

Diebold Election Systems
 June 22, 2004
 9:30am-4:30pm
 McKinney, Texas

DESI Human Resources

Mid-Year Review - Top Issues & Action Items

Top Issues	Action Items	Date	Owner	
1) Everett Issues	<ul style="list-style-type: none"> ▪ Address Union issues ▪ Determine appropriate organizational & personnel changes 		Tim Michalk Pat Edgette Steve Moreland	
2) DIMS Issues	<ul style="list-style-type: none"> ▪ Determine appropriate organizational & personnel changes ▪ Put select personnel on notice immediately 		Pat Edgette	
3) Travel	Management team travel only 1 day a week	Immediately	All/ Bob Urosevich	
	Take corrective action on direct reports now that travel policy is in place and reports can be run	Immediately	All	
4) Institute Performance Enhancement Process (PEP)	<ul style="list-style-type: none"> ▪ Bob's Direct Reports ▪ Functional Implementation ▪ Associate Training 	Bi-yearly reviews beginning immediately	Pat Edgette	
5) Recruit Compliance Officer	Re-post position for compliance officer (5 external candidates)	Complete	Pat Edgette	
	Conduct interviews	Week of June 28, 2004	Pat Edgette	
	Go through resumes	June 22, 2004	Tom Swidarski	
	Hire Compliance Officer	Before Audit Committee Meeting (July 7 th or 8 th , 2004)	Pat Edgette	
6) Communications /Planning	Conduct all hands monthly "State of the Business" address (conference call with entire organization)	Next week	Pat Edgette	
	Skip level meetings	Ongoing	Pat Edgette	
	Directors conduct regular, formal conference calls/meetings with managers and/or team	Rachel to work with Dave, Steve, Barry & Bob to formulate schedules		Steve Moreland Barry Herron Bob Urosevich Dave Byrd Rachel Price
	Communicate meeting schedules to DESI organization in newsletter			Rachel Price
	Familiarize DESI with Aspen voice-mail system	By June 23, 2004 Leave Aspen voice mails for Swid, Dave & Tim		All
	Set Rob Norcross, Marvin Singleton and Dave Bear up on Aspen voice-mail	By June 23, 2004		Dave Byrd
7) Training	Managers anti-harassment		Pat Edgette	
	Associate anti-harassment		Pat Edgette	
8) ISO Implementation/Tracking			Pat Edgette	
9) Right Size Workforce	Headcount review by department - OP Profit	July MBR	Pat Edgette	

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