

# **Monterey County**

*Monterey County Government Center  
Monterey Conference Room  
168 W. Alisal St., 2nd Floor  
Salinas, CA 93901*



## **Action Minutes - Draft**

**Thursday, June 18, 2020**

**1:30 PM**

**Special Meeting  
Monterey Room**

**IMPORTANT NOTICE REGARDING COVID 19 on Page 2**

**Board of Supervisors Human Resources Committee**

*IMPORTANT NOTICE REGARDING COVID 19*

*Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the COVID 19 virus, please do the following:*

- 1. You are strongly encouraged to observe the live stream of the Human Resources Committee meeting via Zoom at <https://montereycty.zoom.us/j/97405735783>*
- 2. If you do not have access to a computer, you may call into the meeting and participate by calling the following number: 1 669 900 6833 and entering the following meeting ID: 974 0573 5783*
- 3. If you choose not to attend the Human Resources Committee meeting but wish to make a specific agenda comment on a, please submit your comments via email by 5:00 p.m. on Tuesday, June 16, 2020. Please submit your comments to Susie McKee at [mckeesl@co.monterey.ca.us](mailto:mckeesl@co.monterey.ca.us) and your comment will be placed into the record of the meeting.*
- 4. If you are watching the live stream of the Human Resources Committee meeting and wish*
- 5. To make either a general public comment or to comment on a specific agenda item as it is being heard, please select the "raise hand" option on the Zoom screen, and your microphone will be unmuted so you can speak. To select the "raise hand" option, click on the 'participants' icon at the bottom of your Zoom screen, then click the "raise hand" icon next to your name.*
- 6. If you attend the Human Resources Committee meeting in person, you will be required to maintain appropriate social distancing, specifically you must maintain a 6-foot distance between yourself and other individuals.*

*AVISO IMPORTANTE SOBRE COVID 19*

*Basado en la guía del Departamento de Salud Pública de California y la Oficina del Gobernador de California, para minimizar la propagación del virus COVID 19, haga lo siguiente:*

- 1. Le recomendamos encarecidamente que observe la transmisión en vivo de la reunión del Comité de Recursos Humanos a través de Zoom en <https://montereycty.zoom.us/j/97405735783>*
- 2. Si no tiene acceso a una computadora, puede llamar a la reunión y participar llamando al siguiente número: 1 669 900 6833 e ingresando la siguiente ID de la reunión: 974 0573 5783*
- 3. Si elige no asistir a la reunión del Comité de Recursos Humanos pero desea hacer un comentario específico sobre la agenda, envíe sus comentarios por correo electrónico antes de las 5:00 p.m. el martes 16 de junio de 2020. Envíe sus comentarios a Susie McKee a [mckeesl@co.monterey.ca.us](mailto:mckeesl@co.monterey.ca.us) y su comentario se incluirá en el registro de la reunión.*
- 4. Si está viendo la transmisión en vivo de la reunión del Comité de Recursos Humanos y desea*
- 5. Para hacer un comentario público general o para comentar un ítem específico de la agenda mientras se escucha, seleccione la opción "levantar la mano" en la pantalla Zoom y su micrófono se silenciará para que pueda hablar. Para seleccionar la opción "levantar la mano", haga clic en el icono "participantes" en la parte inferior de la pantalla Zoom, luego haga clic en el icono "levantar la mano" al lado de su nombre.*
- 6. Si asiste a la reunión del Comité de Recursos Humanos en persona, se le pedirá que mantenga un distanciamiento social apropiado, específicamente debe mantener una distancia de 6 pies entre usted y otras personas.*

**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.

Pursuant to Governor Newsom's Executive Order No. N-25-20, some or all Supervisors may participate in the meeting by telephone or video conference.

**Call to Order**

Meeting was called to order at 1:30 p.m.

**Additions and Corrections**

No additions or corrections

**Public Comment Period**

No public comments

**Regular Agenda**

**Action Items:**

1. Appoint Chair & Vice Chair of Board of Supervisor Human Resource Committee.

**This matter was approved by consensus, 2020 Chair Supervisor Alejo, Vice Chair Supervisor Parker.**

2. Approve the Board of Supervisors Human Resource Committee Meeting Minutes from October 16, 2019.

**Minutes from Board of Supervisor Human Resources Committee October 16, 2019 approved by consensus,**

3. Discuss and Approve Schedule for 2020

**Approved schedule by consensus for 2020 with committee requesting staff to move the July 2, 2020 meeting to a different date in July.**

**Information Items:**

4. Receive Update Report on HR Services Related to COVID-19 (Self-Screening Assessment App., HR Emergency Response Manual, Posters, Mandatory Training)

The Director of Human Resources Irma Ramirez-Bough, Senior Personnel Analyst Ariana Hurtado and IT staff presented the new created COVID-19 Symptom Self Screening Assessment Tool. They shared that the Assessment tool could be found on the Monterey County Connect Mobile App and employees can elect to download the self-screening assessment app from the Apple Store or Google Play to complete COVID-19 self-screening and take their temperature at home prior to coming to work. Employees also have the option to print a paper copy of the self-assessment form and submit to their supervisor.

It was also shared that the Human Resources Emergency Manual had recently been updated to include the addition of the following three new sections: Section 20 Guidelines for Returning Employees to Worksites after the COVID-19 Shelter in Place Order Issued by the Public Health Officer, Section 21 Temperature Testing and Self Screening Assessment for New Symptoms Associated with COVID-19, and Section 22 Physical/Social Distancing and Employee Responsibilities in the Workplace.

In closing, the Human Resources Department shared that a Mandatory COVID-19 Training video for employees and supervisors/managers was developed to support the workforce during this crisis.

5. Receive a Presentation on Employee Engagement Survey Results on Coping with COVID-19 (Catherine Crusade)

Catherine Crusade, Employee Engagement Manager and Arturo Roque, Personnel Analyst reviewed the Coping with COVID-19 survey results website, highlighting key areas. This included reviewing the seven survey topic areas: Coping with COVID-19, Communication, Adaptability, Benefits and Pandemic Guidelines, Work Situation, Essential Workers and Remote Workers. There was also a review of the Taking Action section, incorporated in the survey topic areas, with links to a variety of online informal learning resources such as the HRD Telework Toolkit and Stress Management and Resilience Toolkit.

6. Receive a Presentation on HR Services Pertaining to Recruitment Strategies, Selection/Exam, Performance Evaluation and Succession (Yvonne Walker)

Yvonne Walker provided an introduction for the eight stages of the Employee Life Cycle to highlight the Human Resource strategic initiatives update for process improvement strategies. The initial report spotlighted the initiatives related to 'Step 1/ Recruitment' on the Employee Life Cycle which included the following projects to improve the recruitment efforts:

- Governing for Race Equity (GARE) projects
- Competency based recruitments
- Social media campaign in Facebook, Twitter, Instagram and Linked In
- Populating Talent Acquisition Data base and educating the public and hiring entities of its value

Due to time constraints the remainder of the seven (7) steps of the Employee Life Cycle process improvement projects will be highlighted during the next HR Board of Supervisors Committee meeting.

7. Receive Update on New Onboarding Module (Kim Moore, Idalia Ow)
- Item carried over to next scheduled meeting.

**Adjournment**