MINUTES

Present:

Natalie Dillon, Child Support Services; Kevin Martyn, Agriculture & Standards; Tracie Olson, Public Defender's Office; Gina Rowland, Human Resources; Lana Shramenko, Mental Health Services; R.C. Smith, District Attorney's Office; John Young, Agricultural Commissioner/Sealer of Weights & Measures; Makayle Neuvert, Health and Human Services; Amy Dyer, Health and Human Services; Jenna Jae Templeton, Clerk-Recorder-Assessor; Sandra Paschal, Human Resources

Not present: Suzanne Ramalia, Sheriff's Department

Intern Update (Natalie)

- Natalie and Gina interviewed and hired a new intern for the Talent Development Team
- Katrina Beedy is currently completing the pre-employment requirements and will be onboard for next month's meeting

Branding Update (Makayle)

- Final templates still require edits discussed at our last meeting
- YES Team Templates (Letterhead, Agenda, Minutes and Newsletter) will be saved on the shared drive
- The team discussed how and when the templates might be used

- *Action item:* **Makayle** will complete the updates to the YES Team templates.

Website Update (Kevin)

- The basic building blocks are put together
- Kevin will schedule a meeting in early June to teach the webmasters how to use the content management system (CMS)
- The webmasters' pages will be designated at the training
- The CMS used on the County Intranet site will be updated but additional training for webmasters should not be required after this update
- Kevin will create a reference document that the webmaster can use
- The team discussed where the website will live (internal vs. external facing) and decided that an external facing website would be most beneficial for employees and applicants
- The team followed up on the discussion at the last meeting to solicit volunteers to be responsible for submitting content for a designated webpage and a sign-up sheet was circulated during the meeting

- Volunteers are responsible for identifying and contributing content for each web page they have taken responsibility for on the YES Team site
- Gina noted that HR is responsible for many of the programs connected with the website so she will identify volunteers for HR to submit content
- Makayle suggested that we have more than one person responsible for each web page
- Natalie noted that a Library representative will be responsible for updating the Library's section of the website
- Natalie reminded the team that the website will be going live on July 1, 2016 and the content should be written and ready in June 2016
- Kevin explained that the content submitted should be creative, fresh, new and relevant
- The team discussed the need to have a "gatekeeper" for the content on the website
- Natalie and Gina volunteered to be gatekeepers for the website content
- Proposed content should be emailed to Gina and Natalie for approval prior to submission to the webmaster
- Makayle suggested that we discuss the website content at our monthly meetings as well to give it a cursory review in order make sure it is consistent with the YES Team vision
- Gina suggested a Facebook page for the YES Team as a vehicle for employee engagement

- *Action item:* **Gina** will confer with Beth and County IT about external facing website

Competency/Behavioral Anchors Update (Natalie)
- Natalie indicated that Kayla had formatted the document to follow the UC Berkeley model
- There was some discussion about the format and content
- The language used was thought to be too "high-level"
- The team still needs to work on a performance evaluation form
- The team discussed the rating system that is currently used
- Tracie mentioned that the ratings throughout the form take away from the information you are trying to convey to the employee
- R.C. recommended removing the ratings in each area and using an overall rating instead
- Natalie noted that ratings motivate changes in behavior where the narrative does not
- Gina mentioned that checkboxes can be less than motivating, depending on the situation
- R.C. noted that supervisors go over each competency and let employees know where they are doing well and where they need improvement
- Natalie suggested that we think about whether or not we need ratings for each category within the evaluation form or just overall rating
- Makayle and R.C. also suggested providing the competency/behavioral anchors document to employees and supervisors as a reference
- Jenna recommended providing the competency dictionary to new employees at onboarding to help identify standards and expectations
- Gina added that when we get an improved document to give to employees she would roll out training in the Yolo Training Academy for employees about expectations
- Tracie recommended that we create a new form and submit it to Employee Council for review

- *Action item*: **R.C.** will work on shortening the wording in the competencies and behavioral anchors document

Employee Engagement Survey Update (Natalie)
- Natalie recommended the IPMA Survey to Mindi and Mindi has approved it

- *Action Item:* **Gina** will work with IPMA to initiate the process (12 week start to report back)

Infor Update (Sandra)
- Talent Management Modules (Performance Management, Goal Management and Succession Planning) Implementation is in progress - system testing, work flow testing and fixing errors/bugs
- LTM is scheduled to "Go Live" on August 15, 2016
- Workforce Management Scheduled to "Go Live" in June 2016

- *Action Item:* **Sandra** to prepare a presentation of the Performance Management Module/Workflow for June meeting

Sub-committee Update (Sandra)
- No meetings since April as Infor Implementation has taken a significant amount of time

- *Action Item:* **Sandra** will schedule a sub-committee meeting in June 2016 after receiving the Infor Consultant's June schedule

Next meeting
- Wednesday, June 22, 1:30-3:00 p.m., Child Support, 100 W. Court St, Woodland

Future agenda topics

Parking Lot
- Slack as Engagement tool to report out successes for survey actions, also to help with adjusting things on site, each workgroup could use it to meet to focus on their part of the site