



EXECUTIVE COMMITTEE MEETING

October 17, 2022

3:00 P.M.

Embassy Suites by Hilton Albuquerque

1000 Woodward PI NE, Albuquerque, NM 87102

Agave Room

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda*
- IV. Approval of Minutes –
- V. Agency Communications
 - A. Partnerships – Brian Snider
 - 1. NMCCS – Erik Bose
 - 2. NMCEL – Stan Rounds
 - 3. NMPED – Dr. Matt Goodlaw
 - 4. NMSBA – Joe Guillen
 - 5. Higher Ed (4 yr.) – Debra Dirksen
 - 6. Higher Ed (2 yr.) – Edward DesPlas
 - B. Finance – Brian Snider
 - C. Scholarship – Tana Daugherty
 - D. Nominating – Brian Snider
 - E. Policy – Brian Snider
- VI. Program Overview/Reports
 - A. Procurement limits
 - B. Principals Learning Institute

VII. Administrative Reports

A. Directors

1. Finance- Robin Strauser*
2. Ancillary- Lianne Pierce*
3. Procurement- Gustavo Rossell*
4. Northern Services/REAP- Paul Benoit*
5. Technology- Brad Schroeder*
6. Southern Services- Jim Barentine*
7. Human Resources- Yvonne Tabet*

B. Executive Director*

1. 501 c 3 update
2. CES Scholarships
3. Institute CES Member Service Credits for Cities and Counties

C. Personnel - Report

- A. Staff Contracts and Resignations*

D. Consent Agenda

- A. Approval of Checks*
- B. Profit and Loss and Balance Sheets*
- C. RFB and RFP Awards*

VIII. Setting Next Meeting Dates

- A. February 2, 2023, in conjunction with the NMSBA Board Member Institute
- B. April 10, 2023, in conjunction with the Spring Budget Conference
- C. June 1, 2023, in conjunction with the NMSBA School Law Conference

IX. Adjournment

All items on agenda are subject to action by CES Executive Committee

* Included in Advance Packet Mailing

**Cooperative Educational Services
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Ancillary Department Administrative Report – Lianne Pierce

Strategic Goal #1- Periodic Report commentary:

<p>July 2021</p>	<p>Action Plan #1 Increase the percentage of ancillary requests filled. Baseline July 2022</p> <table border="0"> <tr><td>Anc Tcher</td><td>5</td></tr> <tr><td>APE</td><td>0</td></tr> <tr><td>ASL-I</td><td>0</td></tr> <tr><td>Aud</td><td>1</td></tr> <tr><td>ASL-I</td><td>0</td></tr> <tr><td>COMS</td><td>1</td></tr> <tr><td>COMS/TVI</td><td>1</td></tr> <tr><td>TVI</td><td>2</td></tr> <tr><td>COTA</td><td>6</td></tr> <tr><td>DIAG</td><td>45</td></tr> <tr><td>LPN</td><td>1</td></tr> <tr><td>NP</td><td>0</td></tr> <tr><td>OT</td><td>21</td></tr> <tr><td>PhD Psych</td><td>3</td></tr> <tr><td>Sch Psych</td><td>13</td></tr> <tr><td>PT</td><td>5</td></tr> <tr><td>PTD</td><td>2</td></tr> <tr><td>RHC</td><td>5</td></tr> <tr><td>RN</td><td>7</td></tr> <tr><td>RT</td><td>9</td></tr> <tr><td>SLP</td><td>35</td></tr> <tr><td>SLPA</td><td>0</td></tr> <tr><td>SW</td><td>32</td></tr> <tr><td><u>SW Reg Ed</u></td><td><u>2</u></td></tr> <tr><td></td><td>196</td></tr> </table> <p>Action Plan #2 Modify the audit system to prevent overages 2a. Accomplished building secondary layer. 2b. Focused on specific districts at beginning of the year meeting.</p> <p>Action Plan #3 Hire Behavior Support Specialist and ASL Interpreters to assist Districts and Charters 3a, 3b, and 3c have been accomplished 3d. Will be marketing in August newsletter to SpEd directors and Superintendents.</p> <p>Action Plan #4 Improve communication to Districts and Charters regarding hot-topic issues concerning SpEd. 1. Have written the newsletter but will be sending in the first week of August.</p>	Anc Tcher	5	APE	0	ASL-I	0	Aud	1	ASL-I	0	COMS	1	COMS/TVI	1	TVI	2	COTA	6	DIAG	45	LPN	1	NP	0	OT	21	PhD Psych	3	Sch Psych	13	PT	5	PTD	2	RHC	5	RN	7	RT	9	SLP	35	SLPA	0	SW	32	<u>SW Reg Ed</u>	<u>2</u>		196
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<p>August 2021</p>	<p>Action Plan #1 Increase the percentage of ancillary requests filled.</p> <table border="0"> <tr> <td>August End of Month Placement Totals</td> <td>Staff</td> <td>Changes from July 1, 2022</td> </tr> </table>	August End of Month Placement Totals	Staff	Changes from July 1, 2022																																															
August End of Month Placement Totals	Staff	Changes from July 1, 2022																																																	

