



## Meeting Agenda

Thursday and Friday, June 9 - 10, 2016

Las Vegas Metropolitan Police Dept. - Downtown Grand – Las Vegas, Nevada

### THURSDAY, June 9, 2016

8:00 a.m. to 8:30 a.m. **Coffee/Networking**

8:30 a.m. -9:00 a.m. **Welcome and Opening Remarks**  
**Tina Pruett (for Marie Ragazzo), Immediate Past President – SFMTA**

9:00 a.m. – 10:15 a.m. **Introduction of Individuals and Agencies Present/Roundtable Discussion/Breakout Sessions**

WRIPAC's signature roundtable sessions allow members and guests to share challenges and success stories from their agencies, to solicit support and ideas on ways to address common issues that we all face, and to identify opportunities for WRIPAC as an organization to fill the gaps between the resources currently unavailable or too expensive. Our roundtable sessions help to identify future meeting presentation topics, as well as inform decisions on future trainings that WRIPAC can offer the HR community to develop the skills and abilities of our workforce. Attendees are encouraged to come prepared with issues and questions that their agencies are currently facing that are related to WRIPAC's core business. We ask that one speaker per agency may bring the topic to the group for discussion in order to allow time for all attendees to participate.

10:15 a.m. – 10:30 a.m. **Morning Break**

10:30 a.m. – 11:30 a.m. ***Extended Roundtable Discussion – A Focus on Technology at Play for Recruitment and Testing Success in Today's Labor Market***  
***Facilitated by the Program Committee***

Join your colleagues for WRIPAC's inaugural extended roundtable session. Take part in this interactive, thought-provoking discussion, exploring cutting-edge assessment practices, sharing successes and working together to resolve challenges in this arena. Bring successes to share, questions to ask and a readiness to craft best practices with your fellow WRIPACers!

11:30 a.m. – 11:45 a.m. **Overview of Committees/Special Project Teams**

Members are required to actively participate in one of the committees. Guests are invited to attend a committee meeting of interest. Current committees are:

**Meetings & Programs – Chair: Shelley Langan**

- **Meeting logistics**
- **Meeting agenda planning**



- Speaker engagement
- Meeting registration
- Facilitate roundtable
- Compile roundtable summaries as a resource
- Meeting evaluations
- Assigned Board member: President

**Shared Resources & Development – Chair: Tiffany Jacobs-Quinn/Marta Goc**

- Monographs
- Job analysis binders
- Test sharing agreements
- Competency models (new)
- WRIPAC Broad-based Tests (new)
- Member practices survey and practices database (new)
- General use examination materials (new)
  - Rater orientation video, generic scripts, confidentiality form templates, etc.
- Third party vendor support management (new)
- Assigned board member: Secretary

**Training Committee – Chair: Howard Fortson/Richard Jung**

- Develop and update training programs
- Align training with WRIPAC core competency areas and utilization of WRIPAC resources
- Marketing, planning, and delivery
- Training evaluations
- Train-the-trainer (build trainer bench strength)
- Assigned board member: Past President

**Membership Committee – Chairs: Kimberly Speakman/TBD**

- Brand management and membership value proposition
- Identify prospective new members
- Outreach to new member agencies
- New member application and representative evaluation
- Conduct new membership voting
- Orient new representatives and communicate expectations
- Track attendance, participation, and committee commitments
- Maintain member roster and representatives
- Counsel member agencies as needed
- Member satisfaction survey
- Assigned board member: President Elect

**WRIPAC Committee – Chair: WRIPAC Board**

- Newsletter and notices
- Financial planning and budget development
- Website and Constant Contact (webmaster)



- **Nominations and Elections**
- **Succession Planning for Leadership Roles**
- **Assigned board members: Financial Officer**

**11:45 a.m. -1:15 p.m.**

**Lunch Break**

New Members are invited to participate in the New Members' Lunch (Location to be announced; non-hosted).

**1:15 p.m. – 2:15 p.m.**

**Committee Meetings/Special Project Teams**

Committees/Project Teams will subgroup to discuss current projects, and to develop goals to be accomplished prior to the next meeting.

- A special by-laws project team formed to review the by-laws and recommend changes that will provide operating guidance for the above structure
- Committees will refine their charters and recommend by-law changes that will support their goals.

**2:15 p.m. – 3:15 p.m.**

**Continuation of Roundtable Discussion/Breakout Sessions**

Attendees who were unable to speak during our morning session will have the opportunity to share their ideas or questions with the group. Time permitting, we will break out into smaller discussion groups.

**3:15 p.m. – 3:30 p.m.**

**Afternoon Break**

**3:30 p.m. – 4:30 p.m.**

***Best Practices in Recruitment – What's Working for San Diego County***  
***Aaron Morgan, County of San Diego***

Recruitment is a critical and frequent activity conducted by a centralized HR department of a public agency. This activity may have been simpler in years past, but today, recruitment is much more complex and it should be performed with a strategic perspective. This presentation will focus on effective practices and methods when planning, conducting, and evaluating recruitments for key vacant positions

**Aaron Morgan, County of San Diego**

Aaron Morgan is a Senior Human Resources Analyst with the County of San Diego, Department of Human Resources. Aaron has a total of 29 years of professional HR experience with three public sector organizations: County of San Diego, City of Henderson (Nevada), and City/County of San Francisco.

