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# MINUTES

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TALENT DEVELOPMENT WORKGROUP  
AUGUST 26, 2015 1:30 PM TO 3:00 PM  
COUNTY ADMINISTRATION BUILDING – ROOM 106

## **Present:**

Amy Dyer, Public Health; Brody Lorda, Human Resources; Kevin Martyn, Agriculture & Standards; Stacey Peterson, Human Resources; Suzanne Ramalia, Sheriff's Department; Gina Rowland, Health and Human Services; Lana Shramenko, Mental Health Services; R.C. Smith, District Attorney's Office; Jenna Jae Templeton, Clerk-Recorder-Assessor; John Young, Agricultural Commissioner/Sealer of Weights & Measures; Ginger Hashimoto, Intern

## **Not present:**

Natalie Dillon, Child Support Services; Aundrea Garvin, Child Support Services; Tracie Olson, Public Defender's Office, Mary Khoshmashrab, Financial Services

- *Action item: **Brody** to ensure all workgroup members have access to the Talent Development folder in the I Drive.*
- *Action item: **Brody** to update Outlook calendar invite to ensure new groups members added and old group members removed.*
- *Action item: **Ginger** to use updated list for future correspondence.*

## **InFOR status update**

- Brody provided an overview of the InFOR demonstration. She explained that the Talent Development module consists of four components: performance management, goal management, succession planning, and learning management. Brody stated that while the system contains many new and innovative features, the system will require a significant amount of work on the frontend.
- Stacey concurred by saying that while the initial implementation was slated for September, she recommends pushing the implementation to December or later considering all of the necessary prep work. Per Mark Bryan's recommendation, Stacey expressed her desire to create a sub-committee specifically focused on InFOR. Stacey explained that she envisions the sub-committee to be comprised of volunteers from the current workgroup as well as other interested staff members from various departments. The sub-committee's charge will be to create and develop content for the various InFOR Talent Development components, namely the performance management component. Stacey elaborated by saying that she hopes to form the group by early September and anticipates meeting weekly or bi-weekly depending on how much work is completed. The sub-committee may even conduct focus groups to get a better sense of department needs.
- The group expressed concern over the sub-committee's role and whether or not the new group

would be reinventing the work already completed on performance evaluations and core competencies.

- Brody reassured the workgroup by stating that the sub-committee would use the evaluation and core competencies already established, but work to improve the areas where the group received criticism including the rating scale and length of the proposed evaluation form.
- Most of the workgroup's members in attendance expressed that they could not volunteer to serve on the sub-committee, but that they would ask staff members in their departments.

### **Website build-out/content update**

- The workgroup reviewed Kevin and John's intranet mockup of potential webpages. Kevin explained that he loosely based the design on San Mateo's website. He strived to keep the webpages simple and clean. Kevin asked the workgroup what role the webpages will play now that we know more about InFOR. Gina responded by stating that the webpages still seem necessary despite the capabilities of InFOR.
- Kevin suggested if possible that the workgroup try to keep the inline framing of the InFOR pages the same as the intranet pages so the user does not notice if they transition onto an InFOR page.
- Brody reminded the group that Natalie consulted with IT about putting this project into their queue. She recalled that the workgroup may already have an approved budget.
- John emphasized the importance of having a dynamic website to maintain interest and encourage repeat visitors.
- Stacey agreed saying that an ongoing task for the workgroup should be to continually look for fresh tools and new trainings to post online.
- The workgroup commended both Kevin and John for their outstanding work in putting together the intranet mockup.
- *Action item: **Brody** to verify with Natalie whether the workgroup has money allocated for the intranet build out in its 2015-16 budget.*

### **Mentoring program best practices**

- Ginger passed out a best practices document on developing and implementing a countywide mentoring program. She reviewed the document and asked the workgroup for feedback.
- R.C. suggested that the workgroup simplify the mentoring program idea. Instead of creating a countywide program, the workgroup should provide sample documents and encourage individual departments to create their own mentoring program. R.C. emphasized that the workgroup could eventually work toward a countywide mentoring program; however, the notion is too daunting at this time and given the workgroup's other priorities.
- Stacey liked R.C.'s suggestion saying that she was concerned about not having the staffing bandwidth within Human Resources to manage and administer a countywide mentoring program.
- The group agreed that posting generic mentoring documents and resources on the intranet webpages and encouraging interested departments to develop as well as implement their own mentoring programs would be sufficient at this time.

- *Action item: **Ginger** to convert existing mentoring documents into generic sample documents for the Talent Development's intranet webpages.*

#### **Additional Meetings**

- Next Meeting: Wednesday, September 23, 2015 – Child Support Services, 100 West Court Street

#### **Future agenda topics**

- Sub-committee update (Stacey)