

## The Nerve Center: Human Resources

Did you know you can also find several helpful topics based on our most frequently asked questions via The Nerve Center? Check it out [here](#).

## OE 2024: Benefit Selection Upcoming for 2024

As the calendar year begins to wind down, we have an important deadline approaching. The open enrollment period for the 2024 benefits year will be 10/25/2023 – 11/15/2023 (noon EST). There will be no extensions to this deadline. You can find plan information, rates and other helpful information by clicking [here](#) or you can navigate straight to the open enrollment page by clicking [here](#).

### Important Reminders:

- If you had the 2023 Wellness Discount plan, you WILL need to elect a new plan and include your dependents.
- Verify your acceptance of the non-tobacco use agreement. Random tobacco testing continues for those who elect this benefit.
- Should you wish to contribute to your Flexible Spending Account (FSA) and Health Savings Accounts (HSA), you will need to update this as it does NOT roll over.

For Open Enrollment Questions contact the INSPD Benefits Hotline at (317) 232-1167 (within Indianapolis) or 877-248-0007 (outside Indianapolis) or via email at [spdbenefits@spd.in.gov](mailto:spdbenefits@spd.in.gov).

## Upcoming & Reminders:

- Open Enrollment: 10/25-11/15 (noon EST)
- End of year appraisals launch in November!
- Click [here](#) for past editions of our monthly supervisor newsletter.

## IDOH HR Contacts

**HR Nerve Center**  
[Employee Resources](#)

**General HR Inbox**  
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**Madison Wilson**  
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**April Norton**  
Workforce Strategy & Performance  
Consultant  
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## Talent Acquisition Consultant: **Madison Wilson**

If at any time you have a need for a better candidate pool or have questions about how we attract talent, you are welcome to reach out to our new IDOH Talent Acquisition Consultant, Madison Wilson, via [email](#) or Teams. Madison works from the IDOH HR office every other Thursday from 9a – 3p hosting recruitment/hiring office hours for anyone who'd like to meet with her in person. As a hiring manager, feel free to reach out to her directly if you aren't getting quality candidates, receiving too many unqualified candidates, building talent pipelines for routine vacancies and/or internships, and/or assisting with the selection process.



## IDOH Campus Ambassadors: **THANK YOU!**



Thank you to our IDOH Campus Ambassadors who took time out of their normal workday to participate in three college career fairs last month! These are a great way to brand IDOH as an employer of choice and build talent pipelines into our agency for our internships and entry level employment opportunities.

IU Health & Human Services Career Fair: **Nicole Stone** (IDEPD), **Joseph Hunt** (Labs), **Samantha Mundt** (MCH)  
ISU Health & Social Services Career Fair: **Ramzi Nimry** (TIP), **Brandon Halleck** (IDEPD), **John Nichols** (HIV/STD/VH)  
IUPUI STEM Career & Internship Fair: **Janet Kent** (Labs) and **Haley Dahlhoff** (Labs)

## Workforce Strategy & Performance Consultant: **April Norton**

Have questions or need assistance with performance management, succession planning and development, goal planning, effective feedback/appraisals? April Norton is our new Workforce Strategy & Performance Consultant and while we will still be your first point of contact for many of these things, April will be a fantastic resource for us all! The Workforce Strategy & Performance Division facilitates programs that promote competency development throughout the employee lifecycle. April can provide us consultation, education, and process management tools to help you develop strategic workforce plans and set goals to consistently achieve organizational outcomes.



## COMING SOON: **Succession Planning**



This will roll out in phases and the first phase is for all IDOH state employees to complete their **People Profile** and for you to complete the confidential **Talent Assessment** (only you and your chain of command can view). People Profiles help provide supporting evidence for an employee's ability to perform the functions of a position they are looking to promote to or interview for. Employees filling out their profiles will help us identify future leaders at IDOH. The Talent Assessment allows you to list risk and impact of loss as well as identify future leaders.

Completion of these tasks will set us up for the next phase! Succession Planning is not required by SPD but has been a priority for IDOH according to survey results. This process requires proactive participation from you and your staff. SPD will be moving to the next phase after **Oct 31**. **Instructions** can be found [here](#). [April Norton](#) can help too!

