
MINUTES

TALENT DEVELOPMENT WORKGROUP
SEPTEMBER 28, 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; Amy Dyer, Health and Human Services Agency; Kevin Martyn, Agriculture & Standards; Makayle Neuvert, Health and Human Services; Tracie Olson, Public Defender's Office; Steve Rea, Assessor, Clerk-Recorder, Elections; Gina Rowland, Human Resources; Lana Shramenko, Health and Human Services Agency; John Young, Agricultural Commissioner/Sealer of Weights & Measures

Not Present:

Natalie Dillon, Child Support Services; Vanessa Gonzalez-Lee, Human Resources; Ginger Hashimoto, Health and Human Services; Sarah Quezada, PPW &ES; Suzanne Ramalia, Sheriff's Department

Employee BBQ Feedback (Suzanne/Makayle)

- Makayle reported that the BBQ event went well overall
- A number of YES team fliers were distributed, although we do not have a count of the exact number taken
- Makayle also reported a few minor issues at the event, including:
 - People didn't engage with the video very much because the surrounding area was too loud
 - Some people thought YES stood for "Yolo Employment Services," so better clarification is needed

Website Update (Kevin/Makayle)

- Kevin reported we are making good progress, but more input is needed from HR on many of the sections
- We are making progress on the FAQ section, although we still need to develop answers for many of the questions
- The employee engagement section is being developed and new content is coming in, but the section will still take some time
- Onboarding has quite a few subpages and will take some time
- Lana is taking YES team fliers to the Employee Council meeting and will report that the website is under construction, release date TBD, but likely mid-November
- On the Difference Makers page, information is needed on past difference makers and nominating process
 - Traci Lucchesi has more information
 - Kevin suggested the page contain a one-paragraph explanation, a list of past difference

makers, a collage with profile photos, and 12-second video clips of each difference maker

- The team discussed the possibility of posting the BBQ video
 - Kevin noted concerns about copyright issues when posting externally; Gina said she will run those issues by County Counsel
- **Top 10 Countdown (Tracie)**
 - Tracie showed the team a print-out draft of the countdown, and noted she was open to suggestions
 - She suggested we include the YES Team logo on each day
 - The team will request that the “Countdown” content be shown in a display banner on the top of the InsideYolo home page, as well as displayed as the only graphic in the rotating photo display. Also, on the day of the website release, a YES Team article will appear in the Spotlight On column
- **Fliers**
 - Gina suggested we distribute fliers in each department, and each team member took a stack to distribute
 - The team also decided to share the fliers but not the countdown at the employee council meeting

Employee Engagement Survey Update (Gina):

- The survey is scheduled to go out on Thursday, Oct. 6 to employees in departments who agreed to participate
- Makayle will provide language and a link to the YES Team flier to be included at the bottom of the employee engagement survey email to employees
- The survey results will be published by department and will be available on the employee engagement pages
 - Some team members have expressed concern with disaggregating detailed results by department, and want to protect the privacy of employees
- Team members also discussed how best to address the needs of the 25% of employees not represented by the survey, and questioned the true value of “county-wide” data that does not include these employees
- Gina noted that the survey data can nevertheless be useful in prompting changes within individual departments, and that departments can request Employee Engagement funds from the County Administrator’s Office to implement new employee engagement ideas

Communications Plan

- The team discussed modifying the timeline in order to work around the holidays
- Otherwise, no changes were discussed

PowToons Update (Vanessa)

- Katrina sent out an email with links to the PowToons videos

Contracted Videos with Mark Jones (Gina)

- Yolo Way
 - Video would feature the culture of Yolo County and would be featured on the onboarding page
 - Total cost is estimated at \$2,000
- Recruitment Video
 - Looking for employees representing all occupations with a good on-camera presence
 - Employees will describe why they like working here
 - The video will be featured on the LinkedIn site and employee engagement page
 - Team members also discussed the possibility of video production training for employees and potentially incorporating elements from the strategic plan

InFor Update (Gina)

- The Performance Management subcommittee of Gina, Rita Cital from Human Resources, John, and Natalie met recently to discuss progress on the InFor Talent Management module implementation. The Go Live date is planned for February 1, 2017
- The team is recreating the existing six performance evaluation forms currently in use in the County electronically in the new Infor Talent Management module
- Gina described how the system automatically sends out evaluations to managers, and how the dashboard provides data on past evaluations, etc.
- Gina noted that the team is working on rules to schedule the evaluations
- The team discussed creating guidelines for managers, sending reminders, and incorporating self-evaluations
- *Action Item: Gina will send out information on process flow and email the template; the YES Team subcommittee can send out the final version*

Competency Update (Gina):

- All info is included in Pat's letter
- HR would like to provide courses through the Yolo Training Academy for every competency area, and is working to link existing course content to the identified competency areas

Training (Gina):

- The Yolo Training Academy course catalog for FY2016-17 was just released, and additional classes will be added as they become available
- MHN, the County's EAP provider, will be providing 10 trainings on mindfulness and other wellbeing topics
- HR has also hired a former senior training analyst from Sacramento County to develop a two-session course that covers problem solving and critical thinking with a customer service focus; resource books will also be provided
- For the teamwork and adaptability competencies, Gina has scheduled a meeting with change management trainers to see if they may be able to meet this need
- Jenny Brown will be delivering Ethics and Workplace Civility trainings
- Gina mentioned that locations are still being worked out, and the team noted that the board room and live streaming is a possibility

- The team brought up several other ideas, including
 - Incorporating Microsoft Office training
 - John noted that the IT innovation fund may potentially be tapped for this purpose
 - Chris Crone was mentioned as a potential contact
 - Gina noted she has a tech contact that we can potentially contract with
 - Incorporating Work-Related Mobile App training
 - Steve mentioned he would be available to teach the course

Future Agenda Topics

- No discussion

Next Meeting:

- Wednesday, October 26th, 1:30-3:00 p.m., Child Support, 100 W. Court St, Woodland