

---

# MINUTES

---

TALENT DEVELOPMENT WORKGROUP  
OCTOBER 22, 2014 1:30 TO 3:00 PM  
CHILD SUPPORT SERVICES ~ 100 W. COURT STREET

## **Present:**

Natalie Dillon, Child Support Services; R.C. Smith, District Attorney; Kevin Martyn, Agriculture & Standards Inspector; Tracie Olson, Public Defender; Diane Parro, Board of Supervisors; Amy Thurman, Public Health; Aundrea Garvin, Child Support Services; Gina Rowland, Human Resources and Yovana Gojnic, Intern

## **Not present:**

Brody Lorda, Human Resources; John Young, Agricultural Commissioner/Sealer of Weights & Measures; Svitlana Shramenko, Mental Health Services

## **Discussion of earlier developed competencies**

- Yovana matched the competencies that the group selected from the LACOE dictionary with competencies that Yolo County started to develop a few years ago. The main takeaway is that there is actually a lot of overlap with what the County has already started. We will proceed with the 18 competencies identified at our previous meeting. We will reference back to the competencies as we develop components of the talent development program.

## **Employee Council**

- Diane said that the employees who attended the last council meeting were not very talkative. She said that Brody presented the draft survey, but nobody spoke up for or against it. They discussed the word “staff,” and the council agreed that “non-supervisory” is a better term than “line-staff.”
- Natalie brought up that some employees are still unclear on what “talent development” is about; some think it is preparation for a talent show.

## **Survey**

- R.C. wrote an introduction to the survey for all County employees, and the group agreed that it is well written – no edits.
- R.C. asked a methodology question on whether for questions 5 – 22 of the survey, we should add an optional comment section. The reasoning for this would be to gather better feedback on real issues that we wouldn’t otherwise capture. Natalie and Kevin weighed in and we all agreed that adding the optional narrative to these questions would help us to refine the areas that we want to focus on before we actually implement talent development.
- Diane said that Brody is going to ask the Employee Council to encourage participation in the survey.

- *Action item: Brody will add the optional comment sections to questions 5-22 of the survey.*

## **InFor System Overview**

- Gina presented a brief demo of the new system, InFor, that the County invested in. The system consists of three different modules: 1) electronic timesheets; 2) Talent management/online personnel transactions; 3) Payroll.
- The group focused on the second talent management component. Gina explained that each employee would be set up with a “Talent Profile” that highlights their specific competencies, skills, and credentials. Profiles can be updated with newly attained skills and competencies. There was some discussion as to whether the employee, HR and/or management are able to choose the competencies and how are they assessed. Gina said that the performance management piece of the system is still in the works, and that we will need to make some of these decisions in the build-out.
- Gina said that the system is also capable of goal setting to help employees develop competencies. She said that she won’t add competencies to the system until we are ready.
- Amy stated that she sees the value of this program for employee motivation to strive for continuous improvement. R.C. agreed but said that the system seems to be structured in reverse, and that it could be detrimental to employee morale if an individual is able to enter a competency, but their manager does not approve it. The group agreed that softer skills are often more subjective to interpret and that further discussion on level of controls built into the system is appropriate.
- The system also has a “Fit Analysis” component that gathers an employee’s competencies, skills, level of education, licensures, etc. and compares them with a job to provide a percent fit. This feature can be useful for succession planning as well as promotional opportunities.
- Gina said that the system also includes the following modules: Goals, Performance Management, Succession Planning, and Learning and Development. Under the goals section, the system can enter the Board’s goals, which can connect with County Tactical Plan objectives. The learning and development section will have courses designed to build specific competencies.
- Gina appreciated the group’s feedback and asked if the group would advise and consult on how to set up and roll out the system. R.C. liked this idea as it would help ensure that we are able to truly maximize the program’s benefit. The group agreed.
- Since InFor includes a performance management component, Natalie suggested that group design a core evaluation form that is customizable to various departments. Tracie agreed and noted that she had already tasked Carolyn West, another Yolo County Intern to develop a new form for the Public Defender’s office.
- *Action item: Yovana will work with another Yolo County intern, Carolyn West, to start designing a performance evaluation form.*

## **Job Openings**

- Gina said that she added a link to the Inside Yolo dropdown menu so that employees can better access job opening opportunities. She also prints a report every Monday that appears on the News Section of Inside Yolo, so that employees are aware of all job openings. Natalie asked if there was a way to alert employees of new opportunities as they come available. Gina said that the system doesn't have the capability to automatically send out a message, but that this can be done manually.
- *Action item: **Gina** will add a "subscribe" link to the Inside Yolo page for employees that would like to be alerted of new job openings. Each time a new opening is available, a manual message will be sent to subscribers.*

## **Talent identifier/strengths based philosophy**

- Amy explained her experience at another County, where all employees received the book "Strengths Finder 2.0" by Tom Rath. Each book comes with a personalized code and exam to obtain your top strengths. She explained that when this was used at her previous County, it really improved employee morale and job satisfaction by building on each employee's distinct strengths, rather than emphasizing weaknesses. The methods also help build a sense of community. Natalie said that she could see this used in a supervisory academy setting or piloted in a Department. The group all liked the idea.

## **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: November 26th

## **Future agenda topics**

- **Preliminary Employee Survey Results**
- **Competencies**
- **Performance evaluation development**
- **InFor System**