



# YES Team!

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Yolo Encourages Success through Talent Engagement, Assistance & Motivation

## REGULAR MEETING MINUTES

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

1) **Welcome and Agenda Review:**..... **Natalie**

2) **Updates and Announcements:** ..... **All**

- Scribe: James agreed to take minutes.
- David E announced he’s no longer representing DFS as he’s now with AG. Congratulations, David! DFS is reviewing for a replacement YES representative.

3) **Unfinished Business** ..... **Natalie**

- Business Plan has been finalized, discussion took place over distribution ideas and printing needs. Several members suggested speaking with departments first to identify needs. Business Plan can be linked on our YES pages; via news story and possible email blast, all of the above were positive. Also possible to use during employee orientation/onboarding.

Discussion concerning possible print needs, most feedback here believed use would be online; majority agrees. Potential needs for a small batch print for several purposes, like events for handout, collaboration projects.

Discussion surrounding whether or not this will be a living doc and continuously updated; majority agreed that this would be updated yearly with yearly plan releases.

**Action:** Natalie will follow-up with Patrick Blacklock for his input.

**Action:** Tonia will follow-up on in-house print costs.



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**4) New Business**

- Yolo Performance Measures: Resources like template and walkthroughs are linked on Inside Yolo. Carolyn West also has a video walkthrough on YouTube (<https://www.youtube.com/watch?v=bV2H9COy0BU&t>)

**5) Standing Agenda Items**

- 2018 Employee Engagement Survey: Group discussed that we don't necessarily have to go through ICMA, alternatives like Survey Monkey were brought up. Question for the group: Do we use the same questions verbatim; Do we make small edits to the questions; or do we introduce new questions altogether? Majority don't want to start over but would like small edits for clarity.

Discussion involving adding a narrative option for each individual question fields so employees may elaborate versus adding a narrative option to section-ends for the same. Pros included more data and feedback for both; cons for individual questions included too much data both for YES and the respective departments. Majority would like section-end questions.

The possibility of Help-Bubble Pop-Ups too add clarifications on questions for employees that might need it. If possible, majority would like this function.

- Question Discussion: Unit/Department/Branch/Division Communication clarification. Issues concerning operational differences may cause confusion here. A return to a help-bubble pop-up with situational examples appeared the best resolution here.
- Question Discussion: Title questioning and how this would potentially identify employees depending on the makeup of their department. Majority agreed to remove this.
- Question Discussion: "Field/Office/Remote" Keeping this was discussed, also versus "Field/Office/Other". Majority agreed the question purpose has value, but modifying it to remove the "remote" component would be better. So "Field/Office" moving forward.
- Question Discussion: All agreed that removing "at which level of government do you work" because we're all County employees.
- Question-level discussions occurred concerning Benefits/Compensation, group appeared undecided for any changes here. Question-level discussion concerning Union, need to clarify if we're keeping it.

Data processing results if we conduct survey outside ICMA discussed. Majority agreed all of us can process it faster than a small dedicated group. However, the need for clear definitions with a group that size was stressed (i.e. "What defines multiple responses, two? Ten?). Team discussed the need to be mindful of privacy concerns of county employees if we go Survey Monkey in future e-mail blasts or updates about upcoming survey.

**Action:** Natalie will follow-up with Elected Officials re their participation.

**Action:** Natalie will have a draft word doc prepared before next meeting for feedback and circulation. Porting to whatever medium shouldn't be too difficult and we can work from the word doc.

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**Action:** Makayle/Jenny will ask Gina about potential cost from ICMA to process the data for us (if we choose to collect it alternatively via Survey Monkey or something else).

- Review/Update Webpages: A demonstration of the new page layout and design was shared by Makayle/Suzanne/James. New Home and Sub Page layout showed to the group and news items and content explained. Team appears to dig it.

Discussion over content/news stories to populate the pages. Should all YES members be responsible for 5 news items to submit throughout the year or leave it to general input. Majority agrees that all YES members be responsible for preparing / submitting **FIVE** news items before end of year. All at once if you have it is fine; subcommittee can spread these out. Word docs are fine, these can port over. **PLEASE** not all in December.

- Update: Objective 1 Training – David/Makayle
  - Team is finalizing Train-the-Trainer draft and hope to present at next meeting.
  - Strengths Finders has set dates; first class is 04/10. Makayle is working on whether or not ALL staff will need to go through basic development or if leadership staff can go directly to leadership portion.
- Update: Objective 2 Performance Appraisal – Makayle
  - Makayle advised they're trucking along. Team is working on internal workflows. It was asked if this will be added to Smart Office (Infor Icon); Makayle will double check how this will be delivered.
- Update: Objective 3 Competencies – Natalie / Makayle
  - Makayle advised team met and decided that a complete revision was needed due to confusion/conflict with interpretation of competencies. Team determined that Values are the beliefs and ideals of the organization and competencies are ways employees can demonstrate those values. HR will be developing a competency guide. Going to build competency-based training in the competency plan. Also- Removed digital badges.
- Update: Objective 4 Career Development AND Objective 5 Mentoring –Natalie
  - BOE sample: Good feedback from the team. Question as to who is going to do what – need to train the validity of the program. Makayle noted that she would like to add these resources to the YES pages. Need to make a Yolo version and ensure we have the necessary permissions. Still in the conceptual stage. Will report at next meeting.
- Employee Engagement Teams Updates: Rachelle advised Probation still trying to determine an all-employee-encompassing plan and they do not have a plan to spend any funds. Carrie advised HHSA has spent their funds on Appreciation Language at Work which has been good so far; receipts to Suzanna.

## 6) Future Meeting Planning

- Action Items:

**Business Plan Action:** Natalie will follow-up with Blacklock for his input.

**Business Plan Action:** Tonia will follow-up on in-house print costs.

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**Employee Engagement 2018 Survey Action:** Natalie will follow-up regarding Elected Officials participation.

**Employee Engagement 2018 Survey Action:** Natalie will have a draft word doc prepared before next meeting for feedback and circulation. Porting to whatever medium shouldn't be too difficult and we can work from the word doc.

**Employee Engagement 2018 Survey Action:** Makayle/Jenny will ask Gina about potential cost from ICMA to process the data for us (if we choose to collect it alternatively via Survey Monkey or something else).

**Website Action:** All YES Members to submit 5 news items for page content before end of year. Please not all in December. Word docs are fine.

- 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:
  - None at this time.