
MINUTES

TALENT DEVELOPMENT WORKGROUP
SEPTEMBER 23, 2015 1:30 TO 3:00 PM
CHILD SUPPORT SERVICES – 100 WEST COURT STREET – DOWNSTAIRS CONFERENCE ROOM

Present:

Natalie Dillon, Child Support Services; Amy Dyer, Public Health; Aundrea Garvin, Child Support Services; Katrina Hoitt, Planning, Public Works, and Environmental Services; Brody Lorda, Human Resources; Kevin Martyn, Agriculture & Standards; Tracie Olson, Public Defender's Office; Stacey Peterson, Human Resources; Suzanne Ramalia, Sheriff's Department; John Young, Agricultural Commissioner/Sealer of Weights & Measures; Ginger Hashimoto, Intern

Not present:

Mary Khoshmashrab, Financial Services; Gina Rowland, Health and Human Services; Lana Shramenko, Mental Health Services; R.C. Smith, District Attorney's Office; Jenna Jae Templeton, Clerk-Recorder-Assessor

InFOR status update

- Stacey shared that since the last meeting, HR hired a new senior personnel analyst to focus largely on talent development initiatives. Since the analyst will not start until October 12, she would like to delay the start of the InFOR sub-committee until mid-October.
- Thus far, the confirmed participants are the new analyst, Stacey, Natalie, John, and Kevin. Suzanne mentioned that she is meeting with her Undersheriff to find a representative from the Sheriff's Department. Brody suggested that the sub-committee should also try to get a representative from Employment and Social Services as well as Financial Services considering that both departments provided significant feedback on the workgroup's draft core competency and performance evaluation documents.
- In addition, Stacey shared that she received a second demonstration of InFOR's Talent Development module. During the demonstration, she learned that InFOR contains an onboarding component. Stacey expressed that this may be an excellent way to improve the County's current practices and procedures.
- *Action item: **Brody** to ask Employment and Social Services as well as Financial Services if an employee from their department is willing to serve on the InFOR Talent Development sub-committee.*

Website build-out/content update

- Kevin shared a sample webpage (yolotalent.us) he created with a responsive design. Just as the PDF mockup he shared at August's meeting, the workgroup liked the simple and clean design.
- Brody asked Kevin if he needed Ginger's help with mapping out the website build-out. He indicated that he would appreciate the assistance.

- John asked the group where the Talent Development webpages should live. Natalie explained that originally the workgroup had planned to house the webpages within the “Inside Yolo” intranet pages; however, she is open to the idea of having them be external webpages as well. The workgroup expressed concern that if the webpages were only available on the intranet, than users could not access them remotely, particularly because not every County employees has a Citrix account.
- John and Kevin volunteered to contact the County’s IT Department and get a cost estimate should the workgroup decide not to host the webpages on the County’s intranet. John and Kevin also agreed to inquire about the possibility of hiring a private company. John explained that the IT Department needs to sign off on outside contracts primarily because of security/hacking concerns.
- Natalie shared that the Child Support Directors Association recently contracted with WordPress. Natalie volunteered to ask CSDA about their contract including cost.
- Stacey mentioned that San Mateo County recently launched their own talent development app. She underscored the importance of using technology to attract talented millennials to work for the County.
- *Action item: **John, Kevin, and Ginger** to meet with the County IT Department to get a cost estimate on an external website build-out as well as their opinion on using a private company.*
- *Action item: **Natalie** to ask CSDA for more detailed information about their WordPress contract including the cost.*

Innovation Fund update

- Stacey shared that the County has some available revenue in an Innovation Fund that the County could potentially allocate toward the website build-out project. Natalie added that much of the cost is beholden to how much work Ginger can accomplish by populating the webpages herself versus how much help Ginger will need from the IT Department or a private web developer.

Mentoring program

- Ginger passed out copies of the draft mentoring documents. She explained that she incorporated the feedback she received from R.C. Stacey suggested that it would be helpful to provide sample orientation materials since the overview document encourages hosting an orientation session.
- Natalie proposed that a representative from the workgroup present the mentoring documents to the Employee Council. Stacey recommended R.C. since the workgroup adopted his office’s program model and documents. Natalie also mentioned introducing the mentoring program idea to Department Heads at their next meeting.
- Aundrea shared some materials she received from participating in a career development program called “The Yolo Career Development Cruise” that has since disbanded. The program included a welcome letter, a certificate for \$200 in additional tuition reimbursement, a training itinerary, et cetera. In addition, the program included a mentoring component, where the County matched an employee with a mentor within his or her expressed area of interest. While

the workgroup liked the idea, the members agreed that this should be a long-term goal.

- *Action item: **Stacey** to ask R.C. if he is willing to present the workgroup's mentoring program documents to the Employee Council at the October 14 meeting.*
- *Action item: **Ginger** to research and create sample mentoring orientation materials.*

Exit questions

- Stacey asked the workgroup for their thoughts on improving the County's exit interview process. At present, the County administers an online survey; however, she wants to rewrite the questions. She is also interested in developing and implementing a stay survey to determine why employees choose to stay.
- Tracie asserted that there are numerous reasons why employees decide to leave. Some retire, some need to relocate, some dislike their manager, et cetera. She suggested that the workgroup try to develop different questions based upon the various circumstances why employees typically leave. This will likely yield more helpful information.
- Natalie stated that this topic is also important as it could help the County lure back good employees who left for a promotion. She shared that the City of Roseville seems to be intentional about keeping in touch with their former employees and alerting them of open positions. Brody offered to reach out to her contact in Roseville HR to determine if this is a formal HR practice that Yolo County could emulate.
- Stacey asked if any workgroup members were interested in helping with this specific topic. Katrina, Aundrea, Amy, and Suzanne volunteered.
- *Action item: **Brody** to reach out to her Roseville HR contact about exit procedures.*

Onboarding

- As Stacey mentioned at the beginning of the meeting, she wants the InFOR sub-committee to think about onboarding and how the County could utilize the onboarding tool within the system.

Tuition reimbursement

- Another new topic Stacey introduced to the workgroup was tuition reimbursement. She explained that the County has some surplus revenue that it can allocate toward one-time projects. Stacey asked if the workgroup should consider submitting a proposal to bolster the County's tuition reimbursement program. The workgroup agreed that this sounded like a reasonable idea; however, we need to be cautious about the program specifics and tracking program performance metrics. Aundrea suggested that the workgroup try to form a sub-committee of current employees who utilize the tuition reimbursement program.

Next meeting

- Wednesday, October 28, 1:30-3 p.m., Child Support Services, 100 West Court Street, Downstairs Conference Room

Future agenda topics

- Sub-committee update (Stacey)
- Webpage build-out (John/Kevin)
- Employee Council response to mentoring documents (Natalie/R.C.)
- Sample mentoring orientation materials (Ginger)