

MEETING MINUTES

CJAB-AD HOC COMMITTEE: LEADERSHIP

Date: November 15, 2024

Time: 10:00 AM

Location: MS Teams

IN ATTENDANCE

Laura Rowland, Michele Miller, Steve Nevada . Kristi Fields, Phil Walter, Katy Hileman
Absent: Brian Sinnett, Don Fennimore, Neil Burkholder, Casey Carling-Horan, Chief Robert Glenny.

APPROVAL OF MINUTES

No previous minutes reviewed for approval (sorry Laura missed this step)

DISCUSSION

- Follow-up on Action steps from last meeting:

Overview of smaller work group (Don, Laura, Michele, Katy and Steve) meeting with Dr. Moltz and Dr. Greenberg at Shippensburg University on Nov. 12th.

- Shippensburg Political Science and Public Administration departments have agreed to conduct a research project collaborative with us to assist us in assessing our needs related to Leadership perceptions and evolution.
 - How will they do this?
 - Initially gathering information from us related to the demographic employee base we wish to survey, along with any proposed questions we have for the survey.
 - Develop focus groups made up of college and (hopefully High School/Tech Prep) students to gather more insight as to their perceptions of what leadership is, what would motivate them to become leaders within an organization, and their perceptions of how they would want to be supported or educated to become leaders within an organization.
 - Construct a survey tool utilizing our work group input, proposed questions and outcomes of focus groups. Judges and county executives will need to approve the final tool before use.

- Survey would then be pushed out electronically to all county employees, local police agencies, and a portion of York/Adams Behavioral Health staff. Paper copy will be provided for prison staff and those without work email access.
- Shippensburg team will then gather all survey outcomes and compile for analysis. Shippensburg is approaching this as a research project, possibly publishing the outcome of the study once the survey outcome has been gathered and analyzed.
- When will they do this?
 - Dr. Moltz proposed beginning to put together the focus groups during the Spring Semester 2025.
 - They will meet with our work group on Jan 16th via Teams prior to the focus groups.
 - Survey creation and approval (TBD)
 - Survey push out (TBD)

Michele advised of the unfortunate necessity to avoid an employee focus group as it is likely current staff could approach the group as a business process review of existing leadership, spinning the focus group into a negative unproductive complaint session serving no purpose and lacking any real contribution to what we wish to learn.

Katy pointed out that Shipp will be using its own program (Qualtrix?) to electronically conduct survey and extract outcomes.

Also, that after review of the existing sample questions list initially compiled by this committee, there are questions that may need to be refashioned to provide a concrete value or definition of value for response as opposed to a subjective value of Strongly agree or disagree. For example, a percentage range, such as Strongly agrees = 85 -100% of the time and Disagrees = 60-80% of the time, etc.. She also suggested opening the work-life balance question to a descriptive selection of what that looks like by percentage of time or attention to areas of life.

Group discussion continued with consensus on our collective desire and anxiousness to learn and get the eventual outcomes of the focus groups and what we may discover from this process.

- New Action Steps
 - Michele will forward the employee demographic information to Don for review and push out to Shippensburg team.
 - Don will ask Shippensburg team about considering a high school level focus group from Adams County.
 - Our committee members will review the existing list of possible questions that Laura sent out on 11/15 and provide Don with suggested modifications or additional questions before our next meeting.
 - Those attending the PCCD Conf on LE/Corrections Hiring and Retention will provide overview at the next meeting

Next Meetings:

- December 27, 2024 10:00 AM
- January 16th, 2025 10:30 AM (smaller work group w/ Shippensburg team)- via Teams