

COUNCIL ON HUMAN RESOURCES

Thursday, September 21, 2006

9:30 a.m. – 11:30 a.m.

Members Present:

Marvin Boots	Anne Howard
Sabrina Johnson	Suzanne Puryear
Sandra Price-Stroble	Carol Strickler
Sara Wilson	

Members Absent:

Betty Bowman	Claudia Farr
Jim Frogue	John McE. Garrett
Oliver W. Hill, Jr.	Wayne J. Ozmore, Jr.
Anna Thomson	

Others Present:

Steve Adkins, DHRM, Administration
Mary Habel, Health Benefits Programs
Dan Hinderliter, Contracts & Finance
Rick Pugh, DHRM Agency HR Services
Barbara Tanner, DHRM, Administration
Rue White, DHRM Agency HR Services

Call to Order

The Council on Human Resources met on Thursday, September 21, 2006, at 9:30 a.m. at the Department of Human Resource Management, PDS Room #4.

HR Council Vice Chair, Sabrina Johnson, presided over today's meeting and welcomed members. Council Members, DHRM staff and Guest present introduced themselves and provided a little background.

CVC Kickoff

Sara Wilson gave an overview of the CVC Kickoff. Thirty-one non-profit organizations (vendors) are participating in the CVC charity fair which was taking place today, September 21, 2006 in the James Monroe Building, 1st. Floor. Sara asked Council to take a look around and talk to the vendors. She informed Council that around noon, there will be a dog rescue and at 1:00 First Lady, Anne Holton will speak on the importance of volunteerism and workplace

giving. CVC video featuring Governor Kaine was shown to the Council. Sara asked Council their opinion of the video.

Suggestions:

In the corner of the video should be the name of the person who did the video.

Put words on video with still pictures of what employees are doing.

Post on the web site.

Telework

Sara discussed telework activity with Council, Executive Order 35 – “Establishing the Office of telework promotion and Broadband Assistance.” Telecommuting Survey (questionnaire) was discussed. Fifty-six agencies responded most people like to work from home. Seventy percent are teleworking.

Communications sent a letter to agencies from Sara regarding Code and in the Leadership Communiqué. The Commonwealth is looking to jump start its telework initiative as a means of COOP planning, attracting new talent, retaining talent by providing an incentive for good employees and reducing congestion. One of the challenges with continuity is Broadband.

Sara asked Sabrina how many facility members were eligible to telework. Sabrina stated faculty are eligible, but don't telework.

Sara asked Council if they had any ideas regarding teleworking.

Suggestions/Comments:

This is a major culture change and others agreed.

Doesn't feel working from home is beneficial.

Managers need to be more mindful of their employees who are teleworking.

Question:

- If an employee works at home 3 times a week, does that mean the employee has to pay full price for parking?
- Are local governments involved?
- Has anyone complained about interaction?
- When you identify variables, what will you do with it?
- Are employees aware of this opportunity?
- Are other states having success with telework?

Sara informed Council Members that HR policy 1.61 “Telecommuting” went out to HR Directors, placed in the Leadership Communiqué and placed online. She asked Council to be attentive to legislation during the 2007 General Assembly session regarding telework. Sabrina gave Council an assignment to learn more about telework.

Commonwealth Preparedness

Rue White discussed DHRM's active involvement with two Office of Commonwealth Preparedness (OCP) work groups. The Preparedness Work Group has developed the 2007 draft agency preparedness survey which will assess executive branch agencies' readiness to manage agency business functions in the event of an emergency. The goal of this work group is to help the Commonwealth develop a culture of preparedness.

The second work group is recommending a new credentialing process for first responders, emergency management officials, and state employees to ensure proof of identity and to control access to emergency staging, response, and recovery areas.

Rue states DHRM has done considerable research on Pandemic Flu planning and has drafted a Public Health Emergency Leave Policy that will help manage the workforce when a declaration of Communicable Disease of Public Health Threat has been made by the Governor. This policy is in the review process.

She states that DHRM has also recommended to OCP the establishment of an "Adjunct Emergency Workforce" composed of state employees who volunteer to fill staffing gaps in agencies that have key roles during periods of extended emergencies.

Carol Rauschberg informed Council that during the disaster in Louisiana, Virginia and North Carolina participated in the cleanup.

Handouts:

- a. Telework – House Joint Resolution 144
- b. Commonwealth of Virginia – telework Initiative dated 7-21-06
- c. Executive Order 35 (2006)
- d. Telecommuting and Alternative Work Schedule memo dated 8-3-06
- e. Telecommuting and Alternative Work Schedule Fields email dated 5-31-06
- f. Telecommuting Survey dated 9-13-06

Adjourn

Next Council meeting is December 14, 2006. Meeting was adjourned.

Respectfully Submitted,

Barbara Tanner
Executive Assistant