



YES Team!

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Yolo Encourages Success through Talent Engagement, Assistance & Motivation

REGULAR MEETING MINUTES

Date & Time:	February 21, 2018, 1:30 – 3:30 PM	
Location:	100 West court Street, Child Support Services, Downstairs Conference Room	
Present:	<ul style="list-style-type: none"> • Scott Love, LIB • Dave Brown, AG • Natalie Dillon, CSS • Vanessa Lee, HR • James Anderson, CSS • Kimberly Villa, CS • Makayle Neuvert, HR • Jenny Brown, HR • Tracie Olson, PD 	<ul style="list-style-type: none"> • Suzanne Ramalia, SHE • Rachelle Gayton, PBR • Aisha Littlejohn, HHSA • Carrie Matthews, HHSA • David Estrada, DFS • Tonia Montiero, GSD
Absent:	<ul style="list-style-type: none"> • Will Ferrier, DA 	<ul style="list-style-type: none"> • Gina Rowland, HR

1) Welcome and Agenda Review:Natalie

- An update on StrengthsFinder training was added to the agenda.

2) Updates and Announcements:All

- Scribe: Makayle will take today's minutes.
- Member Change: Jenny Brown of Human Resources has joined the Team and will be taking the place Vanessa (also Human Resources) is vacating. Katharine Campos will be on maternity leave for the next few months.

3) Unfinished Business.....James

- Business Plan Draft: The final review of the business plan was facilitated by James. Natalie shared the plan with Patrick Blacklock recently and he was supportive of the current approach. He noted a desire to include the "man with the shovel" concept into the plan. This promotes building a no wrong door culture and infusing customer service into every job. The Team discussed how this could look through the YES lens.
 - Discussion: 211 and the Library are already offering much to this effort. Considered a customer focus area, the concept of knowing how to navigate anyone to the services they need is important. There are opportunities in onboarding to meet this goal. Consider defining #theyoloway of S.P.I.R.I.T. as applies to each of the core competencies



YES Team!
Regular Meeting Minutes

4) New Business

- Yolo Performance Measures: The decision on how to proceed with preparing performance measures was made following discussion on the identified options.

Option 1: No action

Option 2: Holistic approach, high-level metrics based on employee engagement survey

Option 3: Develop and base performance measures on each of the individual objectives

- Discussion: Though option 3 is the ideal for showing the most amount of impact, the group considered creating a subcommittee to tackle option 2 this round to get a baseline for when the next survey results are available. The associated workload to produce these was noted. In the end the Team agreed to proceed with option 1 this year followed by option 3 next cycle. Objective leads will need to be strategic in the approach and design of the performance measure.

Next survey is anticipated for fall 2018. Because some Departments have been surveyed more than others, members wondered if a fall 2018 survey was too soon. The survey will be administered to the County as a whole and it is important that we develop a standard cycle. The next survey will be done by the YES team versus an outside vendor and will kick off the next employee engagement team cycle. *Action Item: Add Fall 2018 survey to the March agenda.

5) Standing Agenda Items

- Review/Update Webpages: A demonstration of the new page layout and design was shared by Makayle and James.
- Update: Objective 1 Training – David/Makayle
 - Infor TM LMS options under consideration
 - Train-the-Trainer: David and Jenny are working to get this rolling now. Course development is a primary focus.
 - Strength Finders: An update on the information session was shared. Natalie asked for a list of the Departments that had committed. *Action Item: Data about the impact of Strengths was requested for all. Training split over two days was requested if possible. Also, members asked if it was ideal to have units attend together or to have a mix of people across many Departments.
- Update: Objective 2 Performance Appraisal – Makayle
 - No update since last time but ramping up.
- Update: Objective 3 Competencies – Natalie / Makayle
 - This objective work plan is being rewritten now.
- Update: Objective 4 Career Development –Natalie
 - There is interest in having the Talent Exchange Program incorporated into work and getting details. Jenny shared that currently, this program is not yet clearly structured but HR is working toward creating more parameters, similar to the transfer application process. For instance, interest in particular area could be identified through and application process and when a Department has a need this pool of folks can be reviewed. Options for employees to stretch in areas of interest or Departments to seek support for projects or positions. Noted that the marketing or sharing of the

YES Team!
Regular Meeting Minutes

information on interested applicant/communication is important to build. A framework is anticipated by the end of the fiscal year. Vanessa shared that this topic has risen to the top of the priority list because of new interest but has been on the objective work plan in terms of career mobility.

- Update: Objective 5 Mentorship Program – Vanessa
 - Vanessa identified an existing program (BOE) and materials for review and consideration for adoption under this objective to replace the previous plan details. With this program the mentee becomes the primary “push” of the program. See reverence documents. *Action Item: All asked to review the items at <I:\Talent Development Team\Work Plans\FY1718\Objective 5 - Mentor Program\BOE - Mentor Program> and provide go-no-go decision to the team
- Employee Engagement Teams Updates: No update was available.

6) Future Meeting Planning

- Action Items:
 - Makayle / Gina / Natalie to gather and share data about the impact of Strengths.
 - Makayle to find out is the training can be split over two days and if it was ideal to have units attend together or to have a mix of people across many Departments.
 - All were asked to review the items at <I:\Talent Development Team\Work Plans\FY1718\Objective 5 - Mentor Program\BOE - Mentor Program> and provide go-no-go decision to the team.
- Action Item from Prior Meeting(s):
 - Gina will follow up with Rita Cital on the off boarding checklist and workshops. - 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
- Future Meeting Agenda Topics:
 - Add Fall 2018 Employee Engagement Survey to the March agenda.
 - Next meeting Wednesday, March 21st 1:30-3:30