

# Event Record

## Summary

**Event ID:** Q-7045  
**Client System:** CH-P&R  
**Event Name:** 17-CHPR - Tag up Meeting with Jim Wilson  
**Event Description:** Meeting/Visit  
**Priority:** 3 - Routine  
**Opened:** 2/8/2010  
**Event Date(s):** 2/5/2010 through 2/5/2010  
**Time:** 1:00:00 PM until 2:40:00 PM  
**Hours:** 1.67  
**Hours from notes:** 0  
**Location:** QWLC Offices - Newport News  
**Closed?** False

## Financials

**Invoice Amount:** \$0.00  
**Reimbursable Expense(s):** \$0.00  
**Non-reimbursable Expense(s):** \$50.00

## Team

**Lead:** Lacroix, Elizabeth  
**Anchor:** Lacroix, Joseph  
**In-Room Support/POC:** N/A  
**Team Sponsor:** N/A

## Attendance

**Expected Attendance:** 1  
**Invited:** 0  
**Actual Attendance:** 0

## LMS Information

**LMS Information - MUST DO:** (No Data)  
**LMS Information - PROTECTED:** (No Data)  
**LMS Information - PUBLISHABLE RESULTS:** (No Data)

# Printing, Publications, and Logistics

## PRE/POST Requirements:

### Logistics:

A - Normal Event Package - 01 to 09

**Models Used:** (No Data)

**Handouts Used:** (No Data)

**Film Used:** (No Data)

**Photography/Recording Completed:** 2/8/2010

**Tech Manuals Used:** None

## Event Plan

### Data Foundation

(No Data)

### Event Lineage

#### Parent Event(s):

EventID: 6714 CHPR-RGB Strategic Realignment 9/9/2008 - 7/31/2009

#### Concurrent Event(s):

EventID: 6338 RES I - 1-08 1/15/2008 - 1/17/2008

EventID: 6342 RES II, 1-08 2/11/2008 - 2/15/2008

EventID: 6822 00 - Initial Meeting with Pand R 9/9/2008 - 9/9/2008

EventID: 6823 00-CHPR - Initial Meeting with Leadership Team 9/23/2008 - 9/23/2008

EventID: 6715 01-CHPR - CW Server Installation & Orientation 10/7/2008 - 10/7/2008

EventID: 6747 01-CHPR - Earlyon Decision Meeting w/L-Team 10/9/2008 - 10/9/2008

EventID: 6732 01-1-CHPR - RGB Workshop & Orientation - 1 10/20/2008 - 10/20/2008

EventID: 6733 01-2-CHPR - RGB Workshop & Orientation - 2 10/21/2008 - 10/21/2008

EventID: 6734 01-CHPR - RGB Workshop & Orientation - 3 10/21/2008 - 10/21/2008

EventID: 6743 01-4-CHPR - RGB Workshop & Orientation - 4 10/23/2008 - 10/23/2008

EventID: 6744 01-5-CHPR - RGB Workshop & Orientation - 5 10/23/2008 - 10/23/2008

EventID: 6745 02-CHPR - Data Collection Team - 1 10/28/2008 - 10/28/2008

EventID: 6755 01-6-CHPR - RGB Workshop & Orientation Makeup - 6 10/29/2008 - 10/29/2008

EventID: 6746 01-CHPR - Leadership Team TAG UP 10/30/2008 - 10/30/2008

EventID: 6341 RES I - 4.08 11/4/2008 - 11/6/2008

EventID: 6763 02-CHPR - Data Collection Team - 2 11/13/2008 - 11/13/2008

EventID: 6764 02-CHPR - Data Collection Team - 3 11/18/2008 - 11/18/2008

EventID: 6766 02-CHPR - LMS Transition Workshop 11/19/2008 - 11/19/2008

EventID: 6807 03-CHPR - Survey Distribution, Entry & Validation 12/8/2008 - 12/23/2008

EventID: 6794 03-CHPR - Leadership Team - TAG UP 12/9/2008 - 12/9/2008

EventID: 6811 03-CHPR - Facilitation Team Meeting 12/17/2008 - 12/17/2008

EventID: 6795 03-CHPR - Beliefs Set 12/22/2008 - 12/22/2008

EventID: 6816 Team E - Item 4 - Accurate and Timely Information 1/5/2009 - 1/16/2009

EventID: 6796 03-CHPR - LMS Problem Solving Teams Start 1/5/2009 - 1/16/2009

EventID: 6812 Team A - Issue 11 - Written Guidance 1/5/2009 - 1/16/2009

EventID: 6814 Team C - Item 1 - LMS Effectiveness 1/5/2009 - 1/16/2009

EventID: 6815 Team D - Item 3 - Employee Satisfaction 1/5/2009 - 1/16/2009

EventID: 6813 Team B - Item 5 - Consistent Decisions 1/5/2009 - 1/16/2009

EventID: 6817 04-CHPR - Leadership Team - TAG UP 1/13/2009 - 1/13/2009

EventID: 6818 05 - Data Fair Preparation for Guides 1/23/2009 - 1/23/2009

EventID: 6830 05-CHPR - Data Fair 1 2/3/2009 - 2/3/2009

EventID: 6824 05-CHPR - Data Feedback 2/3/2009 - 2/3/2009

EventID: 6831 05-CHPR - Data Fair 3 (ALL ATTENDANCE) 2/5/2009 - 2/5/2009

EventID: 6825 05-CHPR - Data Fair 2 2/5/2009 - 2/5/2009

EventID: 6829 05-CHPR - Facilitation Team Data Fair Follow Thru 2/10/2009 - 2/10/2009

