

Information & Updates

9.8.23

SharePoint Micro-Trainings

DHR has past micro-training recordings posted on the SharePoint site on the [HR Training Page](#) under the Training tab. For more information on future micro-trainings, please visit the SharePoint [Upcoming Events](#) page where future topics, dates, times and links can be found.

Adding Micro-Trainings to Personal Calendar

In addition to the micro-training information being posted, you are also able to add it to your personal calendar. To have the trainings added, please follow the instructions below:

- Visit the DHR SharePoint homepage, on the right side of the page you will see an Upcoming Events calendar.
- Please click on which event you are interested in attending; it will redirect you to the specific event page.
- You will see a link to follow that says, "Add To My Calendar", click the link and follow the prompts.

If you are still unable to have events added to your calendar, please reach out to [Brennan Serrano](#).

Statewide Call Summary

DHR held the monthly statewide HR call on September 7th. Below is an outline of the topics that were covered.

DHR Administrator, Lori Wolff:

- Lori will assume her new duties as the Director of Operations at the Governor's Office, effective Sept. 18th. Janelle White, current Deputy Administrator, will take over as Interim Administrator.
- The recommendation for FY25 CEC will be published at the beginning of December and will include two new salary structures for IT/engineering and nursing/healthcare positions.
- DHR leadership is currently working on the updated statewide telecommuting policy in response to proposed legislation introduced during the last legislative session.

DHR Interim Administrator, Janelle White:

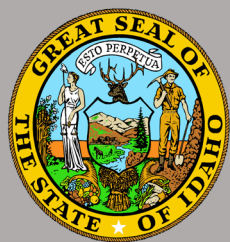
- Announced the two new positions currently posted for recruitment within DHR (DHR Systems and Support Services Bureau Chief and HR Systems and Data Manager).
- Janelle discussed the strategic planning process, reasons for focusing on quarters as opposed to yearly, the quarterly close out taking place on Sept. 14th, and the outlook for the upcoming strategic planning taking place in October.
- More details about this quarter's strategic plan will be posted on the DHR Information and Resources SharePoint site.

HR Manager, Andrea Ryan:

- Discussed change management and how leadership at agencies can better support their employees as we navigate through the sizeable changes taking place within DHR, both Luma and Modernization.
- Andrea touched on the change management process as a whole and explained that we are only two months into this process and there may be employees who are taking longer than others to acclimate and to be patient with those individuals as well as yourself.

Occupational Health Manager, Courtney Butler:

- Please see below section regarding Worker's Compensation Trainings



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Statewide Call Summary Continued

Bureau Chief, Angela Kraft-Fisher:

- October is cybersecurity awareness month, and DHR will host our annual mid-year campaign. The campaign will be in Luma L&D this year! System Admins and HR staff will receive an email on 9/18 with instructions and details. Direct all questions to Claire Russell at claire.russell@dhr.idaho.gov.

Communication's Manager, Brennan Serrano:

- Discussed the upcoming State of Idaho United We Care Campaign beginning October 1st. Beginning this year DHR has taken full ownership of the United We Care website. The website was revealed during the call and includes ways to donate, learn more, campaign resources and different agency activity ideas.
- The donation process remains almost the same as in years past but does contain slight differences. If you would like more information regarding this campaign, please reach out to Brennan Serrano at brennan.serrano@dhr.idaho.gov.

Employee Support Service's Manager, Hanna Hall:

- Walked through the new Hierarchy of Help graphic that was created to assist agency employees in getting different issues resolved in the most efficient way possible. Several DHR employees offered feedback regarding different issues that may not require these steps to be followed, with which Hanna replied that she will get those changes added to the graphic.

Recruitment Manager, Ashley Mattoon:

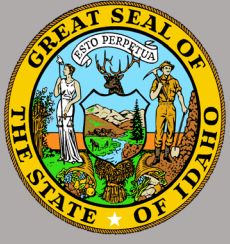
- Thank you to all who joined the Mountain Home Air Force Base Career Fair. Out of the 50 tables, the State of Idaho represented 10 of them. Great job supporting our local military community in educating them about careers to stay in Idaho!
- Agencies that were present: Division of Human Resources, Department of Labor, Department of Parks and Recreation, Idaho State Police, Department of Correction, Idaho Transportation Department, State Controller's Office, Department of Administration, Idaho Military Division, Division of Veteran Services and State Tax Commission.

DHR Weekly Communication Scheduling Update

With the inception of the Luma HCM Weekly Communication, the DHR Weekly Communication frequency will be changing and becoming more flexible. The frequency will be determined by the amount of information provided in any given week and in some instances, it could go from weekly to bi-weekly.

Workers' Compensation Trainings

DHR and State Insurance Fund are offering specialized safety and workers' compensation trainings for all state employees. These trainings are **FREE** to all state of Idaho employees. The trainings include Safety and Workers' Compensation 101, Supervisor Safety Training, Environmental Awareness and Ergonomics. Register today by having your manager enroll you in the trainings in Luma or if you need assistance registering, you can contact Claire Russell at Claire.russell@dhr.idaho.gov.



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Luma Hierarchy of Help

DHR developed this Hierarchy of Help flowchart to assist employees if they have an issues or problem with Luma. Please [click here](#) to access the file with links, below is the image of the Hierarchy. For more information regarding this please contact Hanna Hall at hanna.hall@dhr.idaho.gov.