Anc Tcher	4	down from 5
APE	0	
ASL-I	0	
AUD	1	
ASL-I	0	
COMS	1	
COMS/TVI	1	
TVI	2	
COTA	7	up from 6
DIAG	48	up from 45
LPN	1	
NP	0	
OT	23	up from 21
PhD Psych	3	
Sch Psych	14	up from 13
PT	5	
PTD	2	
RHC	5	
RN	8	up from 7
RT	9	
SLP	33	down from 35
SLPA	0	
SW	34	up from 32
SW Reg Ed_____	2	
	201	up from 196
4 Resigned/Retired		
9 New Hires		

Action Plan #1a

Developed 2 new ancillary positions, Remote diagnostician for APS, and Ancillary Teacher supporting MLSS/SAT & 504s. First time contract with Tucumcari, and with APS for Nursing Services.

Action Plan #2a

Reviewing all RTS data on portal to see that they have correctly adjusted for 22-23 school year.

Action Plan #3a

Have contacted ASL training programs in New Mexico to let them know we are hiring. Will follow-up.

Action Plan #3d

Develop job descriptions in line with HR required format to be posted on

INDEED.
Action Plan #3 & 4
 3d. & 4. The first ever Ancillary Newsletter went out Friday, August 5, 2022, state-wide to all Special Education Directors/Coordinators advertising the new positions as well as other important information.

September 2021

Action Plan #1
 Increase the percentage of ancillary requests filled.
 Staff count data as of September 13, 2022.

<u>Role Group</u>	<u>29-Jul</u>	<u>31-Aug-22</u>	<u>30-Sep-22</u>
Anc Tcher	5	4	4
APE	0	0	0
ASL-I	0	0	0
AUD	1	1	1
ASL-II	0	0	0
COMS	1	1	1
COMS/TVI	1	1	1
TVI	2	2	2
COTA	6	7	8
DIAG	45	48	49
LPN	1	1	1
NP	0	0	0
OT	21	23	24
PhD Psych	3	3	3
Sch Psych	13	14	14
PT	5	5	5
PTD	2	2	2
RHC	5	5	5
RN	7	8	7
RT	9	9	10
SLP	35	33	34
SLPA	0	0	0
SW	32	34	34
SW Reg Ed	2	2	2
Staff Count	196	203	207
Resigned Retired	0	0	2
Interviewed	3	7	6
New Hires	1	6	6
Source	CES-apply now	CES-apply now	CES-apply now

	<p>Action Plan #1a Remote diagnostician for APS started 9/7/2022 doing Parent Rights, PWN Mailings, REED info. Ancillary Teacher supporting MLSS/SAT & 504s (first time as ongoing position) beginning mid-September '22 in Los Lunas.</p> <p>Action Plan #2a Only 1 request for corrected invoice.</p> <p>Action Plan #3a Communicating with Lovington regarding new BMS position. Placed first BMS in Los Puentes Charter School. Working on Lovington allocation. Request for ASL-I in Lovington, and APS, still no applicants. Working on recruiting strategy for ASL-I.</p> <p>Action Plan #3d INDEED, is on hold as it is not producing quality candidates.</p> <p>Action Plan #3 & 4 3d. & 4. Checking mailing lists, next Newsletter to go out the first week of November.</p>
90-Day Plan	<p>#1a: Continue recruiting efforts.</p> <p>#2a, b, c, & d: Continue auditing and tracking overage approvals, and invoice correction.</p> <p>#3d: Continue to market new positions and recruit ASL-I for positions.</p>

