



Information & Updates

12.08.23

Welcome Denise Stringer – Idaho Department of Health & Welfare

The Idaho Department of Health & Welfare is proud to announce the hiring of Denise Stringer as their new HR Business Partner III supporting PTC.



Her most recent experience was in the private sector as an HR Business Partner for Cascadia Healthcare where she supported several skilled-nursing facilities in Idaho, Oregon, Washington, Arizona and New Mexico. She also comes to us with previous state experience from her time at Boise State University as a Human Resource Specialist, Sr.

Denise is a Boise State University graduate (Go Broncos!) with a Bachelor of Business Administration – Human Resources. She is an Idaho native, and, when she's not working, loves to travel with her daughter, who is attending Boise State.

Welcome Lindsey Avelar – Idaho Department of Health & Welfare

The Idaho Department of Health & Welfare is proud to announce the hiring of Lindsey Avelar as their new HR Business Partner III supporting Westgate.



Her most recent experience was with Avenue5 Residential, which is a property management company based out of Seattle and she also previously worked at Schweitzer Engineering Laboratories in Pullman, Washington. Both allowed her to work in multiple regions and divisions, so I know she'll do great supporting all the divisions in Region 4.

Lindsey has shared the following: "I'm so excited to be joining your team! I grew up in the Wood River Valley, went to The University of Idaho (go Vandals!!), lived on the East Coast for about 7 years (among other places), and I am so excited to be back home in Idaho! I have a sweet dog named Clyde, who I can talk about for hours, and I'm so elated to be home and close to family and friends. I'm looking forward to meeting everyone soon!"



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Statewide HR Call Summary 12/7/23

Thoughts from Leadership (Janelle White)

- DHR Leadership has created a new segment to open each Statewide call, “Thoughts from Leadership”. Each month will feature a different member of Leadership to share insightful/motivational information.
- This month’s message was a reminder that when things seem impossible, remember:
 - Self-Doubt is normal. “The only people who never feel like imposters are narcissists. Being 100% sure of yourself at all times betrays arrogance and breeds complacency. Pangs of doubt are a normal, health human response to new challenges.” – Adam Grant
 - Small steps are much more manageable than giant leaps.
 - We can do hard things. But we must first acknowledge when things are hard. It’s impossible to solve a problem when we don’t acknowledge it exists.
 - Take a break! Quit every single day. And then start over again the next day.

Telecommuting (Janelle White)

- DHR is working with the state legislature on the Telecommuting Policy. 20% of an agency’s staff telecommuting per day has been discussed, nothing has been decided.
- If you are telecommuting, please remember to code your time as TEL. This allows for more accurate data to be pulled.

CEC Report (Janelle White)

- The FY2025 CEC Report was published last Friday (12/1) and can be viewed [here](#).
- DHR is recommending a 4.5% merit increase, to move the existing salary structures by 3-5%, to implement additional salary structures for IT engineering, nursing, and healthcare, and provide the employees in those positions an additional 5.5% equity increase.
- Janelle is presenting the report to the CEC Committee on Tuesday, December 12th. You can view this presentation [here](#).

Update on DHR Administrator Role (Janelle White)

- There is no new update for the DHR Administrator position, but Janelle will keep everyone informed as she learns more information.

DHR Reclassifications and Compensation Strategy (Andrea Ryan)

- Going forward, whatever your new title is, please use that. For example, HR specialist Sr. is now an HR Business Partner III. Please don’t create new working titles that are not consistent with all of DHR.
- Job classes and crosswalk are currently available on the DHR website for review.
- Compensation strategy minimums were created for everyone due to consolidation of roughly fifty agencies down to one to create consistency.



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DHR Reclassifications and Compensation Strategy (Andrea Ryan - Continued)

- Letters have been created for staff with their new job class and pay range, the plan is to implement these changes next week.
- Taryn's team will be handling recruitment for DHR to allow for more consistency in the process. The [DHR process for recruiting](#) is available on the [SharePoint](#) site.

Travel Policy Updates (Michelle Peugh)

- The Travel Policy was updated and sent to agency directors and fiscal staff on Dec. 1st
- Includes a definition of "Volunteer" and allows for drinks and refreshments to be provided to volunteers at trainings.
- To receive partial per diem, employee must be in "travel status".
- The updated policy can be found [here](#), and any questions should be directed to agency fiscal. Please review the policy one-page document [here](#).