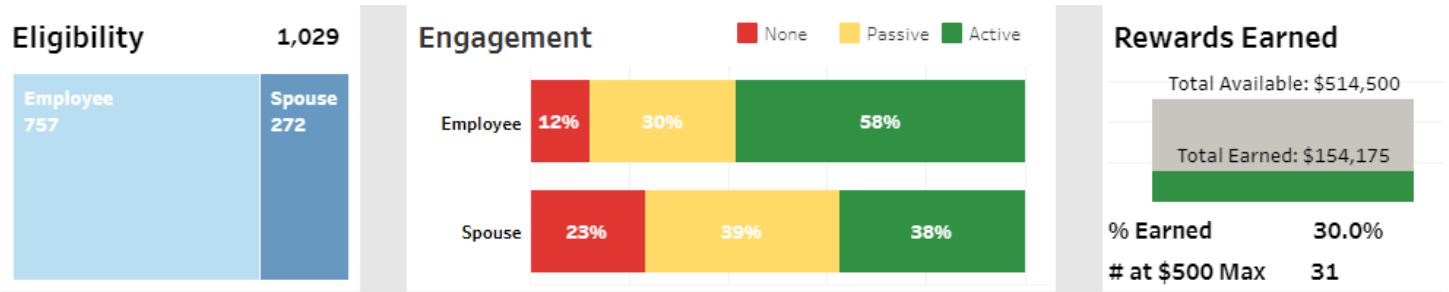
# Invest In Your Health

## Wellness Rewards Program Get Rewarded for What Matters

### Employee Wellness: IDOH Wellness Engagement & Data

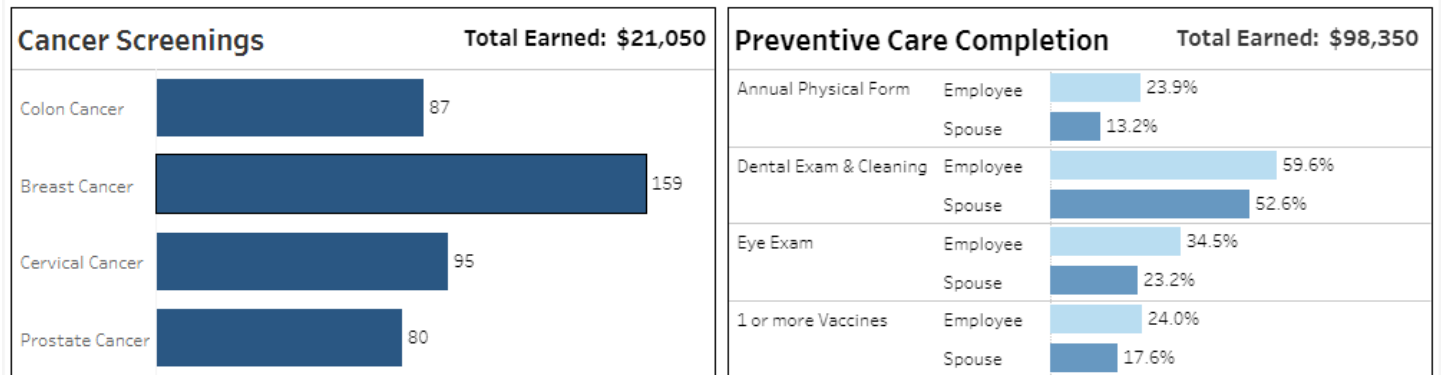
Whether or not we agree with the changes for this year's wellness programming, don't leave money on the table! This will be the only year we can double-dip (discount and gift cards). Please help us in encouraging and promoting this to your staff.

#### Current IDOH Engagement



#### Promote Preventative Care Activities

The Preventative Care Activities are where we can earn the highest amount in gift cards while helping prevent and/or identify illness. Undetected illnesses that go untreated are what cause increases in insurance costs.



#### Resources

- [Active Health Overview](#)
- [Active Health Website](#)
- [Frequently Asked Questions](#)
- [Wellness Program Activity List](#)
- [INSPD Benefits Division Email](#)



Preventive Care



Health Conditions



Mental Health



Live Healthy



Commit to Quit

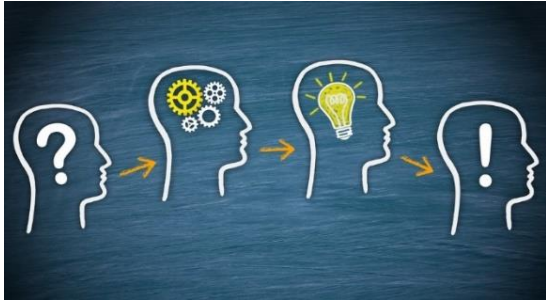


Wellness Rewards



## Professional Development: Continuing Education

For state employees who are new or have never utilized our LinkedIn Learning account, click [here](#) for help logging on. If you have specific questions or issues, contact [SPD Training](#).



