
MINUTES

TALENT DEVELOPMENT WORKGROUP
OCTOBER 28, 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; 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; Gina Rowland, Health and Human Services; Lana Shramenko, Mental Health Services; R.C. Smith, District Attorney's Office; Jenna Jae Templeton, Clerk-Recorder-Assessor; Ginger Hashimoto, Intern

Not present:

Aundrea Garvin, Child Support Services; Mary Khoshmashrab, Financial Services; Sandra Paschal, Human Resources; Suzanne Ramalia, Sheriff's Department; John Young, Agricultural Commissioner/Sealer of Weights & Measures

InFOR sub-committee update

- Stacey explained that she anticipates an implementation date of February 2016. She is currently working with Sandra Paschal, a new senior personnel analyst, and hopes to have an update at next month's meeting.

Branding concept

- Stacey passed out a sample Talent Development graphic featuring the word "Grow" along with the taglines "Ideas, Inspiration, Innovation" and "The Yolo Way." She explained that branding our efforts may be a good way to attract interest, align with the strategic plan, and reinforce County values. Stacey also reiterated that this graphic was just an idea based from another organization. She encouraged workgroup members to brainstorm other graphic ideas and share them at next month's meeting.
- Overall, the workgroup liked the branding concept, particularly because the County does not have many inward facing resources for employees. Some expressed concern over using "The Yolo Way" tagline as it is not well defined. The workgroup agreed that in order to use the phrase, members must clearly define its meaning as it relates to our talent development efforts. The workgroup will also have to be mindful of the vetting process and be cognizant of the proper channels to get the graphic approved.
- *Action item: **Everyone** to think about or sketch other ideas for a branding graphic.*
- *Action item: **Gina** to research if there is an existing definition for "The Yolo Way" and report back to the workgroup at next month's meeting.*

Website build-out/content update

- Kevin explained that he needs input from others in order to get a full understanding of the website build-out/content and all of the resources and trainings available.
- Gina suggested creating a folder in the I drive to serve as a central location where all workgroup members can save materials.
- Natalie volunteered to create a “Website Resources” folder. After workgroup members start saving materials, Natalie will create logical subfolders that will help Kevin organize the website content.
- Natalie also suggested a three-step process that could help guide the project. First, the workgroup could create an ideal sitemap containing everything that we would want in a talent development website. Second, the workgroup could create a sitemap based on what we currently have. Third, the workgroup could conduct a gap analysis to identify what content we may need to develop.
- Natalie and Tracie volunteered to help Kevin with the website build-out after early November.
- *Action item: Natalie to create a “Website Resources” subfolder in the I drive.*
- *Action item: Everyone to save resources in the folder. Natalie, Kevin, and Tracie to work together on a website build-out plan which could include conducting a gap analysis.*

Employee Council response to mentoring documents

- R.C. shared the feedback he received after presenting the workgroup’s draft mentoring documents to the Employee Council. He explained that overall the mentoring program idea was well-received and the Council did not ask many questions. The Council said that they would share the information with their departments and provide any comments within the next few weeks.
- *Action item: Gina to share the mentoring program documents with HSSA senior management.*
- *Action item: Stacey to email the Employee Council asking for feedback.*
- *Action item: Natalie to email the Department heads asking for their feedback and explaining that the mentoring documents were already shared with the Employee Council.*

Sample mentoring orientation materials

- Ginger passed out copies of sample mentoring orientation materials. While informative, R.C. suggested that the workgroup simplify the documents. R.C. volunteered to work with Ginger to incorporate some materials that he already created including a PowerPoint presentation and videos to streamline the orientation process.
- *Action item: R.C. and Ginger to work together on finalizing all the mentoring program documents including simplifying the orientation materials.*

Employee retention/exit questions

- Stacey explained that she and Sandra are working with the sub-committee. The committee will likely have draft questions ready within the next few weeks. Since Stacey would like to

expedite this project, she plans to email the workgroup seeking feedback rather than waiting until next month's meeting.

- *Action item: Stacey to email the workgroup asking for their feedback on exit questions.*

San Mateo report out

- Natalie reported out about her trip to San Mateo County. She explained that while the purpose of the trip was to learn about the County's performance measurement and results-based accountability initiatives, she also asked about their talent development initiatives. While there she received a supervisory training binder that contained a multitude of informative materials.

Employee engagement survey

- Natalie explained that one idea of particular interest was San Mateo's employee engagement survey. The County sends the survey to all employees and expects departments to use the results to improve outcomes. Natalie asked the attendees if this could be a way to measure this workgroup's performance.
- Stacey shared that she has an extensive background with employee engagement. While working for Rancho Cordova, she implemented the "Great Place to Work" model, which yielded tremendous results. The model includes specific, actionable steps toward building trust in the workplace. Stacey emphasized that she has a vision for the future in this area.

Tuition reimbursement

- Stacey reiterated that the window for submitting a request to utilize the County's one-time funding was closing. She asked again if the workgroup should submit a proposal to bolster the County's tuition reimbursement program. While the workgroup liked the idea, they agreed it would be too difficult to define specifics before the deadline.

Next meeting

- Wednesday, November 18, 1:30-3 p.m., County Administration Building, Room 106

Future agenda topics

- InFOR sub-committee update (Stacey/Sandra)
- Branding concept update (Stacey)
- Webpage build-out (Kevin)
- Mentoring update (R.C./Ginger)