

# **Monterey County**

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



## **Action Minutes - Draft**

**Thursday, October 1, 2020**

**1:30 PM**

**Schillings (Cinnamon Conference Room) - 1441 Schillings Place**

**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/99822497054?pwd=YytWVUZ3MnFxV0FQRWxtMFBVM4dz09>  
Passcode: 012392
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: 998 224 970 54
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 [mckeessl@co.monterey.ca.us](mailto:mckeessl@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/99822497054?pwd=YytWVUZ3MnFxV0FQRWxtMFBVM4dz09> Passcode: 012392
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: 998 224 970 54
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 [mckeessl@co.monterey.ca.us](mailto:mckeessl@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**

The meeting was called to order

**Additions and Corrections**

There were no additions or corrections to the agenda

**Public Comment Period**

There were no public comments received.

**Regular Agenda**

**Action Items:**

1. Approve the Board of Supervisors Human Resources Committee Action Minutes from July 30, 2020.

**Minutes from Board of Supervisors Human Resources Committee Minutes for July 30, 2020 approved by consensus.**

2. Approve January 14, 2021 as the first Board of Supervisors Human Resources Committee meeting in 2021.

**Approved meeting date for January 14, 2021.**

**Staff requested a Special Meeting in December. Staff will finalize date and schedule. Approved to schedule Special Meeting in December.**

**Information Items:**

3. Receive a report on the status of HR updated County policies (Irma Ramirez- Bough)
  - a. County Compensation Philosophy (1989)
  - b. Flexible Staffing Guidelines (2008)
  - c. Performance Evaluation Policy (1982)
  - d. Alternative Work Schedule Policy (1990)

- e. Flexible Work Schedule Policy (1989)
- f. Family Care and Medical Leave Policy (2020)
- g. Lactation Policy (2018)

The Director of Human Resources Irma Ramirez-Bough indicated that the Human Resource Department is currently working updating the following policies: Compensation Philosophy, Performance Evaluation, Family Care and Medical Leave, Alternative Work Schedule, Flexible Work Schedule, and Lactation and will be bringing these policies forward for consideration. In addition, Ms. Ramirez-Bough indicated that the Human Resources Department is working in developing a new Flexible Staffing policy to provide promotional opportunities in support of succession planning for the County organization.

4. Receive a demonstration of the NEOGOV Onboarding Module and an update on the NEOGOV Perform Module (Kim Moore, Idalia Ow, Yvonne Walker)

Kim Moore Assistant Director of Human Resources, Yvonne Walker Human Resources Program Manager, and Jovany Luna Associate Personnel Analyst reported on the update for the NEOGOV Onboard Module and provided a demonstration of the system. Ms. Moore started the report by introducing ONBOARD to the Committee and providing a status update on the implementation of this module.

Ms. Walker provided an overview of the Onboarding landing page to include:

- Personalized template with the employee's name, classification, and hire date
- Welcome message from Charles McKee that will be converted into a video
- Information spotlights such as the County's mission, values, and goals, COVID-19 resources and important contacts.

In the respective Departments' individual portal pages some of the features highlighted included the:

- Department Heads' personalized greetings
- Departments' Missions, goals and organizational charts
- Department specific documents for new hires
- Photos and Contact information
- Mandatory trainings connected to the Learning Management System (LMS)

Ms. Walker described the intent to maintain consistency between the Departments' Onboard landing page templates and how each Human Resource Analyst is working with the respective assigned departments to finalize the customization of each Departments' landing portal page. She further explained how all the portals will be available for view by any new hire; not just a new hire being able to view their own department's portal.

She concluded her presentation with how the eighteen Departments HRD currently serves, have access to the Onboard Module and that the remaining Departments will also be able to use this interactive resource for new hires.

Mr. Luna provided details of what happens on a new hire's first day of employment and what is on the Checklist section of a new hire's Onboarding portal. He highlighted the following items:

- Details of a Zoom meeting that takes place between an HR Analyst, Personnel Technician and a new hire
- Checklist that are assigned to a new hire
- Tasks that are within a checklist
- Documents that a new hire is required to complete on day one

He also demonstrated how simple it is for a new hire to open a form, policy, guideline and

complete the task of reviewing and electronically signing documents within the first two weeks of employment. This feature has eliminated printing over 200 pages of documents.

