



YES Team!

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Yolo Encourages Success through Talent Engagement, Assistance & Motivation

REGULAR MEETING MINUTES

Date & Time:	April 18, 2018, 1:30 – 3:30 PM	
Location:	100 West Court Street, Child Support Services, Downstairs Conference Room	
Present:	<ul style="list-style-type: none"> • Dave Brown, AG • Natalie Dillon, CSS • James Anderson, CSS • Makayle Neuvert, HR • Jenny Brown, HR • Melissa Patterson, DFS • Paul Petyo, DA 	<ul style="list-style-type: none"> • Suzanne Ramalia, SHE • Gina Rowland, HR • Carrie Matthews, HHSA • Tonia Montiero, GSD • Tracie Olson, PD • Scott Love, LIB • Kimberly Villa, CS
Absent:	<ul style="list-style-type: none"> • David Estrada, AG • Rachelle Gayton, PBR 	<ul style="list-style-type: none"> • Aisha Littlejohn, HHSA

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

2) Updates and Announcements: **All**

- Scribe: Tracie volunteered.
- New Members welcomed.

3) Unfinished Business **Natalie**

Business Plan

Makayle to add banner to the website to bring awareness to the Business Plan. Will add link to actual document.

YES team emails from generic sender are not being uniformly opened. Will work on branding and in the meantime have communications come from a recognizable person.

Discussed how to distribute hard copies of the Business Plan to employees. Each department will have access to a small supply. Electronic copies will be available to all.

Employee Engagement Team Updates:

Gina would like to bring department employee engagement team facilitators together to share best practices and resources. Each department, whether awarded money for an identifiable project, has a designated engagement team "lead." Gina will brainstorm ideas about how to include 100% of these facilitators to get best results.

A Yolo County sponsored, employee based initiative.



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Funds that were awarded will be on a reimbursable model; HHSA has submitted receipts thus far. Group agreed that Gina will take care of the reimbursement process and report back to the YES Team in summary form.

Each team awarded funding is required to share results. Some opined (e.g., DFS, HHSA) that their department would like to see the results of the county's follow-up survey to inform whether their department's efforts have made positive impacts. Since the countywide re-survey is estimate to occur in Fall 2018, Gina will ask for interim progress reports to sustain momentum.

Question: will funding already awarded roll over to next FY or is it use-or-lose before June 30th? Group leaned toward allowing money to roll over. Gina will put together a timeline for further discussion. Also, need to decide if there will be a second overlapping cycle of monies available for award.

Inter-departmental softball team is tentatively being planned for June 16th (Saturday) by Child Support. More to come.

Natalie will present to BoS about on-going funded projects. A list of all project ideas will be distributed to prompt further ideas and interest.

4) New Business

2018 Employee Engagement Survey: Questions will largely be the same with slight modifications. A few narrative, open-questions have been added as well as a question about diversity/inclusiveness.

Gina would like to move to non-anonymous surveys. Pros: Understand precisely where to focus efforts. Cons: May discourage honest participation from employees. For large departments, however, it was decided to add a question that serves to identify branches.

Survey Monkey – to use or not to use? YES! To use Pulse surveys? YES! Pulse surveys may be useful for the roll-out of the quarterly coaching sessions (new performance evaluation model). Suzanne asked if we could do both? Since the quarterly coaching conversations are related the "key driver" questions in the survey, the group agreed that using both methods seems appropriate. Kimberly warned against releasing survey during union bargaining season.

Should we keep demographic information? Is it useful? Consensus was yes, but various modifications were made. We agreed to remove question 19 – "In what year were you born?" We also agreed to change question 8 to reflect "Direct"/Supervisor instead of "Manager"/Supervisor.

Need to re-engage Elected Departments to determine whether they will participate in the next survey.

Will need solutions for those employees that are not at a computer often.

Natalie will make edits to survey and send to HR – Jenny Brown. The goal to release the re-survey in Fall 2018 remains.

- **Webpage Committee Update:** Paul Petyo is now on the website committee. The group will report back more next month.

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- **YES Team Objectives:**

- **Update: Objective 1 Training – Jenny/Gina**

- Jenny distributed the Train-the-Trainer Course curriculum and asked for feedback by April 30th.
- Anticipated to be an 8 hours course. The expectation is that those that take the class will then serve as a trainer.
- Strength Finders update: Gina was pleased with the training. She reported that a good cross section of departments participated and feels the curriculum nicely complements the coaching sessions. Jenny suggested that it is more beneficial to departments to attend in teams. Not all departments have chosen to participate.

- **Update: Objective 2 Performance Appraisal – Gina**

- We've met unforeseen obstacles with using INFOR. INFOR consultant must provide support. Go-Live pushed from July 1, 2018 to January 1, 2019. The departments already piloting the quarterly coaching conversations should continue. May need to adapt our county process to fit with INFOR; need to explore. Goal is to reduce workload from current model.

- **Update: Objective 3 Competencies – Gina / Makayle**

- The group will ask David Estrada to provide leadership in this objective.
- Need to differentiate between County Values (beliefs and ideals) and Competencies (the things we do to support our values). The poster that will be used to market these ideas will be finalized in the near future.
- Jenny will be making an interview guide with competency based interview questions that speak to the county's values and competencies. The guide will be incorporated into the county interview process.

- **Update: Objective 4 Career Development - Kim**

- Kim provided update on Career Ladder Guide. During development, an issue was discovered due to reclassification and job requirements, rendering what has been done thus far outdated. Gina added that the employee opportunities page has been updated and search by career as a resource.
- It was confirmed that Vanessa Lee is still involved in Career Ladder Guide development.

- **Update: Objective 5 Mentorship Program Update –Kim**

- Kim provided handout of Yolo County Mentoring Handbook. Explained that this is being modified to suit our needs. See electronic doc here:

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<I:\Talent Development Team\Work Plans\FY1718\Objective 5 - Mentor Program\Yolo County Mentoring Handbook\Yolo Co Mentoring Handbook 041818.docx>

- Table discussed Mentor / Mentee requirements, specifically service time / probation. Next month, a more final draft will be provided to the team via e-mail for review.
- Melissa Patterson was added to Objective 4 and 5 groups.

5) Future Meeting Planning

- **Action Items:**

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

Employee Engagement 2018 Survey Action: Natalie will make edits to survey and send to HR – Jenny Brown. The goal to release the re-survey in Fall 2018 remains.

Employee Engagement 2018 Survey Action: Gina will ask for interim progress reports from the departments awarded money for specific projects; a list of funded projects will be distributed at next meeting.

Employee Engagement 2018 Survey Action: Gina will follow up with CPS-HR regarding survey data analysis options (instead of reaching out to ICMA for cost to process our raw data). Kim offered to help out with data analysis if CPS/HR falls through. Suzanne also offered to help.

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

Review Train-the-Trainer Curriculum (ALL): All YES Members please review draft curriculum outline for the Train-the-Trainer course per e-mail from Jenny Brown sent 04/20/2018. Any feedback requested by 05/04/2018.

- **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. Paul agreed to follow up with Will on the status. Pending

- **Future Meeting Agenda Topics:**