
MINUTES

TALENT DEVELOPMENT WORKGROUP
JULY 26, 2017 1:30 TO 3:30 PM
100 WEST COURT STREET, CHILD SUPPORT SERVICES, DOWNSTAIRS CONF ROOM

AGENDA ITEMS

Present: Natalie Dillon, Vanessa Lee, Dave Brown, Makayle Neuvert, David Estrada, Tonia Montiero, Chris Crist, Gina Rowland, James Anderson

Welcome and Agenda Review

The team introduced themselves to the new members. New agenda layout – thanks Makayle.

Natalie asked Jesse Salinas for an ACE representative – he will get back to the team. Makayle asked the CAO's office for a representative as well.

Vanessa shared that there was a meeting with the HR Generalists and they reviewed the onboarding materials on the YES pages. Makayle has updated information on the pages.

Charter – can't find the latest iteration of the charter. *Gina will follow up and try to find it in an old emails and will forward to the team.* The group is comfortable with finalizing it through email before the next meeting.

New Business

Finalize Objectives – Makayle wants to finalize the objectives and add it to the communication plan and to the YES pages. There are some follow up items some of the sub groups need to do to finalize their objectives. Makayle asks what our message is to employees relative to our objectives. DHWG meeting next week, and we need to share the objectives at that meeting and get input. Vanessa will email the team and ask them to finalize and save their objectives; resources and costs are not necessary for this next step. *Gina will reach out to Ginger to get her to assist Makayle in drafting the language on the YES page relative the objectives and action items.*

Objective 1 – Makayle reported that the team met last week and reviewed the plan. Online learning pilot program and are taking a step back as they will not be engaging with an outside vendor. Instead, connect free resources into the training academy. Discussed surveying staff after on line courses to measure effectiveness. Natalie suggested that a regular evaluation process be put in place for all training. Gina said there is a Survey Monkey tool now. Want to develop software where we connect the evaluation to the webpage. Like a star rating process/employee review. *Will offered a staff person to help either program or identify existing software to do this.*

Objective 2 – group met last week and continued to talk about a different approach to performance appraisals. They will work to guide implementation decisions with the InFOR Lawson Talent Development module. There are two pieces of the system – goal management and performance appraisals. Getting away from an annual review process, but a continuous coaching process. Employee and or supervisor can develop goals. Quarterly coaching conversations that include a self-evaluations. Some standard questions will be made available to help target assignments. The focus will be on employee development. The coaching conversation would be documented and summarized in InFOR. We need to train supervisors on how to have good conversations with employees. This includes discussion of whether the employee is on track for their Merit step. This concept will be shared at the August DHWG meeting, it will also be shared at the next Department Leadership meeting. Team members are reaching out to Department Heads in advance to share the concept and get feedback. We are tracking the feedback so we can incorporate the feedback in the deployment of InFOR. Developing a proof of

concept to share with the bargaining units in the meet and confer process. It will include forms, processes, page views, reminders, etc. Pilot may be a concern, will be explored further. Consultant will be on site week of August 14th to build this out. *Natalie, Traci and Gina will be making the presentation but ask that the YES team attend and support the concept.* Members would be introduced. *Once a location is determined, Gina will be forwarded to the team to demonstrate interdepartmental support for the concept.*

Objective 3 – group hasn't meet recently. They have a lot of ideas, and will embark on more of a communication plan and market existing competencies further. Competencies are being used and aligned with trainings offered in the Training Academy.

Objective 4 – No edits to Objective 4 – maximizing career potential in the county. Create a career path/ladder guide to identify the 10 classifications used in the county and their career path. Consider continuous examinations for these classifications. Career ladders for each occupational group and work in the competencies. Listing of the classifications that are used in multiple departments to show internal mobility options. Vanessa has generated some reports and started this analysis. The report that Vanessa shared can be used in other ways, such as with determining training audience and or capacity

Objective 5 – establish an effective mentor program – change in the direction as they want to focus on creating mentorship programs in populated career series and the hard to recruit series. It could also be used as an internal recruitment tool as well. Vanessa will try to finalize the objective before DHWG, though it may still be in draft stage.

YES Team Business Plan – *James, Tonia and David Estrada will work together to develop a business plan. As these team members are relatively new, they will reach out to others for information, background, etc.*

Audience is all – employees, community, and potential applicants. This will be a July 2017-June 2019 Business Plan. Goal is to have a draft by email by November 1st. Iterations and early drafts can be shared before then.

Website

Website edits were reviewed and will be for August; other edits are being worked on now. Makayle has notes on specific edits.

Department Employee Engagement Teams

The majority of the teams are not ready to give a presentation at the end of August. The third week of October seems more reasonable. We are asking every department to make a presentation. Gina is considering scheduling a regular facilitator group to help keep them connected and to support them as they work through this project. *Gina will put out a survey to further assess the team progress. Makayle is going to look into a public speaking training or resource.*

NEXT MEETING: WEDNESDAY AUGUST 23RD, 2017