Aaron's HR specialties are recruitment, selection, classification, and compensation. He has 22 years of experience in designing recruitment and selection plans and mechanisms for a variety of public sector jobs including executive management, mid-level management, licensed, professional, sworn, maintenance, technical, and clerical. Aaron served as WRIPAC President in 2005-2006 and Training Coordinator in 2004. He also delivered



assessment center training for WRIPAC in 2003. Aaron is a Certified Professional by IPMA and was certified as a Senior Professional in Human Resources by SHRM 2007-2010.

**Evening Activities:**

**Hospitality Suite**

Immediately following our meeting, come to our designated suite (room number to be announced at meeting) where cocktails and refreshments will be provided.

**5:30 – 7:00 p.m.**

**Dr. WRIPAC Social Networking Event**

The Mob Museum, 300 Stewart Ave., Las Vegas, 89101

After visiting the Mob Museum, we'll venture off to the Commonwealth club, where if we're lucky we'll gain access to the secretive back-room speakeasy, the Laundry room where your first cocktail is on us!



**FRIDAY, June 10, 2016**

**8:15 a.m. – 8:45 a.m.**

**Coffee/Reconvene Meeting – Tina Pruett (for Marie Ragazzo)**

**8:45 a.m. – 9:45 a.m.**

**Continuation of Committee Meetings/Special Project Teams**

Each committee will reconvene and prepare to present their implementation plans and goals during the business meeting.

- A special by-laws project team should be formed review the by-laws and recommend changes that will provide operating guidance for the above structure
- Committees will refine their charters and recommend by-law changes that will support their goals

**9:45 a.m. – 10:00 a.m.**

**Morning Break/Hotel Check-out**

**10:00 a.m. – 11:00 a.m.**

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***Building Internal Bench Strength***

**Tina Pruett, San Francisco Municipal Transportation Agency**

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As HR professionals, we are often tasked with developing workforce planning solutions for our agencies, but are rarely asked or encouraged to focus those efforts on our own workforce. Turnover and attrition are not only concerns for our customer departments and divisions, HR faces these same challenges. Without turning our efforts towards our own HR departments, we won't have the skilled workforce necessary to meet the recruitment and retention needs of the rest of our agency. In this session, Tina Pruett, Senior HR Operations Analyst with the San Francisco Municipal Transportation Agency, will discuss and highlight a variety of efforts being made in her agency to address the competencies gap within HR, and plan for a more agile and engaged HR workforce.

**Tina Pruett, San Francisco Municipal Transportation Agency**

Tina currently works as a Senior HR Operations Analyst with the San Francisco Municipal Transportation Agency (SFMTA). In addition to managing the processing unit and overseeing the conviction history program for SFMTA, Tina is responsible for a variety of special projects including the implementation of a Competency Framework and competency-based selection process, classification allocation of all management positions, and various strategic action items related to workforce development initiatives. Prior to her current role at SFMTA, Tina was a Senior Recruitment & Assessment Analyst for the central HR Department for the City & County of San Francisco for four years. Tina started her public sector career in 2008 with Hayward Unified School District as a Human Resources Analyst, before joining the City in 2011. Prior to that, she spent 8 years in the private and non-profit sectors providing Human Resources, Accounting, and Operational Management for small companies. Tina has a Master's degree of Public Administration in Human Resources and Change



Management, a BA in Psychology, and is a Senior Certified Professional by IPMA-HR. Additionally, Tina served as WRIPAC President in 2014-2015, and has been an active member since 2011. Prior to spending the last three years on the WRIPAC Board, she acted as the Marketing Committee chair. Tina also previously served as Vice President and then Board member for PTC-NC.

**11:00 a.m. – 12:30 p.m. Business Meeting – MEMBER ATTENDANCE REQUIRED – Tina Pruett (for Marie Ragazzo)**

Attendance at this meeting is required in order for your participation to be counted for membership purposes. As a reminder, you must attend two business meetings in a row to become a member and two out of three meetings per year to maintain membership.

**12:30 p.m.**

**Adjournment:**

***Thank you for coming! See you in Bass Lake, October, 2016!***



## About WRIPAC

WRIPAC is a non-profit human resources organization with over thirty small, medium, and large public agency members representing state and local governments, school districts, utility districts, and other public agencies in the Western States.

**MEETING COST** | WRIPAC Meetings (Thursday-Friday) are free to members and non-members alike. Individuals who wish to attend the Wednesday training that precedes the meeting will need to pay the associated Training fee. For detailed information go to [www.wripac.org](http://www.wripac.org):

Early Registration - \$175 members/\$225 non-members

Late Registration - \$200 members/\$250 non-members

**MEMBER BENEFITS** | As a member, your organization will have opportunities for training, professional development, and networking. You will have access to monographs, job postings, test material exchange, and more.

**JOIN WRIPAC** | Membership is open to any public agency in the Western United States. There is no fee to join WRIPAC. The membership process begins by attending one of the meetings held throughout the year. Your agency designates a representative to attend two consecutive meetings. Your agency submits a letter to WRIPAC identifying the designated representative and agreeing to the WRIPAC principles outlined in our bylaws. At the next meeting, your request is accepted and voted on by the current membership.

**MAINTAINING MEMBERSHIP** | Agency representatives are expected to be actively involved in a WRIPAC committee or in an administrative function. Following the initial two meetings, agency representatives are required to attend a minimum of two business meetings per fiscal year.