



DHR Operations Weekly Communication

4.5.24

DHR Statewide Call Summary – 4.4.24

Thoughts from Leadership (Kristy Bobish-Thompson)

- Reignite your Passion – [6 Ways to Spark Your Interest and Zest at Work – Psychology Today](#)
 - **Seek out something new to learn:** Attend in-person workshops or online meetings to learn something new and change the way you do day-to-day tasks.
 - **Enhance relationships:** Go above and beyond with customers, meeting in person as opposed to over the phone, or take the time getting to know a different co-worker.
 - **Be a resource:** Create a resource to share or be a mentor to a co-worker.
 - **Take a process improvement perspective:** Look at your position from the perspective of someone outside your agency. This could lead to identifying an alternative way to improve function and processes.
 - **Put your own stamp on it:** Tailor your day-to-day tasks so they are suited to your work style and strengths. Certain tasks aren't always desirable; could you trade tasks with a co-worker to match tasks with skills (supervisor approval).
 - **Pair it with pleasant:** Follow your less desirable tasks with tasks that you do find enjoyable. Practice activity bundling, pair a task with listening to music or conversing with a co-worker.
- Try experimenting with these different tips and monitor the effects over time. The idea is to foster engagement and break the cycle of operating on autopilot.

Open Enrollment & Carrier Change Information (Jennifer Pike – OGI)

- The OGI website is updated with new open enrollment information, including new insurance and carrier information.
- Regence benefit document is available with contact information for employees to have specific questions answered related to their doctor or medication coverage.
- Additional QRG's and videos will be made available covering the Open Enrollment experience in Luma.
- Email communication outlining current happenings and upcoming information is drafted and will be sent out to DHR staff.

DHR Organizational Update (Michelle Peugh & Andrea Ryan)

- Michelle Peugh and Andrea Ryan are DHR's new Deputy Administrator's. Michelle will be working with the legislators, the governor's office, and Central Office Bureau Chiefs. Andrea will be working with agency directors and the Operations Bureau Chiefs.

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DHR Organizational Update – continued (Michelle Peugh & Andrea Ryan)

- Backfills for those positions will be opened after we assess our needs. It will likely be about 60 days before they are posted. DHR Strategic Planning takes place in two weeks. We want to assess any resource gaps before filling those positions and will coordinate the recruiting for them. Right now, we are focused on the HRO position at ITD. In addition, we will be coordinating them both.

DHR Telecommuting Update (Michelle Peugh & Andrea Ryan)

- The DHR telecommuting policy is what agencies need to be following for telecommuting guidance.
- Emails have been sent confirming employees preferred telecommuting days. You can begin with this schedule starting next week. Employees were assigned the telecommuting training within Luma, if you are not enrolled in the telecommuting training, please reach out to DHR.training@dhr.idaho.gov.
- Employees should have also received the general expectations acknowledgment and DHR specific expectation acknowledgment documents.

CEC Update (Andrea Ryan)

- DHR is hosting a CEC micro-learning on **Wednesday, April 10th** focusing on data review and answering general CEC questions. DFM will be joining to speak to fiscal staff regarding the budget.
- Now that DHR is modernized, agency HRO's must review their CEC plan before it is submitted to DHR Bureau Chiefs.
- Michelle Hermann will be hosting office hours with Logan Klaas and Ashley Mattoon for DHR staff to ask questions and review the details of the CEC data more in-depth.
- A few of the frequently asked questions so far:
 - We have now implemented a specific hire-by date (**April 14th**) for CEC eligibility. New hires will receive the 1% increase, and once entrance probation is passed, they will receive the merit-based increase as well.
 - Use of the template spreadsheets will be required for submission to DFM and DHR this year. The updated ISD load process allows us to upload everyone's updated CEC information at one time, and their ISD load must match those data elements within the spreadsheet.

Legislative Update (Michelle Peugh)

- We tracked several bills this session and 18 bills have an HR or business impact. Andrea and I will work to prepare an after-session summary and any needed guidance for agencies.
- A clean version of our approved, shorter, more concise rules will be sent out, with some in-person education sessions to follow.

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April's Micro-Learning: CEC Update (Angela Kraft-Fisher)

- See Training Update on page 5.

DHR Summit (Angela Kraft-Fisher)

- See Training Update on page 5.

Performance Appraisal Process for Supervisors (Angela Kraft-Fisher)

- See Training Update on page 5.

Employee Appreciation Week (Mike Evans)

- **May 6th-10th** is Employee Appreciation Week, with the official Employee Appreciation Day falling on **May 8th**. Once the Governors' Office releases their plans, further communications will be sent out.
- Ideas for activities can be found in the Employee Corner section.
- Employee Appreciation Week occurs during the final week of open enrollment, please ensure that you are available to your staff during that week for assistance with open enrollment.

Bring Your Kids to Work Day (Michelle Hermann) /

- **Thursday, April 25th** is National Bring Your Kids to Work Day.
- Began in the early 90's with Bring Your Daughter to Work day to empower women to join the workforce. Expanded to all children in 2003.
- This event is not required but is strongly supported by Governor Little. If you do choose to participate there are numerous activity ideas to get involved.
- Capitol tours are available again this year, they will run from 10am – noon and will run every 15 minutes.
- You will not need to use vacation time to participate, so long as it is a reasonable amount of time and appropriate activity (capitol tour, child interviews, etc.)

