



Information & Updates

11.03.23

Staffing Updates

HR Systems and Data Program Manager

We are thrilled to announce Ashley Mattoon will be transitioning to the role of HR System and Data Program Manager, effective November 12, 2023. Ashley's journey with our team began in May 2022 when she joined us as a Recruitment Manager. During her tenure in this role, she made remarkable contributions to our organization, with a particular highlight being her pivotal involvement in the Luma project. Her impressive background encompasses a wide range of achievements, including recruitment and her key roles in successfully implementing two HRIS systems, aside from her contributions to our Luma implementation. When Ashley isn't hard at work, you'll often find her exploring new destinations alongside her husband, enjoying some time by the water, or catching the latest blockbuster at the movies! Ashley is excited to shift her focus toward the system and data side of HR, and she's eager to bring her expertise to benefit the State of Idaho. To all our dedicated recruiters, Ashley wants to express her heartfelt gratitude for your hard work and dedication. While she'll undoubtedly miss the day-to-day interactions, she's looking forward to embarking on this exciting new chapter in her career. We can't wait to see the amazing things you'll accomplish in this new position.

L&D Systems Manager



Congratulations to Amanda Regnier on her promotion to L&D Systems Manager! Amanda started with the state in 2017 as a Training and Development Program Supervisor at ITD, before transferring to DHW to be a Training Specialist in December 2022. With a Master's in Management/Leadership, she is skilled at program management, leading teams, learning and development, and organizational goal/vision promotion. Amanda has proven to be an advocate and cheerleader for Luma L&D by leading DHW's transition from Cornerstone. She is also a participant in the current cohort of the CPM Program! Outside of work, she loves spending time with her family (husband Chase, Gauge 13, and Brody 7). As a family, they enjoy football (especially visiting stadiums!) and lacrosse. Amanda says, "I am very excited about my new role, joining another remarkable team, the new challenge, and the overall opportunity to support statewide learning and development."

Recruitments for backfills for both of their prior positions will be posted soon.

Luma Micro-Learning: Benefits

Join us next **Wednesday, November 8 at 2:00 PM MT** for a Luma Micro-Learning. Jennifer Pike, from the Office of Group Insurance, will cover benefits issues related to adjusted start dates, rehires in term pending status, and SCO/PHD transfers.

Zoom Link: <https://us06web.zoom.us/j/81751022826?pwd=beObaSlVyzl9bc8qk0GXfRa5Pg4lvo.1>



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Donated Leave Requests

Requests for DHR employees should go through [Krystan Thompson](#). She will provide the information to the communications team for distribution to the DHR ListServ.

Requests for agency employees need to go through your bureau chief to ensure that you have exhausted your agency and HRO team options. The bureau chief will send to the communications team for distribution to the DHR ListServ. These will be infrequent.

Statewide HR Call Summary 11/2/23

Performance Appraisals (Andrea Ryan)

Performance appraisals for DHR team are upcoming and are due by the end of November. October 31st was the end of the rating period. Friendly reminder to supervisors to start working on Performance Evaluations if you have not already. Feedback from customers is an important part of the process; however, be mindful of those who interact with a lot of DHR staff. Also, if you only have a little bit to share, that is alright too. Employees, please collaborate with your supervisors by providing accomplishments, customer feedback that you have received, and ideas about objectives for the upcoming rating period.

HR Job Classes and Crosswalk (Andrea Ryan)

Discussed and reviewed the new HR job classes. The executive team is meeting on Monday to review recommended classification changes from the HROs. The goal is for the executive team to have these changes approved and through DFM approvals in time for Performance Evaluations at the end of November.

Systems and Support Bureau Update (Michelle Hermann)

Reviewed the staffing changes and reporting structure in the new Systems and Support Bureau. Big shout-out to Hanna and Jeni, whose exceptional efforts deserve special recognition. Additionally, we are thrilled to welcome Ashley Mattoon into her new Program Manager role with the support of Chris Eismann. Ashley and Chris will officially transition to this reporting structure as of 11/12/2023. We would also like to express gratitude to Jen Weekes for seamlessly stepping into her role and helping Michelle Hermann navigate the learning curve. Lastly, please take a moment to review [the image that outlines our strategy for the Systems and Support Bureau](#).

Holiday Week Payroll (Michelle Hermann)

Please watch for holiday weeks and ensure that payroll is being processed according to the schedule as per the SCO. It is different than how we functioned in legacy.



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Statewide HR Call Summary 11/2/23 Continued

Luma Communications (Michelle Hermann)

We are actively enhancing our communication regarding changes and updates within LUMA. One key aspect of this effort involves becoming more specific about our target audience. Additionally, a significant focus area is improving how we communicate with DHR Support/SCO Ticket. To facilitate smoother communication in this regard, **we recommend including the following information when making a request to DHR Support/SCO Help Desk tickets:**

- Employee Name
- Employee Number
- Work Unit
- Request
- Specifics
- Dates
- Question or requested action
- Full screenshots

October Cybersecurity Campaign (Angela Kraft Fisher)

October Cybersecurity Awareness training is due by Monday, November 13th! To date, 62% of the state has completed the training. DHR still has 32 staff members who need to take it. Direct all questions and enrollment requests to cybertraining@dhr.idaho.gov.

Micro-Learnings (Angela Kraft Fisher)

Micro-learnings for DHR staff will now be offered monthly on the second Wednesday at 2:00 PM MT. A schedule of topics will be forthcoming.

Holiday Celebration Ideas (Angela Kraft Fisher)

DHR is planning a holiday celebration and collecting feedback from the field! Please email [Angela Kraft Fisher](mailto:Angela.Kraft.Fisher) with suggestions for how to celebrate as a statewide team.

United Way Campaign Summary (Brennan Serrano)

The amount of one-time donations statewide more than doubled from last year, with the total still yet to be finalized. There was also a spike in payroll deductions this year. Thank you to everyone who participated and made this year special!