



## DHR Operations Weekly Communication

### 2.2.24

## Staffing Announcements

### Welcome Tara Knight – Program Systems Specialist

#### Idaho Department of Health and Welfare

The Idaho Department of Health and Welfare is proud to announce the hiring of Tara Knight as their new Program Systems Specialist.



Tara, a native of Idaho, enjoys residing here with her husband, their three energetic children, and lively dogs, even after exploring Western Europe.

Tara has nearly 20 years of service with the State of Idaho, beginning at Central District Health, moving through various roles at the Department of Health and Welfare's EMS Bureau, and ultimately finding her passion in developing online training. She transitioned to a part-time role in Child Welfare, focusing on training, communications, and managing the Learning Hub after her first child was born.

Tara is really looking forward to creating even more online trainings and helping other DHW LMS administrators with the Learning Hub and Luma L&D.

### Welcome Nicole Plumb – HRBP III

#### Idaho Department of Health and Welfare

The Idaho Department of Health and Welfare is proud to announce the hiring of Nicole Plumb as their new HRBP III supporting SWITC and SHW.



Nicole has been with the State of Idaho since January 2020, finding her HR Business Partner III role at the Idaho State Liquor Division exceptionally fulfilling. She resides in Caldwell, Idaho with her family and pets. Dedicated to lifelong learning, Nicole is working towards a master's degree in HR Management, with a focus on Strategic Innovation and Change Management.

An avid reader and equestrian, she spent her formative years on a farm. Nicole aspires to write historical fiction and to once again own and breed horses.

Her anticipation is high for her upcoming role with the DHW, SWITC, and State Hospital West.

# DHR Statewide Call Summary – 2.1.24

## State of Idaho Insurance Provider Update (Jennifer Pike – OGI)

- Discussed the State of Idaho's new insurance provider. There is more information forthcoming.
- You can view Jennifer Pike's [presentation slides here](#), please remember that this is a generic overview, and more information will be shared once it is available.

## Thoughts from Leadership (Mike Evans)

- Prioritize present moments with children, acknowledging that 95% of time spent with them occurs before they turn 18.
- Embrace minimalism to eliminate distractions, fostering opportunities for joy and the freedom to enjoy life's experiences on one's own terms.

## Legislative Update (Michelle Peugh)

- Our Rules passed the Senate and will be presented to the House next Wednesday (2/7).
- Our budget will be presented to JFAC Tuesday (2/6).

### On Thursday 2/1, JFAC voted on the CEC recommendation which includes:

1. Shifting the core salary structure upward by an average of 3.75%
2. Maintain all jobs on pay line exception
3. A 2% appropriation for permanent employees to be distributed on the basis of merit
4. A permanent ongoing increase of 1% to all permanent employees, not based on merit.
5. Implement two new pay structures for IT/Engineering and Nursing/Healthcare
6. Maintain the current health insurance plan structure and benefit package for state employees.

### Bills we are involved in:

- Carrying **S1246** related to allowing new employees of the Office of the State Board of Education to enroll in PERSI if they have any PERSI service but are not vested. Bill has been printed but we do not have a hearing yet.
- The original Telecommuting bill, **S1219** has been edited and is now **S1261**. This was printed yesterday, and we are waiting for a hearing to be scheduled. We are following closely but for the time being, the telecommuting policy on our website is what agencies should be following.

### Other Bills we are following that are relevant:

- **H0416** – Related to the prohibition of using tax dollars and public funding for membership fees or dues to any organization.
- **H0421** – Related to a legal definition of male and female.
- **H0433** – Related to preventing state agencies from requiring degrees as part of minimum qualifications for a job unless required by law. To move toward skills-based hiring.
- **S1237** – Related to adding sexual orientation and gender identity to the Idaho Human Rights Act
- **S1238** – Related to a notice of hearing being required for Workers Compensation

# DHR Statewide Call Summary – 2.1.24

## Career Outreach Program Update (Paige Bongiorno)

- Attended a collaborative workshop in Maryland with various agencies to develop strategies for converting service experience into career opportunities, using AmeriCorps as a reference model.
- Ongoing development of our service program based on insights from other states' implementation plans, with Michelle and Janelle contributing to strategic discussions.
- Focusing on skills-based hiring through a National Governor's Association Community of Practice February through September. Further details on skill-based hiring and workforce development forthcoming.

## Respectful Workplace Training (Angela Kraft-Fisher)

- All DHR employees must complete the 2024 Respectful Workplace training in Luma L&D by Thursday, February 29<sup>th</sup>.
- Agencies can decide when they would like to take Respectful Workplace training, as long as it is through Luma L&D. For mass enrollment assistance, contact the DHR training team at [dhr.training@dhr.idaho.gov](mailto:dhr.training@dhr.idaho.gov). Amanda Regnier or Kate Nihipali will assist you.

