
MINUTES

TALENT DEVELOPMENT WORKGROUP
MARCH 23, 2016 1:30 TO 3:00 PM
CHILD SUPPORT SERVICES – 100 WEST COURT STREET – DOWNSTAIRS CONFERENCE ROOM

Present:

Natalie Dillon, Child Support Services; Gina Rowland, Health and Human Services; Amy Dyer, Public Health; Tracie Olson, Public Defender's Office; Lana Shramenko, Mental Health Services; Sandra Paschal, Human Resources; Suzanne Ramalia, Sheriff's Department; John Young, Agricultural Commissioner/Sealer of Weights & Measures; Makayle Neuvert, Health and Human Services; Kayla Nick-Kearney, Intern

Website (Kayla & Mckayle)

- Kayla talked about the website, informing the team of what is offered and ideas for what will be linked where. The team provided feedback, asking for a standard width of columns with rolling/scrolling feature and moving certain visual components for better alignment
- A launch date of July 1st was chosen for the site and logo, with the goal being that the site is 90% ready and we can announce new updates as things launch
- Gina volunteered to help sort files for easier access and get everyone administrative rights.
- *Action item: Kevin, Mckayle and Kayla will use the feedback to adjust the site and begin finalizing standards for populating pages that will be accessible through the home page.*
- *Action item: Kayla will write a template for all department heads to use when announcing the launch.*
- *Action item: Kayla will write a Spotlight On article for the Inside Yolo front page and get the duck to help feature the YES TEAM's work.*

Charter update (Natalie)

- Any further charter questions were cleared up. The YES TEAM is responsible for taking on ideas about skill improvement and goal attainment to be presented to HR.
- The charter was printed with the new logo and signed by present members.

Logo update (Natalie)

- The logo has been shown to leadership
- Beth presented a draft policy about how to use internal logos, ours was accepted without any requests for changes or adjustments
- Makayle has requested feedback for the designer
- The team agreed on the creation of templates for use with logo, our logo must always be the same or smaller size than the county seal

- Agendas and minutes to include logo, letterhead, article template
- *Action item: Lana will present the charter and the new logo at the employee council*

Employee Engagement Survey (Natalie)

- The team discussed the two employee engagement survey options
- Several members had questions
- IPMA's pros and cons
 - Is not a validated tool but has some background information and focused on public sector
 - The group's feedback is that it is longer and feels cumbersome
- Great Places to Work pros and cons
 - Validated but more focused on private sector, seems simplified, benchmarks against thousands of companies' data
- County will pay for whatever is chosen and use it periodically to benchmark-buy in once, buy in for always, cost is about \$5000
- The team needs to look at the questions, offer feedback and decide which tool to use and how to implement
- The YES TEAM will not be in charge of this task forever but for this year, it can use this information for whatever the team deems necessary
- The team asked why Survey Monkey, a free tool was not considered appropriate, Natalie answered the County is willing to pay for data from other places for comparison and benchmarking purposes.
- There are tools provided by GPTW that could assist in the data analysis
- The original survey will offer a baseline but will also inform County, Department and the YES TEAM's focus and goals.
- These two tools look more at satisfaction at work and offer proven tactics to create a solution but John also remarked that the County has to support this and commit to fixing any problems that are found. It was suggested that YES TEAM request a fund like the innovation fund, which is made available annually and Departments could request funds for specific activities tied to employee engagement.
- San Mateo does something similar and has additional money set aside to develop training and other aspects that could need work-like what we'd like to do
- The team would like a consultant give a presentation answering what kind of support is provided with analyzing the information and offering support to address results/issues and list the public agencies Yolo would be benchmarked against
- *Action item: The team will review and offer feedback on the tools so one can be chosen at the next meeting.*
- *Action Item: Natalie will schedule a meeting with both companies so they can answer our questions.*

- *Action Item: **Natalie** will follow up with Patrick and Mindi to determine whether an innovation fund type of fund could be a possibility for Employee Engagement activities.*

INFOR update (Sandra)

- Infor is in the testing phase: initial forms for performance evaluation tools have been started, they are also testing goal management system. There have been defects and issues identified during testing. The team is coming back together April 4 and April 18 to work out bugs with the consultant and testing a second prototype
- It was asked if a Department wanted to be able to make evaluation questions for individual job classes in my department, can INFOR accommodate that? Sandra informed the group that INFOR can accommodate this request.
- Focus groups are happening next week and April 4, the data should be aggregated by April 20th.
- *Action Item: **Kayla** will aggregate the data from focus groups.*
- *Action Item: **Kayla** will offer competency tool examples to the subcommittee.*
- *Action Item: **The subcommittee** will choose a tool.*
- *Action Item: **Kayla** will begin populating the chosen tool.*

YES TEAM succession (Natalie)

- The team discussed YES TEAM goals, asking if roles change and how to get other departments involved
- The team agreed there is a need to create infrastructure where goals are revisited every year and then tie them back to strategic goals and business plans
- There was a discussion about when it is appropriate to stop adding team members, how to include people and when and how to plan the longevity of the team as members rotate out
- The decision was made to accommodate people who are interested and aim to have a specific amount of people around most of the time because most people attend most of the time
- Other questions to consider are:
 - Do we want to represent all departments at any time?
 - Do we want to have term limits?
- The team discussed sending out another invitation because we realize some people may have had hurdles to joining and new talent may help.
 - Also people may want to join for specific projects only.
 - This allows passion to lead and the team can trim as necessary later.
- The team decided to incorporate people if they express interest in participating on the committee but not do a large solicitation for new members.

Next meeting

- Wednesday, April 20, 1:30-3 p.m., Child Support Training Rm, 100 West Court Street, Woodland, CA

Parking Lot

- Kiosk at Yolo Does Lunch
- Pens/Swag for after YES TEAM launch
- Social media w/ logo-what is our policy?