
MINUTES

TALENT DEVELOPMENT WORKGROUP
DECEMBER 16, 2015 1:30 TO 3:00 PM
CHILD SUPPORT OFFICE – 100 WEST COURT ST, WOODLAND

Present:

Natalie Dillon, Child Support Services; Beth Gabor, County Administrator's Office; Brody Lorda, Human Resources; Kevin Martyn, Agriculture and Standards; Sandra Paschal, Human Resources; Stacey Peterson, Human Resources; R.C. Smith, District Attorney's Office; Katrina Hoitt, Planning, Public Works & Environmental Services; Makayle Neuvert, Health and Human Services Agency; Kayla Nick Kearney, intern; Gina Rowland, Health and Human Services Agency; Alyssa Manprin, County Administrator's Office

Not present:

Amy Dyer, Health and Human Services Agency; Aundrea Garvin, Child Support Services; Tracie Olson, Public Defender; Suzanne Ramalia, Sheriff's Office; John Young, Agriculture and Standards; Mary Khoshmashrab, Financial Services; Lana Shramenko, Health and Human Services Agency;

Intern Update

Kayla Nick Kearney is the new intern for the Talent Development workgroup. Additionally, Makayle Neuvert from HHSA is also joining our workgroup. Sandra Paschal will ensure both have access to the I Drive.

Branding Concept

Beth Gabor shared information regarding her discussion with County Counsel about the use of the county seal in branding. The County has no current policy related to county seal or branding, but is interested in developing one. Beth inquired of other county PIO's (Public Information Officers); many responses include very strict policies and lengthy manuals dictating use. Beth noted that she will work with the Department Head Working Group further on any policy setting in this area and will keep this group informed.

Our current restrictions relative to use of the county seal are: no modification of seal, or inclusion of the seal into another logo. The seal is to only be used for county business.

Beth recommends that the Talent Development workgroup continue its work on internal branding but does not recommend using county seal. The proposed branding should include employee input and group decision making. Natalie noted that the final recommendation from this group will be shared with the Employee Council.

Website Content Management System

Beth noted that there was confusion with our initial inquiry to IT about building a website for Talent Development and that County IT does not generally build or maintain websites. She noted we have options on Inside Yolo, where a page was just built for Talent Development, or on the County website.

Dalila Guadarrama from Human Resources has begun populating information on the Talent Development page and has been given access to I Drive folder so that she can post minutes and agendas. There has been some discussion about upgrading the Content Management System (CMS) for Inside Yolo but we need to know what we want/need. The external county website has an upgraded CMS with more flexibility and templates.

We need to develop the justification for an upgrade; the system could be upgraded within 6 months. Makayle Neuvert noted that having a style guide will allow for more creativity within guidelines. She noted that there is not a draft view on Inside Yolo-must open a new window, which is problematic. It would also be nice if there was a search function. There is a need to upload videos, Beth noted that you can do so using YouTube. There are instructional videos available to assist those working on the webpages. Beth asked if there are additional needs for an upgraded CMS, to let her know.

Action Item: Beth Gabor and Alyssa Manprin will follow up with Vision Internet re an upgrade for Inside Yolo.

Talent Development Website Update

The workgroup agreed that the development of a working model is the next step. The model can evolve as our concept develops. Beth and Alyssa will give super user access to Kevin to develop the working model.

Action Item: Kevin Martyn, Makayle Neuvert, and Kayla Nick Kearney will develop the working model for the new webpage(s).

InFor Update

Stacey Peterson said that the Workforce Management module was bumped to May. We may need to pick up Performance Management module sooner. Friday is first meeting of the subgroup which includes Kevin, Natalie, Sandra and Stacey.

Branding Concept

The workgroup discussed the branding concepts that had been drafted thus far. Brody shared that there are services such as 99 Designs that are low cost logo development services. The group agreed we need to have a more defined vision for what we want our brand to represent.

Action Item: Makayle agreed to facilitate at our next meeting a brand visioning session.

Action Item: All members think about ideas and concepts the new brand should represent to the next meeting.

Action Item: Stacey will follow up to see if there is a small amount of money in the HR budget to pay for a logo development service. Stacey will report back at the next meeting.

Exit interview questions

Sandra Paschal noted that she did not receive any feedback from workgroup members. Natalie reminded the group of the discussion at the last meeting around whether the survey should be confidential. Stacey said she talked to Mindi Nunes, and that Mindi wants the survey anonymous. Stacey said that Department Heads will receive aggregate information, periodically from HR.

There was discussion about inconsistent use of exit interviews/surveys. There is the belief that employees have to seek out an exit interview if they want to provide feedback. The Department HR contact is responsible for forwarding the exit survey.

The survey is intended for employees separating from the county, not necessarily changing departments.

Action Item: Sandra will finalize the survey and HR will provide it to the Departments for use.

Employee Engagement Survey

Stacey noted that Talent Development is part of employee engagement, not other way around. She said employee engagement should come from HR, not from the Talent Development workgroup. Natalie noted that the Talent Development workgroup previously did an employee survey to assess issues and to develop solutions specific to talent development. It has not been the intent of the Talent Development workgroup to do an employee engagement survey until Stacey recommended that we look at the model - Great Place to Work. HR will proceed with the larger employee engagement survey effort.

Workgroup Charter

Stacey distributed her edits to the workgroup charter but used an early draft.

Action Item: Natalie will review Stacey's recommended charter edits, incorporate into the draft, and distribute to the workgroup to finalize.

Future agenda topics

- Brand visioning- Makayle
- Finalize Workgroup Charter - Natalie
- Website Update
 - Working model - Kevin
 - Inside Yolo CMS Update - Beth
- InFor Update - Stacey
- Leadership support groups - Natalie