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**GOVERNMENT EFFICIENCY COMMISSION  
SUBCOMMITTEE ON GENERAL  
GOVERNMENT  
Personnel Task Team**

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**MEETING MINUTES<sup>1</sup>**

**Meeting Date:** January 27, 2004  
**Meeting Time:** 9:00 A.M.  
**Meeting Place:** Governmental Center South, 302 W.  
Washington St., State Personnel  
Department, Room W161  
**Meeting City:** Indianapolis, Indiana  
**Meeting Number:** 1

**Members Present:** John Beede, David Bryant, Cindy Cook, Lisa Heindricks, Bob McKinney, Keith Reissaus, Kyle Salyers, Jennifer Vigran

**Members Absent:** Cassandra Faurote, Bill Kent, John Renner, D. Sue Roberson.

Co-chair Jennifer Vigran opened the meeting at 9:05 a.m. She introduced her co-chair, Bob McKinney and introductions were made of all those in attendance.

**1. Report from the Chairs**

The Chair reminded the task team members of the importance of complying with State Ethics reporting requirements and urged those who might have a conflict to contact the Ethics Commission staff to discuss the matter and to complete all appropriate disclosures.

The Task Team unanimously adopted the following as its mission statement:

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<sup>1</sup> Exhibits and other materials referenced in these minutes can be inspected and copied in the Legislative Information Center in Room 230 of the State House in Indianapolis, Indiana. Requests for copies may be mailed to the Legislative Information Center, Legislative Services Agency, 200 West Washington Street, Indianapolis, IN 46204-2789. A fee of \$0.15 per page and mailing costs will be charged for copies. These minutes are also available on the Internet at the General Assembly homepage. The URL address of the General Assembly homepage is <http://www.ai.org/legislative/>. No fee is charged for viewing, downloading, or printing minutes from the Internet.

*The mission of the Personnel Task Team is to review the personnel system within state agencies and to make recommendations to improve efficiency and reduce waste or other unnecessary costs.*

The following were identified as the broad topics to be covered by the Task Team:

- Employment, including recruitment, retention, staffing, turnover, succession and workforce planning
- Compensation and performance management, including organizational development and employee relations
- Health care cost containment, including wellness programs
- Training and development
- Miscellaneous statutory issues

The Personnel Task Team will present its final report to the Subcommittee on General Government in September 2004.

## **2. Welcome from the Subcommittee on General Government**

Steve Baranyk, Chair of the Subcommittee on General Government welcomed the Task Team members, thanked them for volunteering their time, and pledged his support to their efforts.

## **3. Overview of the State Personnel System**

Keith Beesley, State Personnel Department, presented an overview of the State Personnel system from a historical perspective as well as how it functions today.

## **4. Overview of the State Employment Process**

Michelle Fullerton, State Personnel Department, gave an abbreviated overview of the employment process. Team members are welcome to send her questions by e-mail as well as present them at the next meeting. The review of this topic will be continued at the next meeting.

## **5. Future Meetings**

The Task Team selected the following dates for future meetings:

Tuesday, February 10, 2004

Friday, February 27, 2004

Friday, March 12, 2004

Tuesday, March 23, 2004

Thursday, April 8, 2004

All of the above-listed meetings will be held at 9:30 a.m. at the State Personnel Department. Additional meetings will be scheduled as needed.

The Chair adjourned the meeting at 12:00 p.m.