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# MINUTES

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TALENT DEVELOPMENT WORKGROUP  
NOVEMBER 18, 2015 1:30 TO 3:00 PM  
COUNTY ADMINISTRATION BUILDING – ROOM 106

## **Present:**

Natalie Dillon, Child Support Services; Amy Dyer, Public Health; Beth Gabor, County Administrator's Office; Aundrea Garvin, Child Support Services; Brody Lorda, Human Resources; Kevin Martyn, Agriculture and Standards; Tracie Olson, Public Defender's Office; Sandra Paschal, Human Resources; Stacey Peterson, Human Resources; Suzanne Ramalia, Sheriff's Department; R.C. Smith, District Attorney's Office; Jenna Jae Templeton, Clerk-Recorder-Assessor; John Young, Agriculture, Weights, and Measures; Ginger Hashimoto, Intern

## **Not present:**

Katrina Hoitt, Planning, Public Works, and Environmental Services; Mary Khoshmashrab, Financial Services; Gina Rowland, Health and Human Services Agency; Lana Shramenko, Mental Health Services

## **InFOR sub-committee update**

- Stacey shared that she and Sandra have not had time to convene the sub-committee yet.

## **Mentoring program materials update**

- R.C. passed out a draft orientation packet. He explained that he collated the information from the District Attorney's Office mentorship program with the materials Ginger produced. Overall, the workgroup liked the packet and found its contents to be informative and easily digestible.
- Stacey suggested changing the title as it implies that a County-wide mentorship program exists. She also asked for clarification regarding the how the packet will be used.
- R.C. explained that he envisioned the packet to serve as a training/orientation tool for departments interested in launching their own mentorship program.
- To provide further clarification about the packet's purpose, Natalie volunteered to write an accompanying cover letter. In the letter, she will outline the workgroup's expectations for its use and emphasize that it can be customized to be department-specific.
- *Action item: **Everyone** to review R.C.'s orientation packet and provide feedback.*
- *Action item: **Natalie** to write a cover letter to accompany the packet's materials.*

## **Branding concept**

- Natalie introduced Beth Gabor, the County's Public Information Officer, to provide direction for the workgroup's branding concept. Beth explained that she spoke with County Council regarding the use of the County's official seal. In addition to seeking legal clarification, Beth

hopes to develop County-wide branding guidelines which will include specific parameters for the use of the official seal and the vetting process for internal departments or workgroups that may want to create their own logo. Overall, her initial feedback was positive. Beth liked the usage of the word “grow” and the tagline of “The Yolo Way.” Beth questioned whether or not the County permits the manipulation of the seal. She also cautioned the workgroup to make sure that any non-original artwork is not subject to copyright.

- Natalie asked the workgroup for their feedback on the two logo options the workgroup created thus far. Many liked Kevin’s design as it harkened tradition, yet also modernity. Jenna stated as a millennial, the design appealed to her. Others also liked Stacey’s original concept featuring a simpler and cleaner appearance including only one leaf as opposed to the laurel branches in Kevin’s design. The discussion also covered the usage of taglines. Most agreed that they liked utilizing “The Yolo Way,” but that the workgroup needs to define its meaning. Suzanne suggested: “The Yolo Way: Growing our employees to their fullest potential.”
- Overall, the workgroup decided to wait until they receive more guidance from Beth as far as legal restrictions and County policies. Once Beth informs the workgroup, Kevin will mockup several options that comply with the given parameters.
- *Action item: **Beth** to provide the workgroup with more information about the legal restrictions and County policies regarding the workgroup’s branding concept.*
- *Action item: Depending on the information provided by Beth, **Kevin** to design several logo options for potential use.*

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

- Beth explained that using the County’s existing website content management system would not only save money, but also ensure the website’s long-term existence. She explained that due to staff transition, several websites have been lost through the years. Beth also reiterated that using the current system would maintain a consistent appearance, which is important.
- Beth shared that the current Intranet system may be updated soon. This could offer more options in terms of the pages that the workgroup could create for Inside Yolo.
- Natalie reminded the workgroup that during previous meetings it was decided that the workgroup house some information on the County’s external website content management system and other information on the County’s internal website content management system. It would be similar to how San Mateo County organizes their talent development webpages.
- Natalie summarized by asking Beth if the County Administrator Office’s resident website expert, Alyssa Manprin, could attend our next meeting and present to the workgroup on the current capabilities of both the external and internal website content management systems.
- *Action item: **Beth** to invite Alyssa Manprin to the next Talent Development Initiative workgroup meeting and ask her to present on the current capabilities of both the internal and external website content management systems.*

### **Exit interview**

- Sandra passed out a sample exit interview.

- Natalie expressed concern about maintaining respondent confidentiality as the purpose of the survey is to improve the County. She maintained that the survey responses should be shared with department heads so that they can potentially address the issues raised in the survey responses.
- Tracie agreed that the workgroup should at least pilot the exit interview by not maintaining confidentiality and providing department heads with the survey responses. If this significantly deters response rates, than we can reconsider.
- Stacey expressed concern about not maintaining confidentiality. She explained that from her experience, it is sometimes hurtful to share such information and could potentially exacerbate an already tense situation if the employee is disgruntled.
- Due to time constraints, Natalie said the workgroup will resume this conversation at next month's meeting.
- *Action item: Everyone to review the exit interview questions and provide feedback to Sandra.*

### **Great Place to Work – Employee engagement**

- Stacey passed out literature regarding the “Great Place to Work” employee engagement model.
- *Action item: Everyone to review the literature that Stacey passed out in preparation for a discussion at next month's meeting.*

### **Leadership support groups**

- Natalie concluded the meeting by saving this agenda item for next month's meeting. She also asked the workgroup if we needed to create a charter detailing our purpose/charge. Tracie suggested that everyone brainstorm, write a short description, and share it via email.
- *Action item: Everyone to think about the workgroup's purpose and draft a short charter describing our efforts.*

### **Next meeting**

- Wednesday, December 16, 1:30-3 p.m., Child Support Services, 100 West Court Street, Conference Room

### **Future agenda topics**

- InFOR sub-committee update (Stacey/Sandra)
- Branding concept (Stacey)
  - Website content management system overview (Alyssa)
- Website build-out/content update (Kevin)
- Exit Interview (Sub-committee)
- Great Place to Work-Employee Engagement (Stacey)
- Leadership Support Groups (Natalie)

- Workgroup charter