Ms. Moore provided details on the Benefits checklist section of a new hire's Onboarding portal. She described how a Benefits Analyst sets up a meeting with a new hire to review their benefits and the requirements to enroll.

Lastly, the presentation concluded with an overview of the Onboarding portals for the following Departments: Human Resources, District Attorney, Water Resources, County Counsel and Civil Rights Office.

5. Receive a report on Classification and Compensation activities (Irma Ramirez-Bough, Kim Moore, Channelle Ceralde)
  - a. Collaboration with ITD to develop a tracking system
  - b. Classification and Compensation studies
  - c. Request to Classify
  - d. Classification Specification updates
  - e. Abolished classifications

Assistant Director of Human Resources Kim Moore reported out on the accomplishments of the Classification and Compensation Unit progress for fiscal year 2019-20 and fiscal year 2020-21. The accomplishments that were highlighted included the total completed classification and compensation studies, classification specification updates, requests to classify, and the classification specifications that were abolished county-wide.

Completed Studies, FY 2019-20 = 28, FY 2020-21 = 13  
Request to Classify , FY 2019-20 = 134 , FY 2020-21 = 68  
Classification Specification Updates, FY 2019-20 = 12 FY 2020-21 =7  
Abolished 125 classifications

The presentation provided additional details about how the Human Resources Department is collaborating with the Information Technology Department to develop a tracking system that will optimize transparency and stakeholder engagement, track and measure performance, and increase efficiencies through streamlined operations as it relates to the County's classification and compensation program.

6. Receive an update on HR's efforts on enhancing lines of communication with the County workforce (Irma Ramirez-Bough, Catherine Crusade, Michael Rosales, Arturo Roque)
  - a. HRD Connect Newsletter
  - b. Countywide webinars
  - c. Department Specific Coping with COVID-19 Survey Website
  - d. New trainings developed by HR
  - e. Updated Internship Website
  - f. Collaboration with Hartnell- Virtual job fair presentation and workshops

Catherine Crusade reported on communication related to Customer Service Week (October 5th through 9th) and indicated that Charles McKee County Administrative Officer will sending an email of appreciation to the workforce, Department specific initiatives, as well as conducting an Executive Roundtable webinar whereby Charles McKee and 8 Department Heads will discuss the County's response to COVID-19 and the fires. Catherine also discussed recorded webinars on various topics that were conducted with internal subject matter experts, which included showing

a brief segment of Eric Chatham's webinar entitled "Managing and Supervising Teleworkers". In response to Supervisor Parker's question regarding employees' preferred mode of communication, Catherine referenced the Coping with COVID-19 survey responses stating that email and live Zoom video conferencing are the 2 top preferred modes of communication.

7. Receive an update on childcare resources and alternatives available to employees (Irma Ramirez-Bough, Ariana Hurtado)

Ariana Hurtado provided the committee with a PowerPoint presentation to outline the childcare resources provided to County employees and available alternatives. The Human Resources Department has made available a childcare resource listing which provides search engine based, referral based and local provider resources. This listing can be found on the Human Resources website at: <https://www.co.monterey.ca.us/Home/ShowDocument?id=96572> .

The childcare resource listing was featured in the Human Resources Department's HRD Connect newsletter in August 2020 and provided to SEIU Local 521 for dissemination on a broader scale. The PowerPoint presentation also provided a brief outline of other available alternatives to County employees found in the Human Resources Emergency Response Manual. These alternatives include:

- Temporary Teleworking/Work from Home
- Alternative Work Schedule
  - o Split Schedule
  - o Early or Late Schedule
  - o Combination Arrangement
  - o Weekend Work Combination
- Full Time Equivalent (FTE) Reduction

#### New Business/Agenda Items for Future Meetings

#### Adjournment

Committee Members: Supervisor Luis A. Alejo Supervisor, Chair; Jane Parker, Vice Chair.  
Committee Staff: Irma Ramirez-Bough, Director of Human Resources  
County Counsel: Janet Holmes