Strategic Goal #2- Periodic Report commentary:

July 2021	<p>Strategic Goal 2: Action Plan #1a, 1b, 1c Refresher/Verbal Interventions June 4th 8:30 – 12:30 – VI August 13th 8:30 – 12:30 -VI September 17th 8:30 – 2:30 – Refresher w/ Disengagements October 15th 8:30 – 12:30 – VI November 12th 8:30 – 12:30 – VI</p> <p>CPI/NCI - Full Course Trainings (12 Hours) July 30th & August 6th 8:30– 3:30 September 24th & October 1st 8:30 – 3:30 October 29th & November 5th 8:30 – 3:30 (If needed)</p> <p>Action Plan #2 Contact Diana Boyd, ADOS and Autism specialist</p>
August 2021	<p>Strategic Goal 2: Action Plan #1a, 1b, 1c Continue training and corrected trainer's pay rate.</p> <p>Action Plan #2 Met with Diana Boyd –Autism evaluation trainer. We will bring her on as Professional Services personnel. Schedule training for October 5, 6, & 7 in Zia Room. Discussing payment structure in process with Robin and David. 2 students so far.</p>
September 2021	<p>Strategic Goal 2: Action Plan #1a, 1b, 1c Continuing training for CPI.</p> <p>Action Plan #2a, 2b:</p>

	<p>Understanding how to evaluate the Autism eligibility for Autism Training is scheduled for Oct 5, 6, and 7th, full days in the Roadrunner Room. There are currently 5 people registered. Payment will be by Money Order or Cashier's Check, or the Institution can use a PO. Already received MAS PO.</p> <p>Action Plan #2c: This is unlikely to occur since we have the availability of a local trainer.</p>
90-Day Plan	<p>#1a, 1b, 1c: Continue training #2a, b: Evaluate first training, strengths and weak areas and plan for another training in Spring.</p>

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Procurement Department Administrative Report – Gustavo Rossell

The CES Procurement Department continues with its mission to issue the solicitations and resulting contract vehicles for our members to use, saving them time and hundreds of thousands of dollars annually.

Since our last report, the most salient points in the Procurement Department were:

BlueBook / eProcurement

Aug 1:

- launch of contract-centered procurement buttons (BB)
- launch of “traditional” POs submission online form (BB)
- Increased campaign to gather CES-specific eCommerce websites (URLs) for top 25 Vendors

Data Analysis (2021-2022):

- 8 vendors with 100+ POs = 1172 POs (approx. 40% of Dir. Purch. volume)
- 33% (top 7 vendors 850 + POs) of Direct Purchase POs can now be processed through an online punchout system, developed in-house, go directly to the vendor. Vendors rebate the CES Contract Administrative Fee quarterly. *Some members will still send POs to CES to process.
- Functioning URLs for these 7 vendors are active and, in the BlueBook, now.
- not all vendors have ecommerce capabilities. We keep adding to the BlueBook as we get them.

Job Order Contracting (JOC) Program solicitation

The contract for CES` construction program “*Job Order Contracting*” is up for solicitation

- For the 2023 round of RFPs, and to optimize the contract management functions of the JOC program, we have combined solicitations of contracts for years 2020 and 2021, removing approximately 260 redundant contracts.
- Released 6 RFPs (see below) on August 29, 2022, closed on Sept. 30, and received over 300 proposals submitted; evaluations: Oct. 4 - 25
- The resulting +/- 550 contracts will be in place by December 2022 and will have a 3-year Term

The CES Job Order Contracting (JOC) Program accounts for approximately 45% - 55% (\$180M) of annual total procurement business.

