



Louisville, KY
January 19, 2016

Attendees

Rachael Ratliff, Patty Stocker, Barbara Carter, Kim Reynolds, Jay Miller, LaToya Vaughn, Shari Christoff, Kristin Johnson, Josh Miles, Tamara Brown, Sandra Mucker, and Linda Handorf

Absent: Tara Glover, Jennifer Williams, Mindy Eaves, Ria Chandler, Rashaad Abdur-Rahman, Maria Martinez, and Jennifer Williams

Meeting Summary

Jay Miller, Chair, opened meeting with introductions and review of meeting agenda.

Panel members discussed updates on the Pay Grade Analysis. Jay and members reviewed the salary and benefits offered by varying local agencies (see attachment). It was determined that a report would be developed that would include a list of agencies contacted and an average salary with high and low listed as well as benefit options. It was determined that the salary and benefit packages would not be linked to a specific agency. Barb volunteered to complete the written component of this report. She will have the first draft completed by the March CRP meeting. Jay suggested that next year the panel look at stress, work-related issues, and burn-out of DCBS employees. Panel members agreed this would be a good idea.

Jay opened discussion and gave an update on the cross-panel collaborative to evaluate the public's perception of DCBS. The panel reviewed a draft of the survey and determined it would be beneficial to include the survey participant's zip code. Once the zip code is added, this will be the final draft (see attachment). Panel members discussed getting an informational flyer of services offered by DCBS to distribute to participants following the completion of the survey. Panel members decided they would get the survey out via clipboard/face to face at the local malls, Walmarts, Targets, grocery stores, churches, social groups, etc. The following agreed to be data collectors: Sandra, Shari, Tamara (only if needed), Patti, Josh, Linda, Barb, and Kristin. It was decided by panel members that there would be an incentive for the member with the most surveys completed. Rachel and LaToya will provide the incentive/prize. Tamara volunteered to complete data entry. She will also develop a survey template in Excel that will be distributed to Statewide and Southern Bluegrass CRPs once everything has been approved by Spalding IRP. Jay discussed possible issues with Informed Consent. He noted that he would be requesting an Informed Consent Waiver from the IRB. He acknowledged that if the IRB requires an Informed Consent to be signed by survey participants, the panel will have to look into other options to gather desired data. Members decided to keep the survey open for 30 days in order to give ample time for the final report to be compiled and submitted.

Action Items

- Jay will send copy of survey and pay analysis grid to panel members
- Rachel will search DCBS for one-page material regarding services offered by DCBS to distribute to public perception survey participants
- Barb will begin working on 1st draft of Pay Analysis Report

Next Meeting

- **February 16, 2016 from 11:30am to 1:00pm** at the Kosair Cafeteria at Spalding University. The address is Kosair Shriner's Building, 812 South 2nd Street, 2nd floor, Louisville, KY.