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# MINUTES

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TALENT DEVELOPMENT WORKGROUP  
JULY 23 2014 1:30 TO 3:00 PM  
CHILD SUPPORT SERVICES ~ 100 W. COURT STREET

## Present:

Brody Lorda, Human Resources; Natalie Dillon, Child Support Services; Diane Parro, Board of Supervisors; Svitlana Shramenko, Mental Health Services; R.C. Smith, District Attorney; Amy Thurman, Public Health; Sandi Reyes, Child Support Services and Yovana Gojnic, Intern

## Not present:

Rachelle Gayton, Probation

## Best Practices

- The group discussed competencies as the foundation for a lot of the work that goes into talent development and leadership development. Brody reported out that the development of countywide competencies has been deferred this fiscal year as a goal for Human Resources. The group decided we would have to do some leg work in this regard in order to move forward.
- Yovana reported out on some of the best practices that she researched. See handout "Best Practices" for detailed information of topics discussed.
- R.C. Shared that he has extensive experience with regards to leadership development. He shared that the District Attorney's Office is currently in the process of rolling out a leadership development program. R.C. shared the competencies and an outline of the program with the group. This program has been developed but not yet implemented.
- The group discussed the City of Livermore and liked the idea of "academic tracks" where employees could pick / choose from a variety of course offerings. Natalie shared her experience with the CSDA, where there were course offerings on a wide range of topics including training on general government, leadership development, and child support specific offerings.
- The group had meaningful dialogue and exchange about the ICMA IQ Report, and discussed that there were numerous best practices that the County could implement at little to no cost to the County, with the exception of staff time.
- *Action Item: Yovana will continue to research and report back on nest practices until the next meeting. Yovana will compile a bulleted list/summary of all the different best practices. Brody will set up an I drive folder for easier sharing of all of the resources we compile, and let the team know of its location.*

## **Surveys**

Yovana presented the group with some sample questions for the employee survey. The group discussed how wording the questions and potential responses would be very important to the reliability, validity, and usability of the survey results. The group seemed to agree that the majority of the questions asked of staff needed to be multiple choice.

The group discussed the idea of having a tiered survey, where the management/leadership received a similar survey to the employees, but from a different perspective. The group wanted to have more time to think this concept through.

The team agreed that perhaps an email exchange with some survey questions could occur between now and the next meeting.

## **Additional Meetings**

All future meetings will be on the 4<sup>th</sup> Wednesday of each month from 1:30 to 3:00. We will meet so long as the majority of the group can make it. Next Meeting: August 27<sup>th</sup>

## **Future agenda topics**

- **Best Practices**
- **Employee Survey**