Architectural / Engineering (A/E) RFP • solicitation

- 87 awards on 10/3

RFP 2023-01 - Request for Proposals for:

Category 1 – Lot 1 *Architectural Design and Consulting Services*

Lot 2 *Landscape Architectural Design and Consulting Services*

Category 2 - Lot 1 *Engineering and Consulting Services*

Lot 2 *Surveying and Consulting Services*

Category 3 (new category) – Lot 1 *Other Engineering and Consulting Services* (i.e., Environment, Geology, Hydrology, Industrial, etc.)

I. Update on Recent Publicly Solicited and Competed Solicitations and Contract Awards

RFPs that have been advertised, are closing, or that have been scheduled for evaluations or to be awarded:

Recent Contract Awards:

RFP	Awardee
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System Replacements, Upgrades & Retrofits	
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Ongoing Solicitations:

RFP #	RFP Description
2022-20	<i>Design Professional Services (A/E) – award stage</i>
2022-23A	<i>AEPA Bids: 023-A Maintenance, Repair, And Operations; 023-B Custodial Supplies and Equipment; 023-C Office Catalog; 023-D School & Instructional Supplies; and 023-G Athletic Equipment & Supplies – award stage</i>
2022-23B	<i>AEPA RFPs: 023-E Technology Buyback and 023-F Audio Visual Integration – award stage</i>
2023-10 (New Category)	<i>Professional Development and Specialized Training for School Districts – award stage</i>
2023-03	<i>Job Order Contracting (JOC) - Landscaping, Fencing – award stage</i>
2023-04	<i>Job Order Contracting (JOC) - Mech./Elec./Plumbing (MEP) – award stage</i>
2023-05	<i>Job Order Contracting (JOC)- General Constructing – award stage</i>
2023-06	<i>Job Order Contracting (JOC) - Painting & Stucco – award stage</i>
2023-07	<i>Job Order Contracting (JOC) – Roofing – award stage</i>
2023-08	<i>Job Order Contracting (JOC) - Paving + Site Work – award stage</i>
2023-03	<i>Job Order Contracting (JOC) - Landscaping, Fencing – award stage</i>

II. Strategic Plan Update:

The Procurement Department continues to work on FY 2022-23 goals; areas of focus:

1. "Kaizen"	Continuous review, analysis, and optimization of Proc. Dept. processes and systems
2. Procurement Department Website Update	Will begin January 2023
3. Optimization of "Procure-to-Pay" process and functionality	<p>Development of punchout process and systems, along with IT and Business Office, for Aug. release ✓</p> <ul style="list-style-type: none"> • Process and (CES) Dashboard have been quite stable. • Very little resistance or complaints from members.
4. Growth through Strategic Partnerships	Continue to nurture current (i.e. Gordian, NMPED) and develop new strategic partnerships (i.e. AT&T Education, AZ counties for police vehicles).
5. Strengthen Annual review	Will begin May 2023

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Northern Services Administrative Report – Paul M. Benoit

Northern Services Travel Notes

July, August, and September have been a whirlwind of activity! I have traveled to each region, for various meetings and visits, over this time. While in the regions, I have attended CES regional meetings and NMSBA meetings. I have provided in-person training on using digital bluebook (for PO upload, navigating the bluebook, reviewing purchasing options) and how to use NMREAP for a variety of member and entity teams. We have also had the NMCEL, NMML, and NMASBO conferences in that time.

Direct Purchase/Digital Bluebook Model and Transition

Jim and I presented a series of trainings for members on the Digital Bluebook enhancements. We had 5 different training sessions in July and August, and each was well attended by 20 to 60 attendees.

In addition to these group training courses, I provide training to any/all members who call. I have done in-person training and on-line training for multiple members and entities.

We continue to get requests, daily, for new accounts, assistance in accessing existing accounts, and deactivation of accounts for retiring/departing personnel.

