



YES Team!

www.yolocounty.org/yesteam :: yesteam@yolocounty.org

Yolo Encourages Success through Talent Engagement, Assistance & Motivation

REGULAR MEETING MINUTES

Date & Time: June 20, 2018, 1:30 – 3:30 PM

Location: 100 West Court Street, Child Support Services, Downstairs Conference Room

Present:

- Dave Brown, AG
- Natalie Dillon, CSS
- James Anderson, CSS
- Makayle Neuvert, HR
- Rachelle Gayton, PBR
- Melissa Patterson, DFS
- Paul Petyo, DA
- Samreen Tariq, HHSA
- Gina Rowland, HR
- Carrie Matthews, HHSA
- Tonia Montiero, GSD
- Tracie Olson, PD
- Scott Love, LIB
- Kimberly Villa, CS
- Julie Cross, CAO

Absent:

- David Estrada, AG
- Jenny Brown, HR
- Aisha Littlejohn, HHSA
- Suzanne Ramalia, SHE

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

2) Updates and Announcements All

- Scribe: Tracie volunteered.
- New Members, Samreen Tariq and Julie Cross, welcomed.

3) Guests..... Chad Rinde and Tom Haynes

• Financial Sustainability Plan (FSP) Overview

The goal of the FSP is for county employees to understand and then embrace sustainability through sound, on-going financial decision making. The process will include assessing current functioning and planning for improvements. See handout.

An early step includes a fall 2018 survey; Chad & Tom solicited feedback on various issues:

The group disclosed that the YES Team all-employee survey is also scheduled for fall 2018 so it may be important to avoid overlap.

A Yolo County sponsored, employee based initiative.



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Who should the target audience for the survey be, e.g., all employees; financial staff only; etc.? Tip offered: If it's important to have all-employee buy-in then they may want to receive broad feedback. However, the range of appropriate responses to feedback gained from the survey will probably depend on which type of employee is providing the feedback. For instance, financially savvy employees will likely have different feedback than line staff, so it's important to not bunch the feedback together otherwise it'll be uncertain how to respond.

How to entice employees to take the survey? The group shared lessons learned from the YES Team's experience, e.g., educating employees in advance of survey, how to release the survey.

4) Unfinished BusinessGina

- **Employee Engagement Team Updates**

Gina met with the engagement team facilitators today. An observation is that the groups with supervisor level support had better buy-in from employees.

For those groups that received funding, the report-backs to the leadership team will occur after the fall 2018 all-employee survey is completed so that each group's efforts can be assessed to determine whether positive change was achieved.

The YES Team had talked about tracking results (RBA), but it was decided that this will not be a requirement this year. Some depts. are reporting getting push-back from line staff or group leads are feeling overwhelmed, as if engagement is all their responsibility. The belief is that applying RBA will add extra pressure.

Gina will distribute a list of the funded projects.

All elected departments declined to participate in the 2017 survey and were therefore ineligible to apply for any funding. ACE, DA, and/or Sheriff will be invited to participate in the next survey. Team representatives from those departments will follow up with their Department Heads.

5) New BusinessNatalie

- **2018 Employee Engagement Survey**

Update deferred since Jenny Brown is not in attendance.

- **Webpage Committee Update**

The website is looking great! Need to go through the pages before release. Need new content to feature. The following are to provide content by June 29, 2018 on assigned topics: Difference Makers (Tracie); Employee Engagement/Perf Evals (Gina); Financial Trainings (Melissa); Mentoring Program (Kim); Strength Finders (Makayle).

- **YES Team Objectives**

- **Update: Objective 1 Training – Makayle, Gina**

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First trainings occurred in Sept. 2017. Going well. Need a more robust registration system. Total curriculum is 10 classes providing 350 seats and 150 supervisors/managers are going through training. Seats are pre-paid so it's important to fill seats.

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

Distributed the INFOR Performance Appraisal Quarterly Conversations Process Flow Timeline & Coaching Conversations fillable form. The tools include customizable elements and a self-assessment protocol. Training to come (e.g., how to set goals). INFOR roll-out unknown, as implementation requires that an INFOR programmer be hired and this position wasn't approved in the budget. In the meantime, Gina will send the forms to the pilot depts. for use in advance of the official roll-out.

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

Last time, the group decided to ask David Estrada to provide leadership in this objective. Update deferred as David is not in attendance.

- **Update: Objective 4 Career Development – Gina**

Employees consistently express a desire for certain training, like customer service training, yet HR already has a customer service curriculum. There is a disconnect between what's available and what's perceived to be needed/lacking. HR training schedule is not fully attended. Discussed successful dept. newsletters and what makes them successful (e.g., why do employees read them?). HR will try to educate employees differently.

- **Update: Objective 5 Mentorship Program Update – Kim, Carrie, Tonia**

The draft Mentoring Program Handbook was distributed. It looks great! Feedback is still welcome.

The action plan for roll-out will be prepared. Gina doesn't believe it has to go to the unions as meet-and-confer, but it's good practice to apprise them of the new program. The program will go to the BoS as a Friday update and will go to Dept Heads in an email. Advertising the program to employees is being planned and will include "lightning talks" (short presentations given at a meeting or other forum). Training for mentors will occur in Oct/Nov 2018. YES Team members and Dept Heads will be encouraged to participate in the program. Go-live date is January 2019.

6) Future Meeting Planning

- **Action Items**

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

By June 29th, the following people committed to contribute content of the assigned topics: Tracie, Difference Makers; Gina, Employee Engagement/Performance Evaluations; Melissa, Financial Trainings; Kim, Mentoring Program; Makayle, Strength Finders.

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Performance Appraisal: Gina will distribute the INFOR templates to the pilot departments.

- **Action items from Prior Meetings:**

Gina will distribute a list of Employee Engagement funded projects. Pending

Will previously 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. Status Unknown

- **Future Meeting Agenda Topics**