Budget Update (Michelle Hermann)

- DHR has five new positions for FY25:
 - HRBP III – Parks and Recreations
 - HRBP III – ITS
 - HRBP I – State Public Defenders Office
 - HRBP I – DHW
 - HR Supervisor – IDOC
- Reviewed the DHR budget for FY24 and previewed FY25, including Personnel Cost, Operating Expenses and tracking the appropriated amounts if all positions were filled to ensure we have the appropriate funds to cover operating costs.
- DHR Operating Expense amount was lower as it only covers DHR Central staff, field agencies ³ cover their HR staff operating expenses.

Employee Corner

Current Openings /

If you are interested in a lateral transfer, please email the hiring manager and copy Claire Russell (claire.russell@dhr.idaho.gov).

[HR Officer](#) – Idaho Transportation Department (Boise) – **Open until filled**

[HR Business Partner III](#) – Idaho Transportation Department (Rigby) – **Closes 4/16**

[HR Business Partner III](#) – Idaho Transportation Department (Boise) – **Closes 4/21**

2024 State of Idaho Employee Recognition Toolkit /

May 6th – 10th the State of Idaho is celebrating Public Employee Recognition Week with Idaho State Employee Recognition Day occurring on **May 8th**. DHR has created an [Employee Recognition Toolkit](#) to help agencies and work groups express appreciation for their employees!

Life Savers Needed! State of Idaho Chinden Campus Blood Drive /

Give blood.

Every 2 seconds someone
in the U.S. needs blood.

American Red Cross



Blood Drive **State Chinden Campus**

Coral Room
11321 W Chinden Blvd Building #2
Garden City, ID 83714

Tuesday, May 28, 2024
8:30 a.m. to 2:30 p.m.

Please visit RedCrossBlood.org and enter: ChindenCampus to schedule an appointment.



Build the blood supply: Come give 5/20 to 6/9 for an exclusive Tetris and Red Cross shirt, ltd. qty.

Training Update

April's Micro-Learning: CEC Update

Don't forget to enroll in April's micro-learning scheduled for next **Wednesday, April 10th** at 2:00 PM MDT. This month's topic will be a CEC update! Enrollment closes **Monday, April 8th** and the link will be sent on **Tuesday, April 9th**. If you have any issues or questions about enrollment, please email DHR.training@dhr.idaho.gov.

DHR Summit

DHR is celebrating our first birthday since modernization with a "One-derful" theme to commemorate us becoming one agency. Instead of gifts, we ask that teams [create posters showcasing everything that is special about your group](#)! As a reminder, **May 21st** is for leadership only and **May 22nd** is for all staff.

Performance Appraisal Process for Supervisors

There is a new resource page available on the DHR website to help managers with the performance appraisals in Luma. The page includes an overview of the process and short instructional videos for each step: <https://dhr.idaho.gov/performance-appraisals/>

Staffing Announcements

Welcome George Menendez – HR Supervisor Idaho Transportation Department

The Idaho Transportation Department is proud to announce the hiring of George Menendez as their new HR Supervisor!



George is looking forward to growing his DHR career as the new HR Supervisor for ITD. George started working for the state in December 2021 with the Tax Commission. Prior to joining the state, he worked for the County of Orange HR Department in California for 16 years, starting as an HR Receptionist and ending as a HR Generalist, working mainly in employee relations.

On a personal note, George has been married to his wonderful wife, Shawn, for 19 years. They are high school sweethearts, so they've actually been together a total of 26 years. They have three amazing boys (Jon 15, Nate 14, and Eli 12), two dogs (Tulip and Bear), and one cat (Buttercup). They are a baseball family, so when we're not on the ball field, you can find them fishing, camping, gardening, or thrifting.

Staffing Announcements

Welcome Jarrod Lloyd – HRBP III

State Board of Education & Career Technical Education

The Idaho State Board of Education and Career Technical Education are proud to announce the hiring of Jarrod Lloyd as their new HR Business Partner III!



Jarrod Lloyd is joining us as an HR Business Partner III supporting OSBE and CTE. Jarrod is an Idaho native and returned to Idaho in July 2023 after living in Utah for the past few years, for his wife to attend medical school at the Idaho College of Osteopathic Medicine. Jarrod obtained his degree from Utah State University and is coming from Reading Horizons, an educational tech company that focuses on Reading Literacy and helping struggling students reach proficiency. He has previous experience working HR in a University setting and a manufacturing setting.

Outside of work Jarrod enjoys spending time with family, traveling with his wife to various locations, camping, reading, and caring for his dog Winston and Cat Lilly.

Welcome Abby Davis – HRBP I

Idaho State Police

The Idaho State Police is proud to announce the hiring of Abby Davis as their new HRBP I!



Abby is super excited to join the HR team at ISP! She studied Management and Human Resources at the University of Idaho where she graduated in May of 2023. Abby began her HR career in McCall, ID, but recently made the move back to Meridian where she grew up. Outside of work, you'll find her on the ski slopes, taking a fun new workout class, or spending some quality time with her loved ones. *"I am looking forward to getting to know you all and starting my career with ISP!"*