

LEADERSHIP TEAM MEETING MINUTES

October 27, 2010

Karen Robinson led our engagement exercise – testing our knowledge of our Purpose Statement and a word scramble on things we have learned. Great exercise Karen!

Leadership Work:

- Discussion on the best method(s) for rolling out our Charter to all employees. It was decided that a brief video (5-10 minutes) will be put together. Volunteers to be in the video are Kent, Dave, Ric, and Karen Coffman. Adam volunteered to help with production and Tim volunteered to be an alternate if necessary. A link will be placed on the Intranet to the County Internet to view the video. The team will have the video ready by our December 8th meeting for review by the full team.
- Adam still has a few HPO presentations to departments to complete by the end of the year. Overall reaction has been positive.
- LIFT: There was extensive discussion on the first LIFT meeting and what it should cover. It was decided the first meeting will be in mid-to-late January and should be no longer than 2 hours. An agenda should be prepared and sent before the meeting to all LIFT members. Agenda items may include:
 - Introductions
 - Define membership expectations (disseminate Leadership Team duties, provide feedback from the organization)
 - How LIFT members were selected
 - Distribute charter (understand intent)
 - Meeting frequency
 - Leadership pipeline
 - Meeting format (engagement exercise)
 - Nutshell version of HPO – practical application

Planning for the first meeting will need to include location, room set-up, who should attend from the Leadership Team. We also discussed using LIFT after the organizational survey to develop focus groups related to survey results.

Adam will bring a list of the LIFT names submitted for the full team to review at our next meeting.

- Profile of Organizational Characteristics Survey: Based on discussion Adam will make a few additional revisions. The survey will be reviewed one final time at our Nov. 10th meeting and the survey will be distributed

via Survey Monkey after that meeting. At our December 8th meeting we will review the results of the survey.

Due to time constraints there was no discussion on Managing Together.

Assignments for the next meeting, November 10th:

Ric – Leadership Lesson

Kent – Engagement Exercise

Facilitator – Brandon

Agenda item for next time: Creating a purpose statement for LIFT.

Respectfully Submitted: Joni Johnson