Community Management Board Meeting Minutes
for the meeting of 17 November 2000 (1400)

Agenda

1. Discussion on Workforce Shaping
2. Oracle HR Status
3. Oracle HR Briefing
4. Discussion of Management/Leadership/Executive Competencies

1. RDML Loose chaired the CM Board meeting with CAPT Katzwinkel opening the meeting by reviewing the agenda.

2. Hal Kohn, CM Systems Analyst, provided a briefing to all Board members on the status of Oracle HR and its interface with CM competency assessment.

3. Amy Younts, Director, CM, discussed workforce shaping. She gave an explanation and definition of workforce shaping. She stated that Community Managers need to do a functional review of their communities and job series to determine what functions are still being appropriately used, what may have been replaced by IT or contractor, and what is needed for the future workforce. This review needs to be done Command-wide, not just at the HQs level. ACQ and FM were used as examples.

Ms. Younts also reviewed the "Status of Community Deliverables" chart. This will be the template that we will use to determine how far along each of the communities is progressing in developing their job functions, competencies, definitions, etc. RDML Loose emphasized the strategy and importance of moving out quickly on these items. He emphasized that the chart will be updated weekly and that he would review the chart personally. He also emphasized that if people are NAVFAC's highest priority, the CM Board should act accordingly. The Vice requested that Community Advocates look out four to five years. The job functions are most important to him as these may see big changes in the years ahead. Ms. Younts offered to assist Community Managers with off-sites, if needed, to move this process along quickly.

Mr. Roark commented that the communities significantly varied in size and this would affect the workload of some of the Community Managers. He also added that FM planned on having an HQ model as well as a field model.

Ms. Younts discussed the importance of standardizing series throughout the Command for those employees that were in either misclassified or "catch-all" series. It is important that positions are properly classified so that employees do not "fall through the cracks."

4. Ms. Younts briefed on the generic Office of Personnel Management, Professional Leadership Competencies, that we considered using across the board. Ms. Younts briefed several different options on how these Professional Leadership competencies should be maintained. Pros and cons for each option were offered. There was much discussion on this issue.

Dr. Wright stated that ownership by the Community Managers is critical and that the CM Board consider community ownership with CM/HR maintenance before the Board.

Mr. Roark suggested the need to diversify and stratify across series. He stated that an apex model was good but, he felt the need to re-review the L/Mgmt competencies.

Mr. Kelsey requested a more detailed explanation of the L/Mgmt competencies.

Mr. Roark submitted that this was a hybrid approach that included the best of all available information. However, we still need one more validation.

RDML Loose asked the Board to decide on what competencies they wanted. The Professional Leadership competencies that were briefed only included non-behavioral competencies, should we also include the behavioral competencies?

Mr. DiFilippo stated that there was so much discussion and information that this should be an entire CM Board meeting. All agreed.

Mr. Boyer stated that Community Managers will focus on technical competencies and that these are professional and leadership traits that apply to everyone. Mr. Boyer also stated that some communities may want to emphasize some competencies more than others, e.g. oral communications. This should be reflected in their Community Management plans in their proficiency expectations. Dr. Wright agreed that this was the common framework that we should use.

Mr. Roark stated that many management development programs overlap one another and that you must integrate this into your community.

5. RDML Loose summarized the discussion on the Professional Leadership competencies and stated that he wanted the benefit of everyone's comments. Accordingly, he gave all Board members a two-week deadline to comment on the Professional Leadership competencies.

Actions:

- CM Advocates mandated to perform a functional analysis of their community.
- Community Deliverable Chart distributed to Board members.
- Professional Leadership Competencies distributed to Board members.

Taskers:

- Ms. Younts is to send the Professional/Leadership Competency chart to all CM Board members electronically for review/edit prior to next Board meeting.
- Community Managers are to continue working on completing community deliverables.
- CM Advocates should contact Ms. Younts immediately if they need assistance with their competencies.

Meeting was adjourned at 1515.

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Joy A. Bird
20 November 2000