
MINUTES

TALENT DEVELOPMENT WORKGROUP
JANUARY 17, 2018 1:30 TO 3:30 PM
100 WEST COURT STREET, CHILD SUPPORT SERVICES, DOWNSTAIRS CONF ROOM

AGENDA ITEMS

Present: Natalie Dillon, Gina Rowland, Vanessa Lee, Dave Brown, James Anderson, Kimberly Villa, Rachelle Gayton, Suzanne Ramalia, Makayle Neuvert, Will Ferrier, Aisha Littlejohn, David Estrada, Tracie Olson, Scott Love

Welcome and Agenda Review

Natalie mentioned that we needed someone to volunteer to take minutes, there were no volunteers so it was decided to rotate the minute taker at this time. Scott will take today's minutes.

Business Plan Draft – James Anderson

James reviewed the requests for changes from the December meeting and will make the remaining changes

Yolo Performance Measures

This topic was moved to the next meeting. Natalie will e-mail the group for additional feedback prior to the next meeting.

Updates

Natalie will create a document withy each Objective Team on it, the team's leads, and dates to meet and report. Teams will update the document as changes occur. Team leads will be responsible for reporting between meetings or at the regularly scheduled meeting.

Standing Agenda Items

- YES TEAM Objectives - Updates: All
 - i. Objective 1 Training – Makayle
 - a. Train the trainer on hold until L&D is implemented
 - b. Creating a change management course with HHSA – will use the train the trainer model to implement training of more Change Management trainers
 - c. Scott is joining this team
 - d. Strength Finders
 - i. 2 information sessions on February 13 for departments wanting to learn more about Strengths
 - ii. invites to be sent to department heads
 - iii. will determine which departments are interested in Strengths 101
 - iv. Sessions cost \$5,000 – if 50 employees attend, cost would be \$100 to the department per employee, plus the cost of lunch
 - v. HR will have multiple sessions if enough employees and departments want to take part in it
 - ii. Objective 2 Performance Appraisal – Makayle and Gina
 - a. Aisha is joining the committee
 - b. Structure has been built but system tests have been failing
 - c. Plan to do small scale tests in February and departments pilot it in March
 - d. April and May – there will be training on coaching and goal setting

- e. Plan to go live on July 1
- iii. Objective 3 Competencies – Gina
 - a. Scott will replace Chris on this committee
 - b. Courses are being developed for each competency
 - c. Gina will get the group together for a meeting
- iv. Objective 4 Career Development – Vanessa
 - a. Focusing on the top 10 classifications, organizing by education level required
 - b. Trying to create a program that can filter by attributes and education
- v. Objective 5 Mentorship Program – Vanessa
 - a. Focus has been on Objective 4 so far
 - b. There is concern that this can become burdensome for mentors
 - c. Program will be designed for super star employees to be mentored, not for employees needing coaching
 - d. Talent Exchange
 - i. CAO’s office has asked for a clear explanation of what the Talent Exchange is
 - ii. It was agreed this will be part of Objective 4
 - iii. Purpose is to identify employees to learn functions from another department, so as to help when there are staffing shortages and to allow departments to get their employees special training from another department

New Business

- Employee Engagement Teams
 - i. If a team made a presentation
 - a. Departments may spend money up to the amount they were approved for and then request reimbursement
 - b. E-mail will be crafted by Gina/Suzanne to be sent to Department Engagement Team Leads

Next Meeting

Wednesday, February 21st 1:30-3:30

Action Items from prior meeting

- Gina will follow up with Rita Cital on the off boarding checklist and workshops. - Pending*
- Makayle asks team members to look at the YES Team web pages assigned to December and January pages and give feedback to James or Makayle - Pending*
- Gina will ask Dalila to put together a list of free webinars and update the talent resource page.- Pending*
- Will agreed to put together a video to market the 6 core competencies. Pending*
- Will agreed to write an article on the Employee Engagement presentations to post on the YES Page. Pending*
- James will provided an updated Business Plan draft - Pending*

NEXT MEETING: WEDNESDAY FEBRUARY 21ST, 2018