EventID: 6826 05-CHPR - Leadership Team TAGUP 2/10/2009 - 2/10/2009

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EventID: 6893 06-CHPR - Follow-through Planning Meetings 3/24/2009 - 3/27/2009  
 EventID: 6892 06-CHPR - Coaching Lab and Planning Session 3/24/2009 - 3/24/2009  
 EventID: 6896 07-CHPR - Workforce Baseline Team Meetings 3/30/2009 - 4/10/2009  
 EventID: 6894 06-CHPR - Initial Team Orientation Meetings 3/30/2009 - 4/3/2009  
 EventID: 6887 06-CHPR - Leadership Team Tagup 3/31/2009 - 3/31/2009  
 EventID: 6895 07-CHPR - Workforce Baseline Team Formations 4/9/2009 - 4/10/2009  
 EventID: 6922 07-CHPR - Facilitation Team Meeting 4/13/2009 - 4/13/2009  
 EventID: 6897 07-CHPR - LMS Team Recommendation Presentations 4/20/2009 - 4/24/2009  
 EventID: 6923 07-CHPR - LMS Assistance Charter 4/24/2009 - 4/24/2009  
 EventID: 6888 07-CHPR - Leadership Team Tagup 4/28/2009 - 4/28/2009  
 EventID: 6898 08-CHPR - Team Meetings 5/4/2009 - 5/15/2009  
 EventID: 6899 08-CHPR - LMS Implementations 5/4/2009 - 5/29/2009  
 EventID: 6926 08-CHPR - Data Collection Team Meeting - Metrics 5/5/2009 - 5/5/2009  
 EventID: 6927 08-CHPR - Meeting with Elke Mitchell 5/13/2009 - 5/13/2009  
 EventID: 6929 08-CHPR - Facilitation Team Meeting 5/14/2009 - 5/14/2009  
 EventID: 6889 08-CHPR - Leadership Team Tagup 5/19/2009 - 5/19/2009  
 EventID: 6900 09-CHPR - Workforce Baseline Team Recommendations 6/8/2009 - 6/19/2009  
 EventID: 6901 09-CHPR - First LMS Metric Cycle Begins 6/8/2009 - 6/19/2009  
 EventID: 6890 09-CHPR - Leadership Team Tagup 6/30/2009 - 6/30/2009  
 EventID: 6930 09-CHPR - Meeting with Jim Wilson 7/2/2009 - 7/2/2009  
 EventID: 6902 10-CHPR - Evaluation Roll-up 7/13/2009 - 7/24/2009  
 EventID: 6932 CHPR-10 - FAC Meeting 7/23/2009 - 7/23/2009  
 EventID: 6891 10-CHPR - Leadership Team Tagup 7/28/2009 - 7/28/2009  
 EventID: 6936 13-CHPR - Scheduling Meeting with Jim Wilson 8/25/2009 - 8/25/2009  
 EventID: 6937 12-CHPR - T3-00 Overview 9/9/2009 - 9/9/2009  
 EventID: 6940 12-CHPR - T3-01 - CapacityWare Software 9/16/2009 - 9/16/2009  
 EventID: 6942 12-CHPR - T3 - 02 - Systemic Evaluation 9/30/2009 - 9/30/2009  
 EventID: 6945 12-CHPR - T3-03 - Roles 10/14/2009 - 10/14/2009  
 EventID: 6947 13-CHPR - Orientation 2 10/19/2009 - 10/19/2009  
 EventID: 6946 13-CHPR - Orientation 1 10/19/2009 - 10/19/2009  
 EventID: 6949 13-CHPR - Orientation 4 10/20/2009 - 10/20/2009  
 EventID: 6948 13-CHPR - Orientation 3 10/20/2009 - 10/20/2009  
 EventID: 6950 13-CHPR - Orientation 5 10/21/2009 - 10/21/2009  
 EventID: 6951 13-CHPR - Orientation 6 10/21/2009 - 10/21/2009  
 EventID: 6952 13-CHPR - Orientation 7 10/22/2009 - 10/22/2009  
 EventID: 6953 13-CHPR - Orientation 8 10/22/2009 - 10/22/2009  
 EventID: 6955 13-CHPR - Orientation 10 10/23/2009 - 10/23/2009  
 EventID: 6954 13-CHPR - Orientation 9 10/23/2009 - 10/23/2009  
 EventID: 6999 14-CHPR - RGB Orientation 11/3/2009 - 11/3/2009  
 EventID: 7008 14 - CHPR - Makeup Orientation 11 11/10/2009 - 11/10/2009  
 EventID: 7007 14 - CHPR - Makeup Orientation 12 11/12/2009 - 11/12/2009  
 EventID: 7019 14-CHPR - RGB Certification 11/16/2009 - 11/20/2009  
 EventID: 6958 14-CHPR - T3 - 06 - RGB and RGB-MTT 11/18/2009 - 11/18/2009  
 EventID: 6959 15-CHPR - T3 - 07 - Organization Transitions 12/2/2009 - 12/2/2009  
 EventID: 7021 15-CHPR - Data Collection Team 12/4/2009 - 12/4/2009  
 EventID: 7030 15-CHPR - Survey Sitdown - MSF Turnin - OrientMKUP 12/8/2009 - 12/8/2009  
 EventID: 7033 15-CHPR - Realignment Planning Meeting 12/11/2009 - 12/11/2009  
 EventID: 7034 15-CHPR - Realignment Planning Meeting 12/14/2009 - 12/14/2009  
 EventID: 6960 15-CHPR - T3 - 08 - Organization Realignment 12/16/2009 - 12/16/2009  
 EventID: 7035 15-CHPR - Data Entry - MSF and Workforce 12/17/2009 - 12/24/2009  
 EventID: 7057 17-CHPR - MSF Feedback 2/15/2010 - 2/26/2010  
 EventID: 7058 17-CHPR - Data Feedback and Data Fairs 2/22/2010 - 2/26/2010