### Top 5 Courses Completed by IDOH Employees in 2023

- [Managing Your Emotional Response to Workplace Stress](#)
- [Fair and Effective Interviewing for Diversity and Inclusion](#)
- [Diversity Recruiting](#)
- [Inclusive Leadership](#)
- [Excel Essential Training](#)

## Training Spotlight: Develop Your Strategic Planning Skills

Through this LinkedIn Learning Path, [Develop Your Strategic Planning Skills](#), supervisors and managers can learn how to plan for and anticipate consequences and trends for your business. Discover how to curate information, identify issues, and forge relationships. After completing this learning path, leaders and managers will be able to explain the principles of strategic planning, learn the competitive advantage of your business strategy, and evaluate the past and the future to become more competitive. This learning path offers six total trainings. The identified trainings include:

[Leading with Vision](#) – Discover why it's needed, why it's lacking, and how you can fill the gap

[Strategic Planning Foundations](#) – Learn how to prioritize competing initiatives and allocate resources

[Strategic Planning: Case Studies](#) – Dive deeper into strategic planning with three real world case studies

[Developing a Competitive Strategy](#) – Gain an overview of the sources of competitive advantage

[Strategic Thinking](#) – Begin to build the habit of thinking strategically

[Aaron Dignan on Transformational Change](#) – Taking a new approach to revamping old systems and creating change

## REMINDER: Affirmative Action Training Goal

These two trainings are a part of the new goal plan so be sure to complete these ASAP (2-hour commitment).



[Fair and Effective Interviewing for Diversity and Inclusion](#) – This course explains three key barriers to fair and effective interviewing across differences: our cultural diversity lens; discomfort with difference; and stereotypes and biases.

[Diversity Recruiting](#) – This course explains how to confidently approach the topic of bias and successfully address it when recruiting. It also outlines the most common mistakes that recruiters make as well as ways to assess your current recruiting strategy to achieve success.

# HR Metrics: Data Driven Look at IDOH and the State of Indiana

Keep promoting the **WHOLE policy** and encourage a culture of learning, recognition, inclusion, and engagement.

## Professional Development

Linkedin Learning	2019	2020	2021	2022	YTD
# Completed Courses	133	566	485	928	762
% Staff Participation	7.6	9.4	16.2	27.1	29

<b>LEAD: Leadership Education &amp; Development</b>	Supv	Non -Supv
# Staff Enrolled	52	43
# Staff Completed	39	41

**Hiring and Turnover** - INSPD recently reevaluated the turnover equation and decided to remove individuals who were hired into a role but failed to start. All figures in the YTD Turnover section have been updated accordingly.

Time To Hire (goal <20 days) = "candidate experience"											
Application Date to Initiate Offer Approval.											
Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
29	31	31	29	32	31	31	32	33			
Vacancy Rate (goal <25% per month)											
Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
13	13	12	12	11	12	11	12	13			

YTD Turnover (goal <18% vol per year)				
	2020	2021	2022	YTD
IDOH	14.11	23.24	19.93	8.62
SOI	13.05	20.20	18.82	10.48

YTD Days in Status for Hire	
Goal: 14 days from date of application to notify HR	
Disposition Status	Avg Days Each
Applied/Screen	5.3
Short List	8.4
Interview 1	11
Interview 2 (optional)	12.4
Notify HR of top candidate	1.4
<b>Avg Total Days (1 interview)</b>	<b>26.03</b>
<b>Avg Total Days (2 interviews)</b>	<b>38.43</b>

YTD Employee Churn		
Goal: Net Positive		
Disposition Status	Positive	Negative
Hires/Rehires	156	
Transfers In	11	
Transfers Out		8
Terminations		70
Retirements		13
<b>YTD Net Employee Churn</b>	<b>76</b>	

## Performance, Affirmative Action, and Recognition

Performance Appraisal Ratings				
Ratings	2019	2020	2021	2022
Exemplary	15	24	37	17
Exceeds	144	248	284	269
Successful	545	456	394	484
Other	99	107	58	17

Affirmative Action Supervisor Goal Check		
AAP Goal Summary	% Target	% Actual YTD
Interview Training (2 courses)	100	25.11
Candidate Dispositioning	100	TBD
Supv Goal Plan incl DEI or HE	100	21
AAP 2023 Participation	100	TBD

Recognition			
<b>Spot Bonus</b> (budget \$90,500/FY)	69 / \$34,650	<b>Education Reimbursement</b> (CY)	43 / \$107,637.49
<b>Remote Work</b> (excl. field staff)	242 participants	<b>Referral Bonus</b> (Apr 2022 - current)	6 / \$3,000