

**Iowa DOT Strategic Plan  
Performance Management Implementation Team  
10/24/14 Meeting Mtg. Notes**

Attendees: John Hart, Matt Haubrich, Jon Makovec, Kath Murphy, David Putz, Annette Dunn, Garrett Pedersen (via phone), Mark Lowe (via phone) Corey Lorenz, and Vicki Stamper

1. What did we hear from Management Team?
  - a. Guiding principles/project parameters
  - b. Deliverable(s)
  - c. Timeline
    - i. Will use the nine guiding principles/project parameters as outlined in the 10-14-2014 meeting notes for moving forward.
    - ii. These guidelines can be adjusted or added to.
    - iii. Principle vs. deliverable: specific products or tools we were asked to make available?
      1. Details of deliverables will be defined as framework is determined.
    - iv. Timeline – early 2015 – set of expectations to present to the department
      1. Report on final product/framework by end state fiscal year
      2. Will also present to management team in late winter or early spring.
2. Do any critical questions remain?
  - a. Website: goal oriented type framework
    - i. Next meeting brainstorm this process
  - b. Website contact: have WebTeam insert Garrett's name.
  - c. May need to move minutes so it doesn't take three or four clicks to find them.
3. Corey's example: A Performance Management for State and Local Government
  - a. What stood out?
    - i. A lot of usable items in this document so we don't need to recreate the wheel; good starting point.
    - ii. Good performance management information.
    - iii. Establishing a process for communication. Should we have someone from WebTeam on this team?
      1. This team needs to own the communication aspect
      2. Need guidance on ways to display information on the website.
        - a. Kate will talk to Andrea and get her thoughts.
      3. Means to communicate our first milestone that we passed/first stage of progress and identification of guiding principles/project parameters.
        - a. Include in blog: ask Andrea
        - b. Bullet this list on the website
        - c. Utilizing Yammer to get information to the employees
    - iv. Glossary of this document has very good reference points.
    - v. Components of framework – Garrett will send what he has compiled as a starting point.
    - vi. Are there specific items in this report that we need to pay attention to? Let Garrett know your thoughts.
    - vii. Examples – are these viable options? Frameworks for understanding the information we put together.
      1. Dave will review a summary of models and present some options at the next meeting.

- viii. Performance management definition and then build in the other aspects/strategies (define the goal and what performance management is) and what and why we are doing this.
- ix. Performance management is using information to improve your work. Provide examples. Need information that is understandable and gets buy in.
  - 1. Get information out to staff to reflect on and get them thinking and give them the ability to provide their feedback. Help them see how this process can help them improve their work tasks or that they are actually already using such processes to do their jobs now.
- x. There has to be a framework that is logically connected to the performance management. Keep it simple and relatable to the work of employees.
- xi. Process point of view – is this group empowered to put information out there or do we need to go through Management Team? Consensus was this is why Mark Lowe is on this committee so he can assure we are going in the right direction and he can review with the Management Team as needed.
- xii. Gather analyze, report and communication and in part change/improvement.
  - 1. John Hart will write up a couple examples and present to group.
  - 2. If we give DOT examples and then our framework leads us in a different direction, what are the repercussions? We are not guiding to a specific practice.
  - 3. Here is the definition and here are things that already being done; are there processes we can improve upon to do an even better job.
    - a. Get ideas to Dave by Thursday COB and he will compile a list for the team's review.
- xiii. Thinking about as a group: example from Corey; public input related to performance management – do we want some effort related to asking the public; ask them what is important to them; do we tie this at all into our budgeting process? Does our framework need to include the budget side?
- xiv. Outside support to facilitate our process.
  - b. Applicability to our effort
- 4. Next steps:
  - a. Brainstorm elements of our deliverable and
  - b. Our role in the initiation/implementation

Next Meeting: November 3 at 11 am 1<sup>st</sup> Floor Admin South Conf. Rm.

Agenda topics:

- progress bar – define milestones and where we go from there (need to change percentage area on website)
- examples (John Hart/Dave Putz)