Minutes: Leadership Meeting May 18, 2022 1:30 - 3:00 pm, Lucas Building

Administrative Hearings: Denise Timmins, David Lindgren

Administration: Prasanna Bujimalla, Larry Johnson, Aaron Baack Food: Mark Speltz, Michelle Boyd, Rosa Haukdahl (SP), Kayla Becker

Health: Dawn Fisk, Linda Kellen, Hema Lindstrom, Catie Campbell, Vicki Worth, Geri Paul, Chris Dunn

1. Director's Updates:

- a. Introduction of new supervisors: Supervisors introduced themselves and welcomed the new supervisors: Chris Dunn and Prasanna Prasanna Bujimalla and welcomed back Catie Campbell
- b. Updates:
 - i. Telework: Feedback has been given to director. Any changes will be provided with 30-days notice.
 - ii. Workforce development continues to be the Governor's top priority. The director highlighted the updates and work HFD has been doing with its certifications in health facilities.
- 2. Deputy Director's Updates/Administration:
 - a. Updates:
 - i. Travel: Out-of-State travel is permitted. Please be mindful of your workloads here in lowa and budget.
 - b. Legal updates: The department is involved in very minimal litigation with cases in Admin Hearings, HFD and Food.
 - Legislative updates: Dawn Fisk provided updates on the new staffing agency legislation and Mark Speltz provided information regarding the cottage food and home processing bills.
 - d. Procurement
 - i. Fleet:
 - 1. All new vehicle orders are at least 30+ weeks out. Plan on a year before receiving a new vehicle. Get orders into Michelle Kieffer ASAP.
 - 2. Fleet is expecting Malibu's in June sometime.
 - 3. Escapes ETA should be around August.
 - 4. Camry's are slated for production on 5/23/22. ETA a "few weeks" after 5/23.
 - 5. Malibu and Traverse orders are open.
 - 6. All Ford and Toyota orders are closed with no open in sight.
 - e. Fiscal
 - i. Welcome to Prasanna. Divisions should be receiving budget forecasts for the next fiscal year in the upcoming weeks.
 - f. HR
- i. Timeline of posting positions: Generally, the process takes 3-5 days. Positions will not be posted on Mondays due to workload. HR is learning the new processes with Workday and there may be some delays.

- ii. Offboarding/onboarding issues: Reminder to turn your offboarding document in as soon as possible. The sooner this document is turned in the more efficient the process will work.
 - Vicki Worth asked about badge numbers when filling out the onboarding form. Aaron Back follow up: This number should not be generated on the HFD's onboarding form. If the problems persist – please follow up with Aaron Baack.
- iii. State Recruitment efforts: DIA HR attended DAS training regarding State recruitment efforts on 5/17/22.
- iv. Upcoming holidays:
 - 1. Memorial Holiday Schedule for the 5/15/22 to 5/26/22 timesheets: All timesheets are due by COB 5/26 and Supervisors must approve the next day 5/27. FMLA: if an employee is on continuous leave their scheduled day before and after the Memorial Holiday (5/30) the timesheet must be coded to FMLA holiday paid and FMLA holiday unpaid.
 - 2. End of State Fiscal year:
 - a. Performance Eval Step Increases Last pay period 6/10/22 –
 6/23/22
 - b. SFY 2023 ATB/COL unknown at this point in time
 - 3. Training/employee and supervisor development
 - a. EAP by KEPRO Monthly online webinars.
 - b. Security Awareness Training for 2022 due 5/31/22
 - c. Manager and Supervisors' Work Comp and FMLA Training held on 5/11/22.
- g. PIO
- i. Communications plan: Division leadership announced their upcoming communication plans.
- 3. Administrative Hearings
 - a. Space/Remodel updates: The division's construction has been done since February and staff have enjoyed the process.
 - b. Status of case management system and progress of e-filing: press release coming soon.
 - c. Predicted increase DHS caseload and ways to manage the increase
- 4. Food Safety
 - Licensing Modernization updates: Mark discussed the major overhaul of their licensing application process and the work his team has done in collaboration with IDR, Lottery and ABD.
 - b. Management of workload of inspections
 - c. Additional Leadership Updates
 - Explained difficulty hiring a temporary worker to assist with the process of increased application during the temporary season. Supervisors expressed interest and names were provided to Mark.
- 5. Health Facilities
 - a. Paperless: Vicki Worth provided updates on the work her bureau has been doing in implementing a paperless process for LTC surveys.

- i. Mark Speltz provided information on the Food Bureau's use of scanning and app. HFD will and Mark will connect on this.
- b. Hiring: Recruitment and retention. Dawn Fisk provided updates on the challenges of recruiting and retaining RNs as surveyors. She discussed that she and Linda Kellen are conducting listening sessions with surveyors to see what else can done to recruit and retain surveyors besides increasing wages.
- c. Direct Care Registry ways to address the workforce needs: Linda Kellen discussed the changes to the rules process in order to maintain safety of certified health care process while making the process more accessible.
- d. Federal Performance Measurements and how the division is implementing them: HFD provided information on the CMS performance measurement standards and the outside contractors hired to assist with this work.

6. Investigations

- a. Referrals and workloads: new referral sources and/or changes in volume of current referrals
- b. Hiring updates: Fabricio provided updates on the new hires in Economic Fraud and MFCU.

Meeting concluded at 3:05 pm.