

# **Council on Human Resources**

**DHRM – PDS Training Room 4**

**Thursday, April 29, 2004**

**9:30 a.m.**

## **Agenda**

- I. Virginia Certified Public Manager Program (CPM)
- II. Learning Management System (LSM)
- III. Budget
- IV. Virginia Public Service Week
- V. Health Benefits
- VI. Master Calendar
- VII. CVC
- VIII. Open discussion

## ***COUNCIL ON HUMAN RESOURCES***

**Thursday, April 29, 2004**

**9:30 a.m. – 12:30 p.m.**

### **Members Present:**

Marvin Boots  
Jane Crockett  
John McE. Garrett  
Anne Howard  
Sabrina Johnson

Walter Pennington  
Janice Sigler  
Kelly Spraker  
Sara R. Wilson

### **Members Absent:**

Joseph Boatwright  
Erika Davis  
William Ross  
Jasper Watts

William Coppedge  
Claudia Farr  
Millard “Pete” Stith

### **Others Present:**

Rick Pugh, DHRM, Agency Human Resource Services  
George Gardner, DHRM, Equal Employment Services  
Mary Habel, DHRM, Health Benefits Program  
Sue Keener, DHRM, Workers’ Compensation  
Keith Langley, DHRM, CVC  
Susan Luck, DHRM, Personnel Development Services  
Mike Salster, DHRM, Communications  
Barbara Tanner, DHRM, Administration

### **Call To Order**

The Council on Human Resources met on Thursday, April 29, 2004, at 9:45 a.m. at the Department of Human Resource Management, PDS Training Room 4.

Sara Wilson, Director of the Department of Human Resource Management (DHRM) welcomed the members and introductions were made.

### **Virginia Certified Public Manager Program (CPM)**

Susan Luck, Director, DHRM Personnel Development Services, gave a presentation on Virginia Certified Public Manager Program (CPM), explaining the goals and objectives of the program. The first VaCPM Capstone graduating class was held on April 16 with seventeen graduates.

Some questions asked were:

- How is this covered?
- What is the tuition cost?
- Are the 50-300 hours clock hours?
- How are the hours broken down?
- How many credits are received?

### **Learning Management System (LSM)**

Sara gave an overview of the Learning Management System (LSM) to Council Members.

### **Budget**

As the budget had not been resolved at this point, everyone was concerned.

Some questions asked:

- What steps would be taken if there were no budget by the end of June?
- Will the state still operate and for how long?
- Does the budget crunch include VRS?
- How will this effect health coverage?

Sara responded to questions as well as asked council member for their opinion. She states that VRS will continue to work; health benefits will work with VRS if necessary to pay coverage.

### **Virginia Public Service Week**

Mike Salster, DHRM, Public Relations Manager, provided the council with an overview of the upcoming Virginia Public Service Week program to be held at the Executive Mansion on May 5. He said over 200 nominations were submitted for Governor's Awards and that the committee had finalized the selection of this year's recipients. He also noted that over 600 persons submitted their names as ambassadors, approximately 50 percent more than in 2003.

Mike also discussed the "branding" project DHRM is developing with a graduate class at Virginia Commonwealth University. The Capstone class has divided itself into three groups: marketing, public perception and employee perception. The marketing group has produced a variety of suggestions on how to promote state employment, including a script for a proposed video. The focus group team has developed a survey to test the similarities and differences between state employees who have been with the state less than a year longer than five years. The public perception group has developed a mail/phone survey to gauge how the public views the service state employees provide and attitudes toward state employment.

He also provided background on a special edition of *Commonwealth Currents* that will feature profiles of 10 state employees and their perspectives on the importance of their work to the Commonwealth.

### **Health Benefits**

Mary Habel, DHRM Director, Health Benefits, outlined the new health care program. She explained the selection of vendors and gave an overview of the process. She also discussed how the awards were given.

Effective July 1, 2004, state health benefits coverage will be with:

- **Anthem** - Continue to provide medical, vision and hearing services.
- **Delta Dental**
- **ValueOption** - Behavioral Health and EAP
- **Medco Health** - Prescription Drugs.

Mary explained each new plan, and the reasoning behind state employees receiving four ID cards this year instead of one. She also states there will be a 90 day transition period.

Some questions asked:

- What is the estimated cost and who generates?
- Was this change in health providers brought before the council?
- How much did this save the Commonwealth?
- Is there an alternative to using of SS#?
- How did the settlement with Medco (switching one drug for another to save money) affect the state of Virginia?

Mary responded to questions. She discussed social security number alternative, and indicated that Vendors are not equipped to accept alternate numbers at this time. She also distributed information pertaining to Medco and discussed the settlement issue with Council members.

### **Master Calendar**

Sara discussed the master calendar and its purpose to Council members. She stated the master calendar provides key dates and integrated list of due dates of reports and other information impacting most state agencies.

### **Commonwealth of Virginia Campaign (CVC)**

Keith Langley, CVC Program Associate, DHRM, gave an overview of the CVC. The Council's advice was sought on several CVC issues.

1. Should volunteer leave be promoted by CVC?

- After a full discussion, the Council voted 6 to 2 in favor of promoting volunteer leave.
2. How could the state work with localities to learn about volunteer opportunities for employees? Would there be a simple way to collect volunteer opportunities both group and individual?
- After a full discussion, the Council voted unanimously, not to pursue this volunteer opportunity.
3. Would it be valuable to offer CVC services to localities?
- After a full discussion, the Council voted 7 to 1 to explore further.
4. How does the CVC address the future reality that the declining state economy may effect giving? At this time, is it important to craft a strategy to work around this issue, or should the CVC “lay low” and expect there to be a decline in giving. What obligation do we have to our communities to push the campaign forward regardless of the climate?
- After a full discussion, the Council voted not to aggressively push forward:
    - Be sensitive and open
    - Want to make people feel good about giving
    - Point out issue, but don’t be aggressive
    - Don’t move forward

### **GOVERNANCE ISSUE**

It was suggested that attendance rules be reviewed to see if there is any guidance on the number of meetings council members are required to attend.

There being no further business, the meeting adjourned at 12:40 p.m.

Respectfully Submitted,

Barbara Tanner  
Executive Assistant