
MINUTES

TALENT DEVELOPMENT WORKGROUP
OCTOBER 27, 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; Ginger Hashimoto, Health and Human Services; Kevin Martyn, Agriculture & Standards; Makayle Neuvert, Health and Human Services; Gina Rowland, Human Resources; Suzanne Ramalia, Sheriff's Department

Not Present:

Tracie Olson, Public Defender's Office; Steve Rea, Assessor, Clerk-Recorder, Elections; Sarah Quezada, PPW &ES; Lana Shramenko, Health and Human Services Agency; John Young, Agricultural Commissioner/Sealer of Weights & Measures

Website Update (Kevin/Makayle)

- Makayle provided a brief website meeting update from October 21
 - She noted there was some concern that some content may not be appropriate for the external site, and that some of the content is still a work in progress
 - Kevin and Makayle are working towards an internal deadline of November 4
- Kevin showed the team the FAQ and web resources subpages
 - Kevin is still seeking some assistance in answering the FAQs and obtaining new web resources for each main section
 - *Action Item: Natalie will develop answers to the FAQ on the YES Team homepage*
- **Employee Engagement Page**
 - Kevin asked for updates, pictures, and details for the Employee Council section.
 - Gina recommended that the "SPIRIT Award" section be moved to the Difference Makers page
 - Makayle noted we had HHSA contacts and quotes for the Change Agent section
 - Kevin showed the team the "Survey Results" section, and the team discussed highlighting only positive outcomes and updates as opposed to publishing full survey results
 - Kevin and Makayle are seeking photo submissions for the "Yolo County Employee Photo Contest" section
 - Photo submissions could be landscapes, people, etc.
 - It was noted that a release form needs to be signed if photos are posted
 - Natalie noted that Mark Jones has a number of Yolo County photos that we could start with

- *Action Item: Suzanne will work with the Employee Council for content on their page*
- *Action Item: Chris Crist will provide the Library's photo release form to Gina.*
- *Action Item: Gina will have Dalila work to get the release form updated to include social media, videos etc. The release forms can also collect the awardee's social media information for tagging purposes*
- *Action Item: Gina will have HR get releases from current employees who's picture is anticipated to be on the YES Team pages*
- *Action Item: Natalie will ask Mark Jones for photos*
- *Action Item: Kevin will do a brief write-up explaining the employee photo contest rules*
- *Action Item: Makayle will work with Gina and Natalie to set up the rules so that the YES emails are archived on the I-drive so that email/photo size does not become an issue.*
- **Difference Makers Page**
 - Makayle described how employees become difference makers and nominate other difference makers. She prepared a write up that will be included on the website.
 - Makayle also explained the "Duck the Difference Maker" award
 - Once award is given, award recipients then give the award to another recipient
 - Pictures of the award recipients and givers will often be published on the Difference Makers page, but it's not necessary
 - The photos of awardees will also be on the "Spotlight On" section of Inside Yolo
- **Leadership Page**
 - Each leader will have a short bio and five fun facts (favorite quote, etc.)
 - The team briefly discussed including "mentorship stars" to indicate a leader's openness to or experience in mentoring
 - *Action Item: Ginger will contact each of the Department Heads to get answers to the five fun facts.*
- **Yes Team Page**
 - *Action Item: Katrina will collect photos from YES Team committee members*
- **Countdown**
 - Gina suggested that the countdown start on November 1st and lead up to a November 16 release date

Inside Yolo (Makayle)

- Makayle noted that there is a contract in place to update the content management system (CMS) for Inside Yolo and they are putting together user groups. She would like to use this group to get input on the update and for defining the purpose of Inside Yolo

Employee Engagement Survey (Gina)

- Gina reported that the survey had a phenomenal response rate of 58%
- The survey results are currently in the process of being analyzed
- Results will be available by the week of November 7

Employee Engagement Fund (Natalie)

- Natalie reported that there has been discussion and general support for the county setting up an Employee Engagement Fund
- Ideally, the group agreed that the funds should be available beginning January each year, following the receipt of the employee engagement survey results.
- Departments could apply for the funds to invest in employee engagement training and development
 - The team agreed it would be best for it to be like a competitive grants process where the department seeking funds would define their problem and how they intend on treating the issue, describe measurement of the issue and the outcome, and agree to report results of the investment on the website. Since it would be based on the results of the employee engagement survey, a team member suggested that only departments that participated in the survey would be eligible to apply for the funds
 - The goal is to create evidence based practices that other departments could utilize.
 - The team agreed that the details of the fund should be advertised on the website
 - The team also suggested setting a cap on the amount awarded to each dept. this year, and adjusting this cap as needed in future years
 - *Action Item: Natalie will prepare a draft of the fund description and share with the committee for input.*

Infor (Gina)

- Gina distributed a process flow update
- The Performance Management portion of Infor is expected to be live by February 2017
- Makayle suggested that the process flow also be incorporated in the Onboarding subpage

Strength Finders (Gina)

- Gallup is coming to UC Davis and is conducting a five-day certification “StrengthFinders Training” in January 2017.
 - The training will help supervisors encourage and foster employee strengths
 - Departments who send staff to the training could share their new knowledge with other employees through the Yolo County Training Academy

Other Topics

- Since the next meeting is the Wednesday before Thanksgiving, it will be cancelled.
- The team agreed to a Launch Party on November 16th
 - Location TBD
 - The team discussed hosting a video viewing party where employees can drop by

Next Meeting:

- Wednesday, November 16, 1:30-3:00 p.m., Location TBD

