

OFA Diversity Council

Minutes of Meeting

May 2, 2001

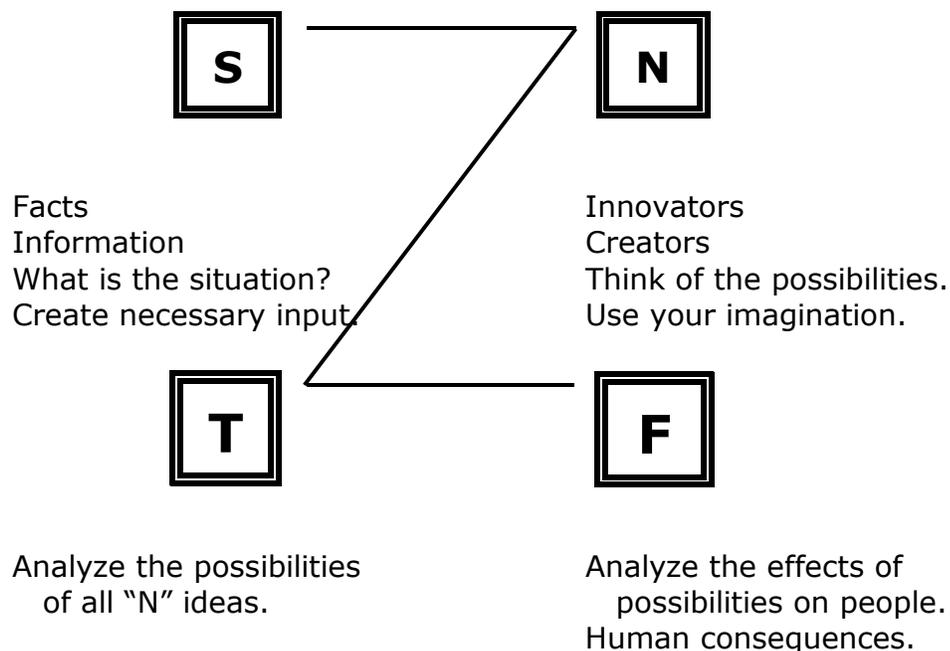
Attendees: Stewart Remer, Maxine Hodges, Jolene A. Lauria Sullens, Mary Taylor-Drake, Bernadette Anderson, Margaret A. Smith, Stephanie Jones for Barbara Marshall-Bailey, Ken Tiktin, Terri Bell, Michelle T. Moore, David Murdock, R.J. Dominic, Joanne V. Kemper, Zane Schauer, Stan Lum, Stuart Williams, Mary Ortiz

Call-ins: Martha McBroome, Lois Arford, Amy N. Gibbs, Barbara Booker Williams, Jerry Piesik, Ruby Baker, Shirley L. Driver-Kinchen

Opening: Stu Remer opened the meeting by congratulating the CASC Diversity Council on being given the NOAA Team Award. He also spoke about a memo that Scott Gudes will soon be sending out on Telecommuting that will explain the new guidelines that agencies must follow. Attached to the memo will be a LO/SO allocation for the seven workstations that NOAA has reserved in the DC Metropolitan Area. These breakdown of these seven workstations are two workstations in Frederick, Maryland, and Winchester and Manassas, Virginia, and one workstation in Prince Frederick, Maryland. The meeting was then turned over to Ken Tiktin for a brief review of the Council's MBTI type. As Type data is confidential, the review of the Council's Type will be sent separately.

Ken also explained a zigzag problem solving method. Following is a diagram of this method:

Zigzag Problem Solving Method



Minutes: Stu asked if anyone had any changes to the minutes of the January 17 and March 6 meetings. Although there were no comments at the meeting and the minutes were approved, one attendee was omitted from the March 6 meeting and a revised copy is attached. Stu reminded members that they should share meeting information with employees in their offices.

Performance Elements: Performance Elements were distributed electronically for Council Members and their Supervisors/Managers. Stu asked if anyone had any additional information or changes that members thought should be made to the elements. Mary T. Drake said that she had sent two additional elements for Supervisors/Managers to Victoria and that they weren't reflected in the copies. Stu explained that the two elements were more appropriate for all Supervisors/Managers throughout the organization and not just those who managed Council Members. He asked Victoria if she had checked to see if the information on these two elements were included in all such performance plans and she replied that it still needed to be done.

Telecommuting: Added to the information in his opening, Stu also said that an OFA point of contact will be designated and that the regional offices will also have to designate a point of contact. He also talked about the OPM guidelines and the employee participation requirement, and explained that NOAA is severely below the mark set for agencies.

Customer Service Survey: Dave Murdock reviewed the proposed Customer Service Survey previously sent to members. He asked that members review the form and e-mail comments to Bud by May 18. He explained that the form is Internet friendly. Lois asked if this survey will be given to customers all the time and the response was "No." The survey will be given out at selected time periods. Barbara B. W. wanted to know to whom the survey would be given – LO, immediate office, or functional office. It should be given to anyone that receives a service from the office.

The discussion returned to the form being on the internet and whether or not offices will be able to receive the feedback from whomever was going to receive the information. Dave said that Stan Lum would be handling the database and that offices will receive reports on surveys completed for their respective areas.

Action Team Reports:

Customer Service Action Team – Chair: Bud Sawisch
In Bud's absence, Dave gave the above report on the Customer Service Survey.

Communications Action Team – Chair: Barry Meyer

In Barry's absence, Lois reported that the Team hadn't had an opportunity to meet. Stu asked Lois to get with Barry to get the Team re-energized.

Consistency Action Team – Chair: RJ Dominic

The Team met on the week of April 18 and drafted a proposal for the OFA AWS plan. They still have a couple more issues to enter and it will be presented to the Council at the next meeting. Lois asked if this will replace plans already in place. The Team looked at several plans including plans from Boulder and the OPM website. It was also mentioned that MASC has unique starting hours. Consistency is the goal. However, it is understood that unique situations and existing plans will have to be taken into consideration. The Team was asked to send the proposal electronically before the next meeting.

Career Development Action Team – Chair: Mary T. Drake

This Team is currently reviewing IDP, Leadership, Career Promotions, and Mentoring Issues. They will be tailoring issues to OFA and, therefore, will coordinate with the Consistency Team. Mary mentioned training for people who want to be mentors. Martha asked funds would be made available to implement. Stu said he understands that money would be needed and that nothing would be implemented unless we know that money is available.

Closing: Stu said that we have been in existence since October/November of last year and that we are doing okay. We have a number of initiatives, however, we don't have enough at this point to share with employees as we are still setting up.

Jolene brought up the issue that a communication outreach office had been established in OFA and that the Communication Action Team should coordinate their efforts with this group. Jim Carter has been task with the Outreach and Communication Division and would be the Team's contact. She mentioned that this Division has been tasked with interior and exterior issues with the Hill and clients. Stu asked Lois to get Barry in touch with Jim.

Unknown to most in the group, the meeting was being observed by Michelle and Ken. At this point, they were asked to give their thoughts on how the group was demonstrating its Type throughout the meeting. These observations will also be included on the Type review document that will be sent separately.

Next Meeting: Wednesday, June 13, 1:00 to 3:00 p.m., in Silver Spring. It was decided that this will be a video conference and will be held in SSMC4-13...

- Action Items:**
- 1) Victoria is to find out if Mary's two elements are incorporated into manager's performance plans.
 - 2) Members are to send Customer Service Survey comments to Bud by May 18.

- 3) Consistency Team is to electronically send the proposed AWS to members prior to the next meeting.
- 4) Council members are to share meeting information with their offices.