
MINUTES

TALENT DEVELOPMENT WORKGROUP
JUNE 22, 2016 1:30 TO 3:00 PM
CHILD SUPPORT SERVICES – 100 WEST COURT STREET – DOWNSTAIRS CONFERENCE ROOM

Present:

Katrina Beedy, Talent Development Team Intern; Natalie Dillon, Child Support Services; Amy Dyer, Health and Human Services; Kevin Martyn, Agriculture & Standards; Makayle Neuvert, Health and Human Services; Tracie Olson, Public Defender's Office; Sandra Paschal, Human Resources; Suzanne Ramalia, Sheriff's Department; Lana Shramenko, Mental Health Services; R.C. Smith, District Attorney's Office; Jenna Jae Templeton, Clerk-Recorder-Assessor

Not present: Sarah Cassada, Planning, Public Works and Environmental Services; Gina Rowland, Human Resources; John Young, Agricultural Commissioner/Sealer of Weights & Measures

Intern Update (Natalie)

- Katrina Beedy has completed her new hire paperwork and is ready to join the team

Branding Update (Makayle)

- Makayle updated the template/letterhead and showed the committee
- The template/letterhead is saved on the iDrive

Website Update (Kevin)

- Suzanne asked who determines whether the training is mandatory – it was acknowledged that it will be a combination of HR and the Departments
- Kevin suggested including a flow chart within the Mandatory Training section – who is required to take what.
- The team discussed that Gina talked with Beth who okayed changing the YES team pages to the External website vs. Inside Yolo. The team discussed incorporating the internal pages to the external site
- Natalie suggested that we further develop Inside Yolo pages to work out our logistical and content issues.
- Makayle noted that our custom pages may not easily be transferred to the external site without additional cost
- Kevin noted that in transferring internal pages to the external site, the basic content can remain the same but the color scheme will need to change as Inside Yolo is blue and white, and the external site is green. Kevin further noted that we may have two sets of pages – inward and outward facing - based on content. Some information, such as survey results and information that cites employees, may be too sensitive for outward facing content. Perhaps we consider a special employee portal for this sensitive internal content
- Traci asked whether we could obtain expert assistance through the CMS update contract for

transitioning the pages from Inside Yolo to the external site.

- Kevin noted that he would like to include video content
- Makayle noted that we may be limited to keep the left hand side bar on the external site
- Traci noted that she is having high school interns help create content for the Difference Maker pages
- The team discussed website rollout; original plan was to discuss website info at Department all staff meetings, Inside Yolo, newsletter articles, etc.
- Kevin indicated he was uncomfortable with the July 11 deadline for we would not have enough quality content that would cause employees to keep coming back. After much discussion, the committee decided to delay to a September implementation.
- Kevin also suggested including a bio page for Department Heads, with pictures
- The team discussed we should do an all employee email that should fit onto one page, but be fancier and more visually appealing than normal email
- The committee agreed to a 10 day count down before the go live of the YES pages that list a reason each day why employees should check out the pages.
- The team discussed employee engagement and YES team promotion
- Amy emphasized the importance of regular exposure to the YES team logo
- The team discussed YES team promotion at the BBQ in late summer. Team members suggested a variety of promotional materials to be distributed and displayed at the BBQ, including badges, stickers, stickers for water bottles, fliers, sign-up sheets, and rolling videos – but it was questioned the value and perception of these types of giveaways.
- Traci suggested a YES Team banner that could be displayed at the BBQ, and perhaps later at job fairs, and other county events
- *Action Item:* **Natalie** will follow up with Beth and Alyssa regarding whether we have already contracted to update the CMS and whether we can expand the scope. Natalie will also follow up with Beth to see if we can at least obtain a quote
- *Action Item:* **Natalie** will discuss the effort at the Department Head Working Group (DHWG) meeting on July 7
- *Action Item:* Each of the webpage **content coordinators** will set meeting date, and everyone will follow up with **Kevin** and **Makayle**, who will discuss content for the YES Team pages
- *Action Item:* **Natalie** will update the County Leadership Team of the delay to the fall.
- *Action Item:* **Traci** will create the 10 day count down for Inside Yolo
- *Action Item:* **Sandra** will draft a Communication plan
- *Action Item:* **Suzanne** will bring forward the idea of the YES team having a booth at the BBQ to the Employee Council.
- *Action Item:* **Natalie** will follow up with Gina as to whether HR has the budget for a YES Team banner

Competency/Behavioral Anchors Update (RC)

- RC noted that he attempted to make the competency/behavioral anchors sufficiently generic to appeal to all departments. He examined the competencies compiled by the other jurisdictions we previously researched to assist in his effort. RC noted two competency areas we are currently lacking: job knowledge/technical competence and planning/organization

- Natalie noted that during the focus groups, the facilitators first had employees rank all employee competencies, and then started the process for identifying job class competencies. HR will finish this work, but will likely take some time given the implementation of Infor. In the interim, Sandra suggested that job knowledge be one specific area – the group agreed.
- Kevin questioned whether the planning/organization competency was a big enough category to stand alone in its own section, or whether it should be incorporated into some other competency.
- Natalie noted that the planning/organization competency is essential, but was reluctant to add it in because she felt it may compromise the integrity of the focus group process
- *Action item: All members should review RC's draft and provide him with suggested edits.*
- *Action Item: Sandra will touch base with Gina to ensure her review of the draft competency document.*

Performance Management Model (Sandra)

- Sandra noted that she has put together draft training related to the performance management module of Infor, and has included a section for new goals using the current form
- *Action Item: Sandra will email the performance management flow chart to the group and will walk everyone through it at the next meeting.*

Employee Engagement Survey Update (Natalie)

- Natalie and Gina have been working with IPMA on the employee engagement survey. We are planning for an August 12 week roll-out (initiation to final report), with links to the survey sent to all employees through email
- Natalie noted that there is capacity for large departments to potentially break the analysis of their employee results into divisions or sub categories and for small departments to link up with others if they have too few employees. This issue will be discussed at the next DHWG meeting on July 7th.
- It was suggested that employees be re-directed to the YES Team page after completion of the employee engagement survey

Sub-committee Update (Sandra)

- The group has not recently met, therefore there was no discussion

Next meeting

- Wednesday, July 27, 1:30-3:00 p.m., Child Support, 100 W. Court St, Woodland

Future Agenda Topics

- No discussion