# **MEETING MINUTES**

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| **Meeting/Project Name:** | | | | PER Performance Management Taskforce Meeting Minutes (011111) | | | | | | | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | | 01/11/2011 | | | | **Time:** | | | | | 11:30 AM US (EST) | | | | |
| **Minutes Prepared By:** | | | | Lee Webster | | | | **Location:** | | | | | URL: [**http://shrm.adobeconnect.com/permgtfull0111/**](http://shrm.adobeconnect.com/permgtfull0111/#_blank)Audio Bridge:: 1-800-745-6370 Participant Code: 229276 | | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | | | | |
| Discussion of Standards Development Activities | | | | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | | | | |
| **Name** | | | | | **Organization** | | | | | **Status** | | | | | | **Interest Group** | |
| Ronald Adler | | Laurdan Associates, Inc. | | | | | | | Member | | | | | | Customer | | |
| Crist Berry | | Crist Berry Inc | | | | | | | Member | | | | | | Developer | | |
| Lora Boltniew | | PricewaterhouseCoopers | | | | | | | Member | | | | | | Customer | | |
| Brad Boyson | | Hamptons International Dubai | | | | | | | Member | | | | | | Practitioner | | |
| Winoka Clements | | Erickson Greenspring Retirement Community | | | | | | | Member | | | | | | Practitioner | | |
| Kimberly Douglas | | FireFly Facilitation, Inc. | | | | | | | Member | | | | | | Practitioner | | |
| Dan Duggan | | CPI Corp | | | | | | | Member | | | | | | Developer | | |
| Susan Harmansky | | Susan Harmansky, Inc. | | | | | | | Group Leader | | | | | | Practitioner | | |
| Deb Johnson | | Volunteers of America of Minnesota | | | | | | | Member | | | | | | Practitioner | | |
| Marie LaMarche | | Harrison Medical Center | | | | | | | Member | | | | | | Practitioner | | |
| Beth Longton | | H.R. Outcomes, L.L.C. | | | | | | | Member | | | | | | Practitioner | | |
| Edward Manns | | SAE International | | | | | | | Member | | | | | | Practitioner | | |
| Paul Mizzi | | AUMA | | | | | | | Member | | | | | | Practitioner | | |
| Wendy Nepute | | Cincinnati Children's Hospital Medical Center | | | | | | | Member | | | | | | Practitioner | | |
| Patricia Rogers | | COVENTRY UNIVERSITY | | | | | | | Member | | | | | | Practitioner | | |
| Rick Schemm | | Royal Credit Union | | | | | | | Member | | | | | | Practitioner | | |
| Dennis Schroeder | | Dennis Schroeder, Inc | | | | | | | Member | | | | | | Practitioner | | |
| Darien Smith | | Octapharma Plasma, Inc | | | | | | | Member | | | | | | Developer | | |
| Mary Spadaro | | Employee Management Services | | | | | | | Member | | | | | | Practitioner | | |
| Gary Stroud | | Franklin University | | | | | | | Member | | | | | | Practitioner | | |
| Leslie Weatherly | | Professional Healthcare Resources, Inc. | | | | | | | Member | | | | | | Practitioner | | |
| Pete Wood | | WorldatWork | | | | | | | Member | | | | | | Developer | | |
| Cheryl Wyrick | | California State Polytechnic University Po... | | | | | | | Member | | | | | | Practitioner | | |
| Tom Zinser | | ADP VirtualEdge | | | | | | | Member | | | | | | Practitioner | | |
| 3. Administration | | | | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | | | **Owner** | | | | | **Time** |
| **Call to order**  **Susan Harmansky**, Workgroup Associate Leader, called to order the regular meeting of the **PER Performance Management Taskforce Meeting** | | | | | | | | | | | | SH | | | | | 11:30 |
| **Roll call**  **Lee Webster** conducted a roll call. The following persons were present: Had some difficulty meeting quorum on time. Quorum met | | | | | | | | | | | | LW/All | | | | | 11:30-11:40 |
| **Approval of minutes from last meeting and agenda for current meeting**  **Since several minutes must be approved, a ballot will be submitted to the workgroup with all open minutes. The agenda was approved.** | | | | | | | | | | | | LW/All | | | | | 11:40 |
| 4. Old Business | | | | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | | | **Owner** | | | | | **Time** |
| See below under Document Structure and Administration | | | | | | | | | | | | SH/All | | | | | 11:40 |
| 5. New Business | | | | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | | | **Owner** | | | | | **Time** |
| * Did not make quorum but going ahead with discussion * Motion to approve agenda by --; seconded by --; passed * Susan reviewed the current state of work   + Dana Valley has asked to step down as lead for the Goal Setting team; Susan will lead the team; some new individuals have volunteered to help with writing; Susan will coordinate writing teams   + Still several blank spots in the full document but starting to come together | | | | | | | | | | | | SH/All | | | | | 11:40-12:25 |
