
MINUTES

TALENT DEVELOPMENT WORKGROUP
AUGUST 24, 2016 1:30 TO 3:00 PM
CHILD SUPPORT SERVICES – 100 WEST COURT STREET – DOWNSTAIRS CONFERENCE ROOM

Present:

Katrina Beedy, Talent Development Team Intern; Chris Crist, Library; Natalie Dillon, Child Support Services; Amy Dyer, Health and Human Services Agency; Vanessa Gonzalez-Lee, Human Resources; Kevin Martyn, Agriculture & Standards; Makayle Neuvert, Health and Human Services; Suzanne Ramalia, Sheriff's Department; Lana Shramenko, Health and Human Services Agency; John Young, Agricultural Commissioner/Sealer of Weights & Measures; Steve Rea, Assessor, Clerk-Recorder, Elections

Not Present:

Ginger Hashimoto, Health and Human Services; Sarah Quezada, PPW &ES; Gina Rowland, Human Resources; Tracie Olson, Public Defender's Office

Website Update (Kevin/Makayle)

- Kevin showed the team the Vision Live website index and demonstrated some features of the new website pages
 - Some primary features include: a two-column layout with embedded video, navigation icons across the top of the page, links to leadership pages with team member bios, several "call to action" banners, a navigation index at the bottom of the page, FAQ sections (planned), and adaptability for mobile devices
 - Team members suggested displaying video interviews with difference makers on the home page
 - Kevin and Makayle showed the team a mock print-out of the "onboarding" web page
 - Team members discussed a timeline for launching; Kevin indicated he would like a late fall release date
 - Kevin mentioned he was getting good feedback for other content requests
 - *Action item: Natalie had questions about the current accessibility of the content and whether the committee could access it without publishing; Kevin said he would follow up with Alyssa*
- Kevin and Makayle updated the team the webpage content coordinator chart
 - Several team members were assigned to new positions
 - For details on new and current assignments, see the webpage content coordinator on the [I-Drive](#)
- Kevin noted that making a website template change would cost in excess of \$5,000, so they decided against it. Natalie noted that she has login information to Google Analytics to track website analytics and usage.

Employee Engagement Survey Update (Natalie):

- Natalie noted that we are now moving ahead with the survey; Gina has worked with IPMA to establish the 12-week implementation schedule to roll out this fall.
 - Previously the team had planned to delay the survey in order to compare against a new 2017 IPMA benchmark; however, since IPMA is delaying until March 2017, we have decided to move ahead
- Natalie shared that she took the issue regarding all departments participating in the survey to the Department Head Working Group. There will be additional follow up
- Natalie developed all-employee email content regarding the survey; Gina is working on language relative to the competencies and will provide to Beth Gabor.

Training

- Needs Assessment Survey Analysis (Katrina)
 - Katrina showed the team the summarized results of the training needs assessment survey
 - Both visual and written summaries of the results are saved in the I-Drive under the "Training Needs Assessment" folder
 - The summaries also contain synthesized feedback on requests for new trainings, thoughts on existing trainings, and contacts for upcoming trainings
- Gina has compiled a table of training course offerings for the YTA training catalog
 - Gina has made an effort to incorporate trainings that address the six Core Competency areas. Thus far, all competencies except communication have been addressed in the training catalog
 - The training catalog reflects what HR can currently deliver given its resources
- Training Vision
 - The team suggested that the communication competency training could incorporate both broad and department specific topics related to communication
 - Makayle noted that she has people within HHSA who may be interested in assisting with training
 - Natalie pointed out in Gina's table it is referenced that that change management contacts will be reached out to
 - The team discussed other potential training contacts, including Mary Kirlin who has taught courses for HHSA including improving presentations. Lana recommended Dr. Harrington for health and wellness/stress reduction training
 - The team discussed the possibility of filming and replaying the trainings for future employees
 - Natalie mentioned that Gina has reached out to Mark Jones who will be working with the county to develop video content
 - The group discussed the pros and cons of online versus in-person training, and determined that both have their strengths depending on the topic
 - Makayle suggested giving employees credit for online training by tracking completion
 - Natalie asked if InFOR includes a Learning Management System where we can

integrate and track training with individual employee goals and performance

Communication Plan (Vanessa)

- Vanessa suggested various ideas for marketing the communications plan beyond the launch, including expanding the audience to include potential job seekers, employing various messaging tactics, sending job notification reminders, hosting webinars, and creating quarterly videos through PowToons to draw employees to website
- Vanessa also suggested expanding on the new employee orientation at the HR offices
- *Action Item: John and Kevin mentioned they may try to put together a brief iMovie as a trailer for the release of the website*
- *Action Item: Makayle will prepare a template article that other Departments can release in departmental newsletters and other communications re the YES team page launch.*
- *Action Item: Katrina will add Vanessa's PowToon recruitment video discussion on the next meeting agenda*

Employee BBQ Booth (Suzanne)

- Suzanne noted that the team is all set for a booth at the Sept 14 BBQ, though a table location, for the 6 foot table needs to be identified; Ginger, Vanessa, Makayle, Gina, and Suzanne will staff the booth
- Makayle has access to a plotter and will develop signage and other displays helpful for the table.
- Natalie noted that her office is coordinating a raffle to benefit Empower Yolo. She noted that Yolo Federal Credit Union has donated a \$100 gift certificate for Morgan's on Main. The group liked the idea of holding the raffle at the YES team table for employees and selling raffle tickets for \$1 each. 100% of the proceeds of the raffle will go to Empower Yolo.
- *Action Item: Natalie will have a flyer developed and sent to Makayle and Suzanne. Makayle has raffle tickets. Suzanne will work to get a reference to the raffle in the all employee email. Makayle will handle on site raffle logistics.*
- *Action Item: Vanessa will follow up Gina to make sure the YES Team banner has been ordered and will be ready for the BBQ*

Other Action Items:

- *Action Item: Gina will schedule a subcommittee meeting to further discuss the employee evaluation form template*

Next meeting

- Wednesday, September 28, 1:30-3:00 p.m., Child Support, 100 W. Court St, Woodland

Future Agenda Topics

- No discussion