



Administration, Division, Office

Addressing Employee Concerns

Action Plan Progress Report

April 2013

FOCUS ISSUE: Opportunity to Learn and Grow

So far, we've:

- Held weekly staff meetings where members have the opportunity to discuss and provide input regarding changes and the evolution of the organization and the Senior Director shares information regarding agency level change.
- Determined top area of focus for staff is to receive training relevant to their jobs at no cost, given the current fiscal environment.
- Identified priority areas and resources for in-house training for all OPER staff.

Future Plans:

OPER will organize and offer quarterly training opportunities to our staff in our unit on the following subjects:

- Records Retention
 - Training session held on October 17, 2012
- Clear Rule Writing and Policy Development
 - **Scheduled for April 17, 2013**
- Public Records Requests
 - **AGO training for specific staff**
- DSHS Legislative Process
 - **Legislative Training 101 held on December 7, 2012**
- Government Ethics
- Privacy
- Central Contracts
 - Training session held.

CONTACT INFORMATION

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