# **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:: 1-800-745-6370Participant 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:: 1-800-745-6370Participant Code: 229276* |
| Objective:  | Continue Progress on Developing PER MGT Standard |