Regarding Direct Purchase and Bluebook access, Jim and I keep Brad apprised of possible enhancements and upgrades, as well as issues with the program. Brad has indicated we are in the process of getting several enhancements:

1. Differentiating between the Vendor and Member Log-in Screens to help eliminate log-in issues for members. In addition, this will help identify some log-in issues/conflicts that seem to exist between the two different log-in options.
2. Now that things are up and running, it is our hope that reporting modules for extracting vendor data (contacts, contracts, etc...) can be developed.
3. We have requested the possibility of adding solicitation information, such as T's and C's and Assurances that members may need for their files, especially related to federal grant funding.

Finally, Jim and I work closely with the Purchasing Specialists to assist with follow-up on PO issues, access issues, and another related follow-up to purchasing via the CES vehicle.

DP Account Status

Currently there are 240 "Read Only" accounts. These are accounts which allow members to search the digital bluebook, but not upload PO's. 82 institutions are represented in this number, many of them EANS users, which means they may or may not have a PE agreement with CES but are purchasing via the PED/Federal Funding through EANS.

Currently there are 705 "Full Access" accounts. These are accounts which allow members to both search the digital bluebook and upload POs on behalf of their institution. 419 Members/Entities have at least 1 Full Access Account.

NMREAP NOTES

NMREAP renewals continued to be strong with 90 active subscriptions. I serve as a resource to help districts access NMREAP subscriptions, post jobs, and navigate the search engines. Anticipated Revenue is \$78,180, with \$52,980 of that already paid; \$11,080 Invoiced; \$6,330 committed to renewal but no PO to date, and \$7,790 scheduled for mid-year renewal quotes. Anticipated NMREAP costs are \$33,981.31 (Master Subscription and Management Stipend). Estimated Revenue is \$44,198.69.

STRATEGIC PLAN OUTLINE FOR NORTHERN SERVICES

Below is the basic outline of Northern Services Goals and Strategies in the Strategic Plan – Action Plan. My report (above) stands and is reflective of efforts to address these action goals and strategies at this time.

1. Provide customized/personal service to Members and PEs in the Northern Regions 1, 2, 3, 4N, and 5.

- a. Make regular site visits to each region, at least quarterly, and call on each member/PE 1-2 times per year.
 - b. Regular mass notifications related to DP Accounts, Bluebook Access. Contact lists (Annual updates)
 - c. Continue providing in-person and on-line Digital Bluebook training, working with Jim when appropriate, especially when process changes occur.
 - d. Provide monthly analysis of DP and Traditional Purchasing for Jim and Paul's use in the field, working with active members/PE's and to increase promotion of CES with all Members/PE's.
2. Provide support for all office departments
- a. Follow up on all requests from Business Office for Member Services related to purchasing contracts.
 - b. Follow up on all requests from the Procurement Office related to Vendor services.
 - c. Assist in mass mail-outs to key contacts for TAP, SITE, LEAP, Contracts, Ancillary, etc....
 - d. Maintain Directory and an updated Superintendent list for emergency contacts.
3. NMREAP
- a. Provide continued support to all subscribers for access to and use of NMREAP for job posting and applicant searches.
 - b. Maintain database of subscriptions, including renewal status, PO status, Invoicing status, and payment status. Work with Purchasing Specialist assigned to processing POs for invoicing.
 - c. Continue marketing NMREAP subscription services with all districts and charters.
 - d. Ensure the NMPED continues to distribute NMREAP information with all licensure applications.

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Technology Administrative Report – Brad Schroeder

We have made improvements to the purchasing process to include the rollout of Traditional and Vendor Portal purchases, as well as an abbreviated/printable BlueBook. This launched on August 1, 2022. As of October 5, 2022, we have 1284 (880 Direct Purchase Orders) approved orders totaling \$88M.

As the JOC RFPs solicitations opened/closed, several updates were made to eProcurement to handle the volume of responses, and we are now working diligently to get our new Contract Automation process ready for the award of over 550 contracts.

We are also working with several members/vendors jointly to set up streamlined purchasing mechanisms between their account software packages. The City of Albuquerque is the 1st to go down this path, time will tell how it goes and how advantageous it may be for other members to pursue a similar route. We are also reaching out to several vendors with eCommerce/Punchout capabilities to further shift our internal processing to remittance/rebate reporting where applicable.

