


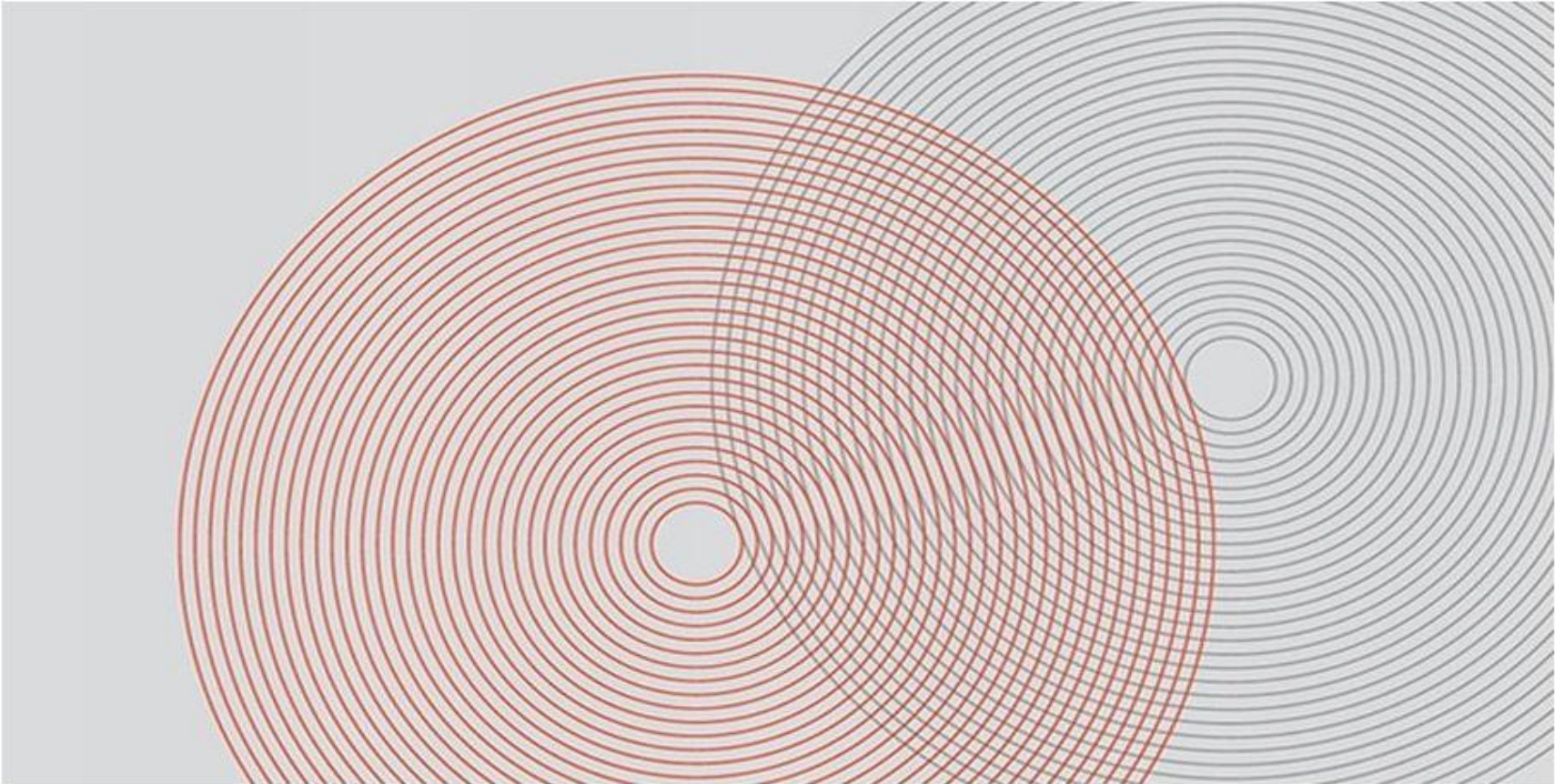
Local OP Staff Engagement

*Work Group Kick-off Meeting
September 10, 2013*



TIME	EVENT	PERSON RESPONSIBLE
1:00—1:05	Opening/Introductions	Claudia
1:05—1:20	Comments/Expectations	Nathan
1:20—1:35	Networking	Linda
1:35—1:45	Overview of Work Teams	Jeanie
1:45—2:45	Work Teams	Shirley, Garen & Patricia
2:45—3:00	Report Backs/Next Steps	Work Teams

Agenda



Structure, Roles and Responsibilities

Engagement Initiative Executive Sponsor

Nathan Brostrom

Engagement Steering Team

- Claudia Escobar
- Gemma Rieser
- Jeanie Urban
- Juliann Martinez
- John Fox
- Linda Klink
- Paul Schwartz

