

# **Monterey County**

*Board of Supervisor HR Committee  
168 W. Alisal St., 2nd Floor, Monterey Rm.  
Salinas, CA 93901*



## **Action Minutes - Draft**

**Friday, July 19, 2019**

**1:00 PM**

**Special Meeting**

**Monterey Room**

**Board of Supervisors Human Resources Committee**

**NOTE:** All agenda titles related to numbered items are live web links. Click on the title to be directed to corresponding Committee Report.

**PUBLIC COMMENT:** Members of the public may address comments to the Committee concerning each agenda item. Timing of the public comment shall be at the discretion of the Chair.

**Call to Order**

The meeting was called to order at 1:08 p.m.

**Public Comment Period**

This portion of the meeting is reserved for persons to address the Committee on any matter not on this agenda but under the jurisdiction of the Committee.

**Approval of Action Minutes**

1. Approve the Board of Supervisors Human Resources Committee Action Minutes for April 10, 2019.

**The Committee approved the Action Minutes for the April 10, 2019 Board of Supervisors Human Resources Committee.**

**Regular Agenda**

2. Receive a presentation on HR Recruitment and Exam's Strategic Initiatives and its partnership with CSUMB in the development of training curriculum for hiring managers from Irma Ramirez-Bough, Yvonne Walker, and CSUMB Representatives Dr. Jeanne Farrington, Gwen Hansen, Tasia Rosas, and Wanrawee Latartara.

**Irma Ramirez-Bough introduced Dr. Yvonne Walker, Program Manager for Human Resources (HR). Dr. Walker spoke to the crucial support that the recruitment and exam team receives from the partnership between HR and California State University Monterey Bay's (CSUMB) Masters of Science in Instructional Science and Technology (MIST) program.**

**The upcoming recruitment tracking system will include new training for Department Heads/Hiring Managers, panel members and other key stakeholders who partner with HR for services. The HR Department recruitment team is collaborating in the development of three trainings with CSUMB's Instructional Design Program. Each of the trainings are aligned with HR Department's Strategic Plan initiative to promote transparency and standardization across departments and to further provide written guidelines for all key elements of the examination processes, stating the roles, responsibilities and expectations of recruitment stakeholders.**

Dr. Farrington, from CSUMB, and various students from the project telephone-conferenced into the meeting to present their training topics.

The first training topic was "The Final Selection in the Hiring Process." This cohort worked closely with Irma Ramirez-Bough, Yvonne Walker, Lynn Rose Alig, and Michael Rosales, all from the HR Department, to develop a training that provides an overview of the complete process of hiring a candidate. The training includes specifics about the role of Human Resources and that of the Department Head/Hiring Manager.

The second training topic was "Options for Filling a Vacancy." This cohort has been working with HR Subject Matter Experts (SMEs) Cindy Girard-Berry in the Health Department and Janine Bouyea at Natividad Medical Center (NMC), to develop a training that will provide Department Heads/Hiring Managers with information on the various options to fill a vacancy which may include: Temporary/Interim Selection, Departmental Transfer, Countywide Transfer, Flex Promotion, Promotional Only, Open and Competitive and using existing eligible lists. Additionally, this overview will review the timeframes associated with each hiring method, so managers understand what each option requires.

The third training topic was "Avoiding Implicit Bias in the Hiring Process." This cohort has been working with Rosemary Soto from the County Administrative Office and Gabriel Duenas from the Civil Rights Office to develop a training that helps with awareness of Implicit Bias in all areas of hiring, which includes but is not limited to, the screening of application materials, written and oral examinations, performance examinations and final selection interviews. The goal of this training is to ensure an equitable process transpires for all applicants.

Supervisor Parker asked if there is a plan to set concrete timelines for recruitment. Irma shared that HR is currently working with ITD in developing a recruitment tracking system. The system will have timelines and reporting capabilities. She plans to showcase the system in the near future.

Supervisor Parker asked what can be done about implicit bias. Irma shared the steps that are taken at the broader levels to remove bias from the selection process. She also said that bias is more likely to occur at the department level and continuous training of hiring managers is needed.

Supervisor Alejo noted that recently the County has made several appointments at the executive level. Supervisor Alejo is interested to know how implicit bias is addressed at this level of recruitment to ensure that the pool of candidates presented to the Board is diverse.

Supervisor Alejo went on to thank HR and the County Government for establishing this partnership and modernizing practices. He also thanked Dr. Farrington for CSUMB's meaningful work and said that it is greatly appreciated.

3. Receive a presentation on the Monterey County Internship Program and partnership with CSUMB from Irma Ramirez-Bough and CSUMB Representatives Andrea Monroe, Rene Casas and Rhonda Mercadal-Evans.

Dr. Yvonne Walker outlined the purpose of the Internship Program. Irma Ramirez-Bough told the Committee that in addition to the current agreement with CSUMB, HR is actively working on a contract with Hartnell Community College to establish an internship program. She indicated that internship programs will enable students to view the County as an employer of choice for their futures. Dr. Walker also shared that the new internship website will provide a portal for students to find the opportunities they are looking for within the County, even if a specific internship position is not currently listed.

Arturo Roque discussed the plan to make the internship process an electronic one, to mimic the County's formal employment application process, and to provide additional resources for students to navigate the internship process.

Andrea Monroe, of CSUMB's Service Learning Institute, shared accomplishments of the program, including that CSUMB was the first public university nationwide to make community service a graduation requirement. She indicated that the CSUMB team is looking forward to the County's partnership.

Alyssa Leadingham spoke about her valuable experience, first as a CSUMB student in the Service Learning Institute, and now as a member of the staff. She and Rene Casas, also of CSUMB, both reiterated Andrea's appreciation of the partnership with Monterey County.

Supervisor Parker noted that Monterey Peninsula College would also be a good source of talented individuals.

Supervisor Alejo would like the County to ensure that the experience is meaningful for all.

4. Receive a presentation on Monterey County's partnership with Promise Program at Hartnell College from Irma Ramirez-Bough and Hartnell Representative Margaret D'Arrigo-Martin.

Irma Ramirez-Bough introduced Margaret D'Arrigo-Martin, representing the Hartnell College and Foundation on the Promise Program. Margaret outlined the program's purpose and structure, highlighting the Mentor Program. She discussed alarming statistics for local high school and college drop out rates. She would like the County to encourage employees to serve as mentors to Hartnell students.

Supervisor Alejo has championed the program and said that he is very excited that Monterey County is committed. Irma announced that a contract would be presented to the entire board upon their return from recess.

Supervisor Parker agreed that beginning with County employees - who are already committed to public service- is an excellent place to start looking for mentors.

5. Receive an update on the Learning Management System (LMS) from Irma

Ramirez-Bough and Idalia Ow.

Irma reported that the LMS vendor contract was presented to the full Board and was approved on April 23, 2019. The system was launched in May. HR and ITD are holding weekly meetings, concentrating on testing and courses. In July, the team will be conducting user trainings to gather feedback, with a goal of rolling out the new system to users in late August/early September. At the October BOS HR Committee Meeting, HR will be presenting a full demonstration of the new system.

6. Receive an update on the Family and Romantic Relationships at Work Training Program from Irma Ramirez-Bough and Michael Rosales.

Irma presented Michael Rosales, HR Management Analyst II. Michael shared that the completion rate for the online training by County employees was 95%, which includes temporary and permanent employees.

#### Adjournment

The meeting was adjourned at 2:41 p.m.

Committee Members: Supervisor Luis A. Alejo and Supervisor Jane Parker

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