

---

# MINUTES

---

TALENT DEVELOPMENT WORKGROUP  
MAY 24, 2017 1:30 TO 3:00 PM  
100 WEST COURT STREET, CHILD SUPPORT SERVICES, DOWNSTAIRS CONF ROOM

## AGENDA ITEMS

---

**Present:** Natalie Dillon, Tracie Olson, Ginger Hashimoto, Amy Dyer, Gina Rowland, Chris Crist, Vanessa Gonzales-Lee, Suzanne Ramalia, Dave Brown, David Estrada, Makayle Neuvert, Will Ferrier, Kimberly Villa

**Guest:** Brody Lorda

Facilitator Role – Will asks for volunteers to take over facilitation. Vanessa said she would be interested in July 2017.

Special Guest Brody Lorda joined the group. She is the President Elect for IPMA. She has been invited to be the Treasurer for the Western Region IPMA group. Brody nominated the YES Team for the IPMA Excellence Award and we won! Brody accepted the award on our behalf at the Western Region Conference. The conference was focused on engagement and has a direct connection to the YES Team work. The nomination gave a background of the YES Team and its accomplishments - driven by employees, employee engagement groups at the department level. Next year's conference is in Sacramento in April 2018. It was suggested that the YES team present a workshop. Gina has the award nomination and will share with the committee. Picture taken and Makayle will write a story for the website.

### Charter Objective Statements

Objective groups are responsible to identify priorities and bring to the YES team for decision making. The YES Team will give feedback, and members will also help by getting departmental buy-in as needed.

Objective 1 – Training – Makayle, Gina, Will and Chris met. Handout distributed. Originally thought that objective 1 and 3 would combine. If not, could remove some language from the objective statement. Strategies on #1 of the Training Objective should apply to the Training Academy as a whole, not dependent on the Learning Training Management (LTM) module in INFOR.

Linked In Learning request for Innovation Funds was denied due to lack of funds (\$8,000 request). Gina will follow up with Patrick and Mindi to see what options there are for HR to move forward with this resource. Similar to Lynda.com (but have to have a LinkedIn account). The plan was going to buy 50 licenses for Employee Council, YES Team and Change Management groups. These individuals would take courses and would develop new content and reproduce and train through the Yolo Training Academy. There is a 30 day trial option. Gina emphasized the value of a train the trainer model to increase resources in the model. Kim suggested doing a smaller, less expensive pilot, to gain experience and evidence for us to move forward as a county. Group felt this is a model we should focus on for the YES Team. Discussed the need for a Train the Trainer curriculum. The Change Management team went through the curriculum with Bill Chiat of CSAC. Natalie has access to T4T curriculum. David Estrada said he could train it. Natalie will send to David what she has.

Agreement that we need to talk about the role of the YES Team and HR relative to Strength Finders. Gina noted that some departments are pursuing this concept in their organizational development. We should promote it

through articles, resources and information on line. Should HR separately facilitate a Strength Finders community of practitioners? HR will survey the Department Heads and will work to coordinate courses. Natalie will forward to Gina the outline she has from Rogelio.

Will referenced an outstanding training in Davis regarding personality types. He suggests further exploring this training and the assessment. He will get the name of the training and the tool to Gina.

Question was posed whether the county has “adopted” StrengthFinders or can it be a department selection. Group discussed the pros and cons of having one (culture of language, etc.) versus different approaches - Department choice (customization).

#3 will be revised to read more generically and not tie to LinkedIn, but emphasize the need to develop a model that develops trainers, and curriculum for use countywide.

YES Team priorities of these three tactics are 2,1,3

### Objective 2

Gina, Tracie, Natalie, Makayle, Rachelle and David

Objective to develop a new form and process as well as related procedures and training for performance evaluation. Makayle distributed a handout to the group. Group members are each reading and researching what the current thinking is. David and Tracie noted the importance of the legal perspective. David has a resource from Leibert, Cassidy, and Whitmore which he will share with Gina. There has been a lot of work done by earlier committee members on the performance appraisal form. Once we solidify the philosophy we will revisit the drafts. We will work to do some focus groups and also do meet and confer with the bargaining units. We will need training for supervisors and possibly employees. Plan to implement, communicate and market the new form and process. Gina will be the champion for this objective. Makayle will be involved in the development of the InFOR module. This will be a working team that will work with stakeholders. We will need to be intentional about the change management components with this change.

The tactics are in sequential order of priority.

### Objective 3

#4 Create Supervisor Resources to support incorporate competencies into the evaluation process is already being done in Objective 2

Objectives 4, 5, and 6 will be sent out by email so we can edit.

Group agreed that we need to progress more quickly. There needs to be more work in between meetings and email communication. Vanessa volunteered to join objectives 5 and 6. We will do a temperature check to see if communication and work throughout the month improves. Also can consider a longer meeting.

Question re expectations of YES Team members to communicate with their departments. Brief updates on regular agendas. Try to build energy and motivation. Relay vision and effort.

### **Employee Engagement**

Question and discussion regarding how Department groups are doing? Facilitator training still needs to be scheduled, will likely be the week after next. Gina will coordinate and communicate with the facilitators.

Leadership Team should meet the week of July 10th. Some YES Team members, members from the CAO's office (Pat, Mindi and or Jill), Board of Supervisors - Oscar Villegas) to receive the Department group recommendations/proposals. Suzanne, Kimberly, David, Natalie and Amy volunteered to be YES Team members on the Leadership panel.

Suzanne volunteered to be an author for the YES Team web pages. Makayle will follow up to give the necessary permissions.

Gina volunteered to film Carolyn West doing her performance measurement training and post on the website. Makayle will post the recording and update the website and move to the external YES pages instead of being limited to Inside Yolo.

Next Meeting: Wednesday June 28<sup>th</sup>, 2017