Engagement Work Teams

Career Development

- Facilitator: Shirley Bittlingmeier
- Co-Facilitator: Tracy Fitzgerald
- Work Group: Margaret Lucas, Valerie Marble, Annette Mora, Luanna Putney, Gale Sheean-Remotto, Alfred White, Lifang Chiang

Performance Management

- Facilitator: Garen Corbett
- Co-Facilitator: Ryan Chan
- Work Group: Pei-Ru Chao, Michael LaBriola, Paul Lechner, Stephanie Leider, Monica Lin, Doris Parham, Lynn Tierney

Communications

- Facilitator: Patricia Osorio-O’Dea
- Co-Facilitator: Emily Rader
- Work Group: Arthur Barker, Mary Croughan, Cate Hutton, Kevin McCauley, Alan Moloney, Laureen O’Connell, Dan Scannell

RASCI

(Responsibility, Accountability, Support, Consult, Inform)

Element	Engagement Sponsor(s)	Engagement Steering Team	Engagement Work Teams
Engagement Strategy	<ul style="list-style-type: none"> • Approves 	<ul style="list-style-type: none"> • Responsible 	<ul style="list-style-type: none"> • Informs/Supports
Engagement Team Structure/Roles/Governance Process	<ul style="list-style-type: none"> • Approves 	<ul style="list-style-type: none"> • Responsible 	<ul style="list-style-type: none"> • Supports
Overall Engagement Roadmap/Timeline	<ul style="list-style-type: none"> • Approves 	<ul style="list-style-type: none"> • Responsible 	<ul style="list-style-type: none"> • Informs/Supports
Engagement Recommendations	<ul style="list-style-type: none"> • Approves 	<ul style="list-style-type: none"> • Informs/Supports 	<ul style="list-style-type: none"> • Responsible
Engagement Action Plans	<ul style="list-style-type: none"> • Approves 	<ul style="list-style-type: none"> • Informs/Supports 	<ul style="list-style-type: none"> • Responsible
Stakeholder Engagement	<ul style="list-style-type: none"> • Responsible 	<ul style="list-style-type: none"> • Responsible 	<ul style="list-style-type: none"> • Informs/Supports
Communication	<ul style="list-style-type: none"> • Responsible 	<ul style="list-style-type: none"> • Responsible 	<ul style="list-style-type: none"> • Informs/Supports

Engagement Steering Team Charter

<u>Who</u> we are	<ul style="list-style-type: none">• John Fox• Linda Klink• Paul Schwartz• Juliann Martinez• Gemma Rieser• Jeanie Urban• Claudia Escobar
<u>What</u> our purpose is	<ul style="list-style-type: none">• Set the tone, structure, and overall governance process for the Engagement Work Teams• Be accountable for overall post-survey roadmap and timeline• Set goals/timelines for work group progress• Measure Progress• Communicate progress to stakeholders and to Work Teams• Celebrate progress
<u>How</u> we work	<ul style="list-style-type: none">• Resource for work team• Check-in on progress of work team
<u>How</u> we will measure our success	<ul style="list-style-type: none">• Engagement priorities are defined• Work Teams are resourced and mobilized against these priorities• A clear roadmap and timeline is defined• Ongoing tracking and monitoring of progress in established priorities• Progress is made against identified priority areas
<u>When</u> we will meet	<ul style="list-style-type: none">• Monthly or as needed