**Needed Event(s):**

(No Data)

## Design Information

### Design/Agenda - OMR: OUTCOMES

Initiate 2010 Update from both sides  
Develop Confidence

### METHODS/AGENDA

- A. Quiet time for Jim to review:
  - Photos from RGB GEM Celebration
  - December 2009 Survey End Items (24 and 25) Narrative.
  
- B. Review of MSF Plans
  - Jims Guidance was for us to SIT with recipients and review (don't give them a choice).
  - We noted the "meanings" associated with score ranges (6.5 to 7.5).
  - We recommended that he "prompt" subordinates to have an MSF completed periodically.
  
- C. Reorganization/Realignment Plan Update - Anything changed?
  - Noted minor changes (Hobson, Dickenson, Smith - for budget purposes).
  - Brian Ketchum (out for justification).
  - Golf Courses report to Jim.
  - Await input from Jim next week.
  - QWLC will continue to flesh out the full organization chart.
  - A couple of retirements will alter the Chart - We'll be informed.
  
- D. 2010 Annual Workforce Survey Reports
  - Same as Organization Chart
    - minus (Smith, Linthicum, Masterstaff, Reed, Milloy, and Ketchum).
  - Last week of February (Jan to find place and schedule).
  
- E. Sponsor and Action Officer Training
  - QWLC can do it, but are trying to pass tasks into the organization.
  - LaVon Marrow had agreed to do it, but it needs doing soon!
  - Some team on hold - Finger e-mail).
  
- F. Information Technology at Hampton (lack of suggested assistance).
  
- G. LMS Potential Involvement after the data is delivered HANDOUT
  - With cycle (Identify, Do Something, Report What's been Done to Respondents - Monthly)
    - Measured cycle of T3 - Produced a 0.09 Increase.
    - Potential for a Top tier Retreat - Price it and create tentative schedule for Mid-March'ish.
  
- H. Comparison Line Graphs (summaries provided without supporting documents):

- T3 Value Scores from September through December 2009 (Low - 6.1 to High - 7.8)
- 2008 LMT Survey Items Compared to 2009 Workforce Annual Checkup Survey.
- Workforce Surveys Differential 2008 to 2009 on 12 Key Items.

## RESOURCES

### Handouts/Materials:

- Photos from RGB GEM Celebration on January 29, 2010
- End Comments Found Matching - Survey 09PRS Question #24
- End Comments Found Matching - Survey 09PRS Question #25
- P&R MSF Receipts (Table of Subjects - High to Low)
- City of Hampton, Parks and Recreation - Organization Chart DRAFT - December 15,'09
- E-mail requesting guidance from QWLC to Jim dated January 22, 2010 at 5:12
- Team Assignments as of December 8, 2009
- E-mail from Katie Finger as FAC Team Lead regarding active teams and Delays.
- LMS Guidance - Potential Involvement Paragraph #5 - Periodic Organizational Feedback
- T3 Value Scores from September through December 2009
- 2008 LMT Survey Items Compared to 2009 Workforce Annual Checkup Survey
- Workforce Surveys Differential 2008 to 2009 on 12 Key Items

**Design/Agenda - Clinic - Went Well:** (No Data)

**Design/Agenda - Clinic - Needs Improvement:** (No Data)

## Transcribed Charts

(No Data)

**Participant Comments:**

**Participant Comments Score:** 0

**Technology Suggestions:**

**Best Practice Documentation:**

**Closed:** (No Data)

## Notes

None