

*****SPECIAL*****
PERSONNEL COMMITTEE AGENDA
Monday, August 20, 2018 – 6:50 p.m.
Council Chambers, County-City Building
1516 Church Street

[A quorum of the City Council may attend this meeting]

Discussion and possible action on:

1. Out of state travel request for 2018.
2. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of the ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**** CITY OF STEVENS POINT ****
ADMINISTRATIVE POLICY

Policy Title: Out of State Travel for Work Related Training Policy No. 3.05

Date of Issuance: December 18, 1989

Revision Date: October 15, 1990

Description: The purpose of this policy is to explain the City's policy regarding employee travel for out of state work related training.

1. Out-of-State

- A. Attendance at out-of-state seminars, conferences or classes must be approved in advance by the Mayor and the Personnel Committee. (This does not include those held in Chicago or Minneapolis which only require supervisory approval).
- B. Known out-of-state conference requests for the upcoming budget year are to be submitted to the Personnel Committee for evaluation at their August meeting.

Section Policy No. 3.01 "Standard Benefits" for policy information relating to Continuing Education.

Director of Parks & Recreational Services
Tom Schrader
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715-346-1531
tschrader@stevenspoint.com

Stevens
Point Parks,
Recreation
and Forestry

Memo

To: Mayor Wiza, Lisa Jakusz, Personnel Committee
From: Tom Schrader
CC:
Date: August 17, 2018
Re: Out of State Travel

We just learned about an outstanding training opportunity as it relates to Training for managing government web service delivery (keeping abreast of compliance rules; staying on top of the latest technology platforms; meeting the needs of internal customers; responding to the public's demand for more services) to meet the increasing expectations of the many new and more sophisticated users, including residents and other departments, who are utilizing our City web services.

I would like to send John Quirk to this training session. See attached memo for more information.

John Quirk Out of State Travel Request

I just learned about an outstanding training opportunity that begins this September. The **deadline for registration is September 1, 2018**.

Recognizing the need for having a certification program designed specifically to fit the needs of today's busy web and digital services professional, the National Association of Government Web Professionals (which we are a member of) has partnered with the Public Technology Institute and the Rutgers University Center for Government Services to offer a nine-month training program: **The Certified Government Digital Services Professional**.

It is a 9-month long course broken into 10 modules. The modules are covered with light reading/homework assignments to be followed by a combination of recorded presentations and 90-minute virtual (online) class discussions to take place approximately every 4 to 6 weeks.

This is a very specialized and sort of exclusive training for people in my position. An applicant applying to the CGDSP Program should possess the following: Be employed in the public sector for at least three years; Have a track record of administrative or managerial experience in basic web design and communications management; Have exposure to social media and app applications; Have at least a 2-year college degree or equivalent.

Certification is granted for a period of three years from the date of graduation. Graduates are expected to be re-certified every three years through a series of activities, including, but not limited to participating in NAGW and PTI education events – such as attending web seminars and webinars, the NAGW annual conference, participating in state or local-based digital service events, writing articles, mentoring staff, etc.

Although most of the course is taught online, but it begins with one **mandatory, in-person and full-day class, September 11, 2018**, prior to the start of the NAGW Annual Conference **in Pittsburgh, PA**.

Because the program is designed around real-work experiences, the students in this program are treated as a cohort group of individuals who are eager to share their insight with each other. Mandatory onsite participation in the September 11, 2018 class helps set the stage for future interaction and dialog among the cohort group.

And if I'm going to travel there for the class, it makes sense for me to stay for the NAGW Conference Sept. 12-14. The National Conference is at the core of what NAGW is all about by providing extensive peer networking, thought-provoking keynote speakers and interactive conference sessions. The information presented at the Conference provides insight into some of the best work in government.

I have enough money in this year's education/conference budget to cover the expenses.

More info: <https://nagw.org/certification> | <https://nagw.org/conference/2018>

Thank you for your consideration,

John Quirk
Community Media (including Web Services) Manager