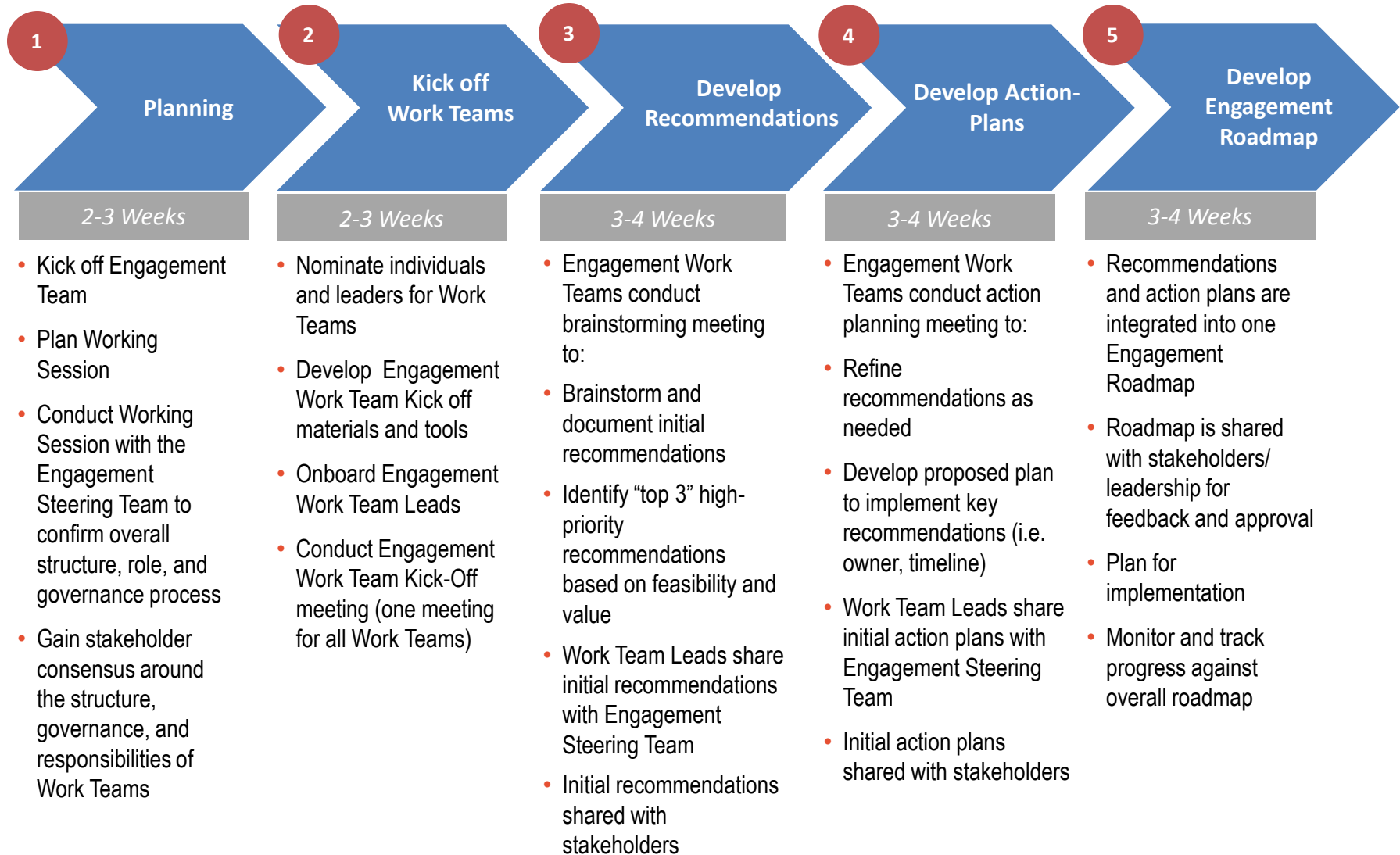
Charter for Engagement Work Teams

<u>Who</u> we are	<ul style="list-style-type: none">• Career Development: Shirley Bittlingmeier, Tracy Fitzgerald, Margaret Lucas, Valerie Marble, Annette Mora, Luanna Putney, Gale Sheean-Remotto, Alfred White, Lifang Chiang• Performance Management: Garen Corbett, Ryan Chan, Pei-Ru Chao, Michael LaBriola, Paul Lechner, Stephanie Leider, Monica Lin, Doris Parham, Lynn Tierney• Communications: Patricia Osorio-O’Dea, Emily Rader, Arthur Barker, Mary Croughan, Cate Hutton, Kevin McCauley, Alan Moloney, Laureen O’Connell, Dan Scannell
<u>What</u> our purpose is	<ul style="list-style-type: none">• Develop recommendations and an action plan against a specific Engagement priority area• Refine recommendations and action plan based on feedback• Provide input into an overall Engagement Roadmap/implementation plan• Drive progress or assign owners to deliver on action plan• Report progress to Engagement Steering Team through Work Team Lead
<u>How</u> we will work	<ul style="list-style-type: none">• Monthly 1.5 hour meetings following Engagement Work Team Kick-Off• Engagement Work Team Leads attend additional Monthly 1.5 hour Steering Team meetings• Additional meetings as needed
<u>How</u> we will measure our success	<ul style="list-style-type: none">• Recommendations are developed and prioritized• On-going communication of progress to staff (i.e. one brown bag per work group)• Action plan developed and shared to Climate Council• Recommendations presented to OP Leadership
<u>When</u> we will meet	<ul style="list-style-type: none">• 2-4 hours per month; actual meeting dates, times and length to be determined

Action Planning Process



Action Planning Process and Steps



Closing Thoughts/Next Steps