| * Susan led a walk-through of the introductory sections of the Working Draft v6:   + Several commented that the text should note that this standard reflects the best judgment of experienced HR professionals; we are the citation   + Pat Rogers suggested that the Overview section should contain something about how perf mgt systems have developed over time; Beth Longton, Deb Johnson and Paul Mizzi agreed to write some wording to capture this idea   + There was discussion about the difference between the Foreword and the Overview sections; agreed to use the Foreword as an executive summary   + There was discussion about whether to address the fact that many have argued that perf reviews should be eliminated – agreed that this team is writing the standard because we believe perf mgt is necessary but we should address this in the text   + There was discussion about whether our approach could be considered “old school” – should we try to write to incorporate newer approaches to managing performance (i.e. less about the form/process, more about achieving the outcome of satisfactory performance) – Deb Johnson and Paul Mizzi agreed to draft wording for further discussion * Cheryl Wyrick led a walk-through of the Performance Review section of Working Draft v6:   + A comment was made that we should emphasize that annual review is a bare minimum, more frequent is better   + The Review Team suggests that the focus be on no more than 2-3 goals – several commented that this should be “goal areas” because most companies will expect employees to accomplish more than 2-3 goals in a year – the Review Team needs to define “goal area” in both the text and the Definitions section of the document | | | | | | | | | | | | SH/ALL | | | | | 11:40-12:25 |
| * + Crist Berry would like this section to emphasize that review is not a discrete event but a process – Crist will draft wording for further discussion   + Cheryl noted that some parts of her team’s work overlap with other sections – the Team Leaders will meet to eliminate the redundancies for the next version * Pete Wood led a walk-through of the PIP section of Working Draft v6:   + There was a question about including general development plans; Pete explained that the PIP Team focused on and defined the improvement plan in the first paragraphs of their section   + Pete suggested that we add a definition of CBA (collective bargaining units) to the introductory section; also suggested that we look at consolidating the CBA references to avoid redundancy; the Team Leaders will look at those sections for reworking * Due to time constraints, there was no further time for content discussion – all Taskforce members were encouraged to read through the most current version (on KAVI under “Working Drafts”) and send questions or comments to Susan/Lee or the respective Team Leaders * Team Leaders will work on the draft to get the most current version posted (will be v7) ASAP * Lee reviewed next steps – we need to get more of the content filled in before we are ready to call it “Version 1.0 for commenting” * Lee reported that the ISO process is continuing positively; New Zealand is with us! * Team discussed next meeting date; agreed to aim for 3-4 weeks out; Lee will schedule | | | | | | | | | | | | SH/ALL | | | | | 11:40-12:25 |
| 6. Action Items | | | | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | | | **Owner** | | | | | **Due Date** |
| Beth Longton, Deb Johnson and Paul Mizzi will draft wording capturing the idea of how perf mgt developed over time | | | | | | | | | | | | BL | | | | | Feb 2011 |
| Deb Johnson and Paul Mizzi agreed to draft wording capturing the idea of incorporating newer approaches to perf mgt | | | | | | | | | | | | DJ and PM | | | | | Feb 2011 |
| The Review Team will draft a definition for “goal area” | | | | | | | | | | | | RT | | | | | Feb 2011 |
| Crist Berry will draft wording addressing perf mgt as a process, not a discrete event | | | | | | | | | | | | CB | | | | | Feb 2011 |
| Team Leaders will create v7 – eliminating redundancies and with the most current version of each team’s work | | | | | | | | | | | | TLdrs | | | | | Feb 2011 |
| Team Leaders will consolidate CBA references | | | | | | | | | | | | TLdrs | | | | | Feb 2011 |
| Lee will schedule next full Taskforce meeting for 3-4 weeks out | | | | | | | | | | | | LW | | | | | Feb 2011 |
| Lee will create a ballot to have all previous minutes approved | | | | | | | | | | | | LA | | | | | Feb 2011 |
| 7. Adjournment | | | | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | | | **Owner** | | | | | **Time** |
| **Susan Harmansky**  adjourned the meeting at 12:32PM (EST) | | | | | | | | | | | | SH/All | | | | | PM |
| 8. Next Meeting (if applicable) | | | | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | | 02/03/2011 | | | **Time:** | 11:30 AM TBD EST (US) | | | | **Location:** | | | URL: [**http://shrm.adobeconnect.com/perrevtf030311/**](http://shrm.adobeconnect.com/perrevtf030311/#_blank) *Audio Bridge:: 1-800-745-6370 Participant Code: 229276* | | | |
| Objective: | Continue Progress on Developing PER MGT Standard | | | | | | | | | | | | | | | | |