



MINUTES/ACTIONS

AGENDA

COMPREHENSIVE PUBLIC TRAINING PROGRAM POLICY BOARD

THURSDAY, FEBRUARY 9, 2012

9:00 A.M.

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- **Roll Call**

THE COMPREHENSIVE PUBLIC TRAINING PROGRAM POLICY BOARD CONVENED ITS MEETING AT 9:01 A.M. ON THURSDAY, FEBRUARY 9, 2012. PRESENT WERE CHAIR BARBARA GOODSON, VICE-CHAIR JERRY GUILLOT, AND BOARD MEMBERS GWEN PARKER, KATHLEEN RANDALL (ARRIVED 9:02 A.M.), JEAN JONES, AND SUZETTE MEISKE. BOARD MEMBERS ANNA PAXTON, DAVID HOOD, AND RINA THOMAS WERE ABSENT.

1) **Update on Performance Evaluation System (PES) online training:**

Dana LeBherz and John DiCarlo, Trainers, Department of State Civil Service, will present a PowerPoint presentation, updating the Board on the Performance Evaluation System online training. **GWEN PARKER WILL PROVIDE THE BOARD WITH A BRIEF SUMMARY OF WHAT CPTP CLASSES (BOTH ONLINE AND INSTRUCTOR LED) ARE CURRENTLY OFFERED.**

2) **Update on Statewide Needs Assessment:**

Gwen Parker, Workforce Development Division Administrator, Department of State Civil Service, will brief the Board on the Statewide Needs Assessment (**No Attachment**).

3) **Status report:**

Shannon Templet, Director, Department of State Civil Service, will brief the Board on the organizational changes to the Workforce Development Division (**No Attachment**): **PATRICK LOWERY, ACCOUNTABILITY DIVISION ADMINISTRATOR, DEPARTMENT OF STATE CIVIL SERVICE, PROVIDED THE REPORT ON BEHALF OF SHANNON TEMPLET.**

- **Organizational Changes**

1. **Workforce Development**

- a. Gwendolyn Parker
- b. Kim Shuffield
- c. Raina Spurlock

4) **HR Curriculum:**

Jean Jones, Deputy Director, Department of State Civil Service, will discuss the plans for improvement to the HR Curriculum (**No Attachment**).

5) **Consideration of the Minutes of the Board meeting held on November 15, 2011. THE MINUTES WERE APPROVED BY THE BOARD AS WRITTEN.**

- New Business: (No Attachment)
 - RETIREMENT:
BOARD MEMBER KATHLEEN RANDALL ANNOUNCED HER FORTHCOMING RETIREMENT.
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:57 A.M., ON THURSDAY, FEBRUARY 9, 2012.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

BARBARA GOODSON, CHAIR