
MINUTES

TALENT DEVELOPMENT WORKGROUP
JUNE 28, 2017 1:30 TO 3:00 PM
100 WEST COURT STREET, CHILD SUPPORT SERVICES, DOWNSTAIRS CONF ROOM

AGENDA ITEMS

Present: Natalie Dillon, Rachelle Gayton, Tracie Olson, Vanessa Lee, Dave Brown, Makayle Neuvert, Kimberly Villa, Lana Shramenko,

Charter Objective Discussion

Objective 4 – Talent Potential (Makayle, Chris and Will)

Overlap with Objectives 1 and 5. The group agreed to eliminate objective 4, as it is covered in objectives 1 and 5

Objective 5 – Career Potential (Rachelle, Kim, Ginger, Amy and Vanessa)

See objective work plan outline. Vanessa walked the team through the tactics and there were no edits.

Objective 6 - Mentoring

The group is proposing that the YES Team be involved in the logistics and administration of the cross department mentoring program. Kim noted that this is a talent mentoring program, as opposed to a career mentoring. However later there was some confusion about this distinction and whether it was necessary. Vanessa said there would be an application and supervisor approval process for mentees. It was suggested that mentors should be approved too.

The team envisioned an annual orientation process to connect the mentor/mentee team with the use of different team building strategies and ice breakers. There was an acknowledgement of the need for inclusion of accountability (i.e. monthly check-ins, submission of documentation of the meeting), otherwise people get busy and the relationship may fall apart. It was agreed that there should be a point of contact if issues arise during the year and either the mentee or mentor needs to address. The group wants to make sure there is structure without too many details that make it overwhelming for participants. It was suggested that the team consider training and or resources for mentors and mentees. Vanessa offered to share the BOE mentorship program. Traci suggested that there may be an opportunity for the County to identify areas that need talent development/mentoring. For example, some departments find it difficult to hire employees – can we further develop existing county staff to fill hard to fill positions. The group briefly discussed that mentorship can be a method to help build skills in an employee who is struggling. It was agreed that mentoring or shadowing of that type should be managed within the Department and not across Departments.

Although we originally planned to have this be an annual business plan, it is likely that we will have it as final by Fall of 2017. It will be presented at the July 10 DHWG meeting and the August Leadership meeting by Natalie, Tracie, and Gina. As such, it should probably be a multi-year plan.

Charter Finalization

Topic was deferred until next meeting.

Employee Engagement Survey Update

Makayle shared that Gina provided training for the Department Employee Engagement Team facilitators on facilitations skills. There were approximately 6 Departments represented participants were engaged. Deadline for submission of the proposals has been pushed back to August. Makayle will update the forms online with the new dates. Makayle will follow up with Gina to make sure each Department will be informed of the change. Vanessa will ensure on the next agenda a discussion about the Leadership panel, dates, logistics, etc.

Strength Finders Training Update

Natalie reported that the county will be moving forward with Strength Finders courses and will include information in the Yolo Training Academy. We will be working with Adrian of the Youth Development Network. Courses will include an overview, Strength Finders 101 and a Strengths for Leaders.

YES Webpages

Makayle was prepared to give us a basic update on HTML and distributed a cheat sheet. She also prepared a schedule for future YES agenda's where a half hour will be carved out of each YES Team meeting for the team to review specific YES pages. Vanessa will ensure that the webpage names will be added to the agenda each month and/or put the schedule on the back of the agenda.

Communication Plan

The initial Communication Plan only captured the roll out of the YES pages, not the maintenance of it. Vanessa revised the plan some time ago, but it needs to be updated further. She asked if we want to keep the plan for the life of the website. It was agreed that it should be a plan for all YES team endeavors and not just website maintenance. The plan will include details for communication pertaining to the roll out of new and larger initiatives. It will include training and website maintenance.

Vanessa talked about PowToons as a tool to excite and inform employees about upcoming initiatives. She asked for ideas for PowToons – Suggestions were: Top 10 questions received by HR, Benefits (Benefits Fair in Sept), Employee Engagement, Onboarding, Training catalog (August), InFOR

NEXT MEETING: WEDNESDAY JULY 26TH, 2017