Employee Engagement Survey (Michelle Hermann)

- DHR will be working towards deploying a statewide Employee Engagement Survey in the spring of 2024, similar to the one in fall of 2022.
- Currently working towards incorporating a reporting matrix to allow agencies to drill down to certain levels of their agencies. Note – The survey will still be anonymous, and not able to drill down to specific employees.
- Working towards consistent questions.
- Resources will be given to agency staff members to assist their agency with the survey.

DHR Trainings and 2024 Statewide Training Calendar (Angela Kraft-Fisher)

2024 Statewide Training Calendar (all employees)

- The 2024 statewide training calendar will be open for registration by the end of day today. Employees on 2023 waitlists have been contacted for priority registration. All registration will be done in Luma L&D. Managers or HR Generalists must register employees.
- New NEO modules launching in early 2024 will include Overview of State Government, Ethics, and Benefits.

Training Team Staffing Changes

- Claire Russell has moved to a new role on Taryn Ross's team. Paige Leatham will be the new Training contact.

2024 DHR Training Calendar (DHR employees)

- Calendar for 2024 trainings will be available on DHR SharePoint site by December 22nd.
- In addition to monthly micro-learning, DHR will be offering monthly full-day trainings for our employees (FMLA, ADA, Investigations, Crucial Conversations, etc.). Work with your supervisor to determine which classes you should attend.



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Gem Connection Newsletter (Brennan Serrano)

- The Gem Connection newsletter is a new monthly publication for all State of Idaho employees. This newsletter will contain health & wellness information, book and recipe ideas and insightful agency and event highlights.
- All information contained in newsletter will be found on the updated State Employee Portal.

December Micro-Learning: Luma Tips and Tricks

Join us Wednesday, December 13th at 2:00 PM MT for our December micro-learning. Kristy Bobish-Thompson will facilitate a conversation and invite others to share helpful tips and tricks to simplify common Luma actions.

Zoom Link: <https://us06web.zoom.us/j/82655328244>

Visit the [DHR SharePoint](#) site to view archived micro-learnings and future opportunities.

Current Openings

[HR Business Partner III](#) – Idaho State Board of Education & Career Technical Education (Boise)

[HR Specialist](#) – Idaho Department of Health and Welfare (Boise)

DHR Holiday Happy Hour RSVP



You are invited to DHR's
Holiday Happy Hour

Date: Tuesday, December 12th

Time: 4:00 – 6:00 PM

Where: The Mode – 800 W Idaho St. Boise, ID 83702

Optional: In lieu of a white elephant gift exchange, we will be collecting a new, unwrapped toy for [“Santa's Toy Box”](#) for St. Luke's Children's Hospital.

Please [RSVP here](#).



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Donated Leave Request

The Idaho Division of Human Resources has an employee that is requesting donated leave due to a qualifying reason. If you are able and willing to donate, please fill out the following fields in Step 1 on the [authorization form](#).

Donating Employee Name (*your name as it is listed in Luma*)

Employee ID (*this is your Luma ID*)

Donated Type (*Sick or Vacation Leave*)

Employee Signature

Date Signed

Donating Hours (total number of hours you are donating)

To donate, you must:

- donate a minimum of 4 hours
- choose vacation or sick leave and may not include both sick and vacation on a single request
- have at least 80 hours of the type of leave you donate remaining after donation
- not exceed the maximum of 80 hours of vacation or sick leave donated per fiscal year.

Send questions & completed forms to Krystan.thompson@dhr.idaho.gov

2024 Statewide Training Calendar and Luma Registration

Please share the following message and attached flyer with your agency staff:

DHR is excited to announce training dates for 2024 courses are now available! [You can view descriptions of available classes and dates/times on the DHR website](#). All registration is now completed in Luma. Please work with your supervisor or HR team to register for a session. Your supervisor should follow the [‘Enroll My Staff in Training’ QRG](#).

Supervisors, remember that the catalog view through your Manager role is a statewide catalog. Only enroll your staff in other agency trainings with permission from that agency. To get a list of available DHR Trainings, search for “DHR” in the Activity ID field.

View upcoming DHR training opportunities: <https://dhr.idaho.gov/trainings/>

Need enrollment assistance or have questions? Please contact Paige Leatham at paige.leatham@dhr.idaho.gov.