

ACTION AGENDA

Communications/Planning

	Action	Timing / due date	Owner	Status
1.	Send out a weekly internal communications update from the Director's Office to all staff.	First communication was sent 6/29 and weekly thereafter	Darby	In progress
2.	Division Directors will send out their weekly report to their divisions weekly or bi-weekly.	Division Directors, weekly or bi-weekly starting the week of 7/16	Darby	In progress
3.	Share the Mayor's Office Weekly internally	Combine with Action 1 by end of August	Darby/Mafara	In progress
4.	Develop a communications on the Levy to Move Seattle to be sent out monthly. A high-level, 1- pager for both internal and external distribution	Monthly starting in August. This would be posted to the website.	Lorelei	In progress
5.	Send out a quick news blast about the Executive Team meetings – update staff on what the E-Team is and what are the goals, priorities and issues - equity and organization and action plans.	Once confirmed by Exec team.	Darby/Goran	Not yet started

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Human Resources				
	Action	Timing / due date	Owner	Status
1.	Develop a 1-page functional org chart for each division.	Mid-August	Sherysse	In progress
2.	Pilot listening boards at two work locations	Early September	Sherysse	Not yet started
3.	Ensure a competitive hiring process – no job descriptions written for specific people	Immediately	Sherysse	Done (HR reviews all descriptions going forward)
4.	Use a competitive out of class process, or have justification for going outside of it	Immediately	Sherysse	In progress
5.	If an OOC opportunity is denied, managers and Division Directors must clearly explain the justification to both the employee and HR.	Immediately	Sherysse	Done
6.	As part of the employee engagement survey after action efforts, create a Department-wide employee group to look at addressing issues raised in the survey	September	Sherysse and Senior Team subcommittee	In progress

Training				
	Action	Timing / due date	Owner	Status
1.	Send hiring managers / interviewers to Implicit Bias training	August	Sherysse	In progress
2.	Lean Program Development, Training and Implementation	September	Benjamin	In progress

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3.	Ensure that all SDOT staff are utilizing Cornerstone for Equity & Inclusion training (e.g. RSJI topics). Two-hours of training is required each year. Crews will need in-person trainings and Managers should be ensuring these sessions are scheduled.	End of August	Sherysse	In progress
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Executive / Senior Team

	Action	Timing / due date	Owner	Status
1.	Establish office hours – Deputies and Directors first. Encourage managers / supervisors to also hold office hours.	Directors and Deputies: August	Darby	In progress
2.	Clarify the role of the Exec Team and the Senior Team for all staff.	August	Goran	Done

Decision Making

	Action	Timing / due date	Owner	Status
1.	Develop protocols for decision-making and escalation processes with the intent to reduce the need for escalation	End of September	Kevin and the Senior Team subcommittee	In progress

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Strategic Planning and priorities				
	Action	Timing / due date	Owner	Status
1.	Update the Move Seattle Strategic 10-year Vision so that all employees' can see how their work is connected to the Vision and Mission. Include a summary of accomplishments to date, a new set of 3-year actions, and updated performance measures. Work will not be completed in 90-days; however, the groundwork will be set and ready for a new Director.	Initiate work in August. Have 90% draft in Q1 2019 for review by new Director	Tracy and Senior Team subcommittee	In progress
2.	Update SDOT's value statements to inform the strategic vision update and all SDOT work	End of September	Krista and Senior Team subcommittee	In progress

Senior Team subcommittee	Lead	Member	Member	Member	Member	Member	Member
Update to the Move Seattle Strategy and Strategic Priorities	Tracy	Bill	Jim	Kevin	Karen	Krista	Darby
Office of Move Seattle	Lorelei	Mark	Christian	Elliot			
Clarity around decision making	Kevin	Rodney	Christian	Jim	Cristina		
Employee Survey	Sherysse	Darby	Karen	Rodney	Sue		
Enterprise Leadership/LEAN	Benjie	Sherysse	Heather	Cristina	Patti	Tracy	