe

1. Review key takeaways from discussion with Management
 - a. Consultant support:
 - i. Didn't get a significant amount of push back; Paul's question about "how do you think others react?"
 - ii. Big Concern: consultants doing DOT employees work; we don't have a training team that would be able to do this work so we aren't taking work away from employees. We need to make sure that we present this to our employees.
 - iii. We also need to present the consultants with what we want and that we take ownership.
 - iv. This committee is not the one who should do consultant portion; may be time that a new committee take that portion over.
 - b. Immediate communications needs
 - i. Management Team concern: everything this committee has done should be communicated to the whole DOT.
 1. Summarize the work plan document and attempt to explain short and simple.
 2. Pulling out key concepts and blog on them so each part is explained.
 - a. Need Strategic Communications input; we need to figure out how they can help this committee communicate our message to all employees.
 - b. Present cascading model.
 - c. Report what this team has done; highlight some pieces that are concrete and people can grasp and apply – improving practices equals improving work.
 - d. Outline of communication plan; need help from Strategic Communications (getting information to the employees regularly so they are familiar and it makes them think about putting plan into action in their daily work).
 - ii. Paul wants to see in regard to communication:
 1. This is what we just did
 2. This is how we view performance management
 - iii. Need to prepare front-back, two-page summary.
 - iv. Concern: Role of this team and future team; this team came up with a plan; the next team may flush out the details of implementation. We don't want our document to tie the hands of the future teams.
 1. Don't feel there is enough detail in the plan to tie the hands of future teams. The information is largely framed as "considerations" not "shalls."
 - c. Ongoing support and education
 - i. When plan is presented, we need to make sure the true intent is understood. Why we did what we did with this plan.

2. Review immediate work plan edits
 - a. Page 11: IT-related factors
 - i. Developing replaced with supporting; soften this portion.
 - ii. Garrett will check with Corey.
 - b. Page 21: "Validation" language
 - i. May need to use a different word...i.e. support, collaborate, review, etc.
 1. Review: part of the review would be a check of alignment.
 - c. Baseline assessment of what is currently happening in different work areas.
 - d. Need to get plan out to the employees so they can see the vision of this plan and start considering implementation.
3. Next steps
 - a. Immediate work plan edits.
 - b. Development of a front-back summary document.
 - c. Discuss communications efforts, including leveraging Leadership Development Conf.
 - d. Discuss hand-off to future internal steering committee.
 - e. *Examine pool of available consultants, develop draft scope.*
 - f. *Define a handoff point from this group to the next – once the plan is finalized and communications are underway (including commitments to Leadership Development Conference). Management Team will need to take the ball and move this process forward (members need to be on board and ready to promote).*
4. Future meetings:
 - a. Meeting scheduled for Wednesday, July 16 from 10:30 am to Noon in the Systems Planning Conf. Room.
 - b. Meeting scheduled for Monday, August 3 from 11 am to 2:30 pm in Admin 2st Floor South Conf. Room.
 - Communication – Invite Andrea, Tracey and Chris
 - o Chris Anderson – there may be minor edits coming; also design of a two-page summary.
 - Block out half of a day of discussion to review and determine communication avenues and plan ideas/development of content for communication portion.
5. Leadership Development Session – Oct. 21, 2015 at Scheman
 - a. Morning breakout sessions
 - o Performance Management – Garrett facilitator
 - o Culture
 - o Leadership
 - o Communication
 - o Strategic Planning
 - b. At same time of morning breakout sessions, a group of 300 will be in Benton Auditorium.
 - c. At the end of the session, all facilitators will be on a panel discussion to summarize what was covered and answer questions. Charlie will send Garrett the write up he has.
6. Dave will send plan to SP guidance team members.