## February Micro-Learning Reminder (Angela Kraft-Fisher)

- Remember to enroll for the monthly micro-learning session on Wednesday, February 14<sup>th</sup>, at 2:00 pm MST. The session will cover the legislative process and provide updates. Enrollment in L&D is necessary to receive the participation link.

## Employee Academy Pilot Acknowledgment (Angela Kraft-Fisher)

- Thank you to everyone who participated in the new Employee Academy pilot last week and provided feedback.

## Upcoming DHR Trainings (Angela Kraft-Fisher)

- Visit the DHR Employee Training page on SharePoint for future training opportunities exclusive to DHR employees. Upcoming sessions include FMLA 101 on February 13<sup>th</sup> and Getting Things Done in March, offered online. Staff must have your supervisor's approval before attending and enrolling in Luma.

## 2023 W-2's (Michelle Hermann)

- Employee 2023 W-2 tax forms for the State of Idaho have been mailed and are also available for electronic viewing in Luma. For instructions on how to access and view your W-2, [visit the Luma page](#) on SharePoint.

## ITS DUO Update (Michelle Hermann)

- Multi-factor authentication when logging into computer.
- Phased roll-out to agencies who are supported by ITS – Communications are forthcoming
- DHR emails will have this implemented by the end of March

# DHR Statewide Call Summary – 2.1.24

## February Fiscal Fun for You (Michelle Hermann)

Join Bureau Chief, Michelle Hermann and Financial Specialist, Sr., Jen Weekes for an exhilarating, optional coffee hour where they will dive into the world of fiscal- well, not everything, but at least skim the surface! They are offering 4 exciting options for you to attend, every Wednesday at 9:00 AM MT though the month of February!

### Schedule and links:

- [Wednesday, February 7<sup>th</sup> - 9:00 AM MT](#)
- [Wednesday, February 14<sup>th</sup> - 9:00 AM MT](#)
- [Wednesday, February 21<sup>st</sup> - 9:00 AM MT](#)
- [Wednesday, February 28<sup>th</sup> - 9:00 AM MT](#)

**Michelle Hermann**  
Bureau Chief



### Here's what's on the agenda:

- DHR Funding/Budget (SLA)
- Payroll
- GL String
- P-Cards
  - Ordering
  - Approving
  - Excluding taxes and tips
- Travel
- Cell Phone Reimbursements
- A sprinkle of resources throughout
- Question and Answer



**Jen Weekes**  
Financial Specialist, Sr.

## Employee Corner

### Current Openings

[HR Business Partner I](#) – Idaho Department of Correction (Boise) – **Closes 2/5**

[Learning & Development Specialist, Sr.](#) – Idaho Division of Human Resources (Boise) – **Closes 2/11**  
(Central Office team located at ITD Chinden Campus)

[HR Officer](#) – Idaho Transportation Department (Boise) – **Closes 2/15**

[HR Business Partner III](#) – Idaho State Liquor Division/Lottery Commission (Boise) – **Closes 2/15**

### Save the Date: DHR Spring Summit

Mark your calendars for May 21<sup>st</sup> – 22<sup>nd</sup> for the DHR Spring Summit at the Chinden Conference Center in Boise! Details and agenda to come.

If you need to book a hotel, DHR has a block of rooms at the Springhill Suites on Cloverdale Road for \$165 per night. To reserve a room, call **208-939-8266** and tell them you are with the group DHR 2024 Summit. Please remind them you are tax exempt.

# Employee Corner

## Updated Worker's Compensation Preferred Provider List

The Worker's Compensation Preferred Provider list has been updated to reflect the new Sterling Urgent Care locations. You can [view the list here](#) and on the [DHR external website](#).

## Update to Idaho State Mileage Rate

The Idaho State Board of Examiners has approved an increase to the Idaho State Mileage rate from 65.5 cents a mile, to 67.0 cents a mile. This is effective February 1<sup>st</sup>, 2024, to match the federal rate.

If you have any questions, please contact the Board of Examiners at [brdexam@sco.idaho.gov](mailto:brdexam@sco.idaho.gov).

# Training Updates

## February DHR Micro-Learning

Enrollment is open for next month's micro-learning, ***Legislative Process and Update***, scheduled for **Wednesday, February 14<sup>th</sup>** at 2:00 PM MT. Visit the [DHR Employee Training](#) page on SharePoint for enrollment instructions and upcoming monthly topics. Email [dhr.training@dhr.idaho.gov](mailto:dhr.training@dhr.idaho.gov) with questions.

## DHR Employee Training Opportunities

Enrollment is now open for DHR-specific trainings in March and April! We will be hosting Getting Things Done online in March and FMLA 101 in Boise in April. Work with your supervisor to enroll in Luma. Visit the [DHR Employee Training](#) page for full details.