We are still in the process of evaluating our systems regarding the processing of PTO, Expense Reports, Timesheets, Travel Logs, et al.

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Southern Services Administrative Report – Jim Barentine

Time has flown by since my last report! The Southern focus of site visits has been upon region 8, by far the most populous of the regions I cover. I have explored with members ideas around directed procurement, collaborations, staff training, and vendor recruitment and use, to name the most prevalent activities. Lots of members have had questions related to locating sources for goods or services, and many have been anxious to have the support and training to make their use of the Bluebook a more successful part of their operations.

At the time of this writing, I find myself periodically updating key contacts with our members. I work to keep current information so that communications regarding professional development, products, and services are better directed to the appropriate personnel at the member organizations. Some of these reference lists are quite simple, having 3-5 individuals and their contact information; others can be lists 2-3 pages in length. I deeply appreciate the friendly and courteous support provided by nearly every member of the organization in this effort.

Circumstances related to the Covid-19 Pandemic continue to hamper the pace and success of in-person contacts. There are a few members whose staff continue to work remotely, albeit a small minority. The gap has been successfully filled in most cases by having virtual online meetings and teleconferencing. The opportunity to occasionally “touch base” with key member personnel is important to keeping everyone appropriately informed and avoiding communication crises.

Media and Social Media work continues successfully. We produced a 6½-minute video to demonstrate fully the use of the Enhanced Bluebook (in its current form), which Paul Benoit and I have used extensively to instruct members on its use. We are presently working with the Procurement Department on scripting for a series of videos for use in meetings with vendors. Also, in addition to continual Social Media postings and engagement, we have produced TAP webinars and LEAP videos.

As of August, we have developed a Vendor Newsletter separate and apart from the monthly Member Newsletter. It will address issues of relevance to vendors that have never “fit” in the member version. Its first issue was disseminated mid-August, with planned distribution to be quarterly.

Marketing and collaboration efforts have continued, occurring as a combination of in-person, virtual, and hybrid. Meetings and conferences include:

- NMCEL Summer Conference (Albuquerque)
- NM Municipal League Annual Conference (Albuquerque)
- NMASBO Fall Conference (Albuquerque)
- Regional CES Meetings (Artesia, Las Cruces)
- Regional NMSBA Meetings (Lake Arthur, Lordsburg, Ruidoso)
- Various meetings with contracted and potential vendors
- Various meetings/trainings with members and potential members

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Human Resources Department Administrative Report – Yvonne Tabet

Periodic Report commentary:

July 2022	<ol style="list-style-type: none"> 1. Have not experimented with GP HR component 2. Image Silo review with Tsenre on the comparison between PDF files and Tiff files. Both types of files require a step of converting or re-naming. HR will continue to convert PDFs to Tiff files. 3. Customer responsiveness: 16 documented conversations for Ancillary and Professional Services, submitted to Ancillary July Newsletter highlight medical benefits with timelines to enroll. 4. Paycom demos in June 2022 with Payroll and Business Depts. Proposal was submitted determined the price point was high.
August 2022	<ol style="list-style-type: none"> 1. Have not experimented with GP HR component 2. Image Silo no training 3. Customer responsiveness: 16 documented conversations with Ancillary and Professional Services; Ancillary August Newsletter highlight was medical benefits with timelines to enroll. 4. No activity on HR/Payroll systems
September 2022	<ol style="list-style-type: none"> 1. Have not experimented with GP HR component 2. Sept. 22, Image Silo training with Merlynda Johnson, Lianne Pierce, Angelina Sandoval, Val Yoakum and Yvonne Tabet. Streamline filing duties between HR and Ancillary 3. Customer responsiveness: 12 documented conversations with Ancillary, Professional Services and Paycom; Ancillary September Newsletter highlights Open Enrollment success, Vector Solutions training expectations and HB 128 Expanded Background. 4. No activity on HR/Payroll systems
90-Day Plan	<p>Focus on familiarizing the HR department on GP and see how it can serve our needs for gathering information. Start developing Customer Service Survey to determine HR strengths and areas for growth.</p>