



EMPLOYMENT &
HUMAN SERVICES

M E M O R A N D U M

Kathy Gallagher, Director

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To: All Staff, Code 2A

Date: November 3, 2020

From: Kathy Gallagher, EHSD Director

A handwritten signature in blue ink, appearing to read "Kathy Gallagher", is written over the "From:" line.

Subject: Announcing New EHSD Exit Interview Process

At Employment and Human Services Department (EHSD), we value and appreciate the contributions and efforts of all employees, especially during this unprecedented time. We are committed to providing a supportive, collaborative and responsive environment that enables employees to achieve optimum performance when completing work assignments and service to our community and most vulnerable residents.

As part of an effort to encourage improvements to the work environment of our employees, the department is now offering confidential voluntary exit interviews to departing employees. Whether you are retiring, moving to another county department, leaving the county for a new job, or some other reason, we are interested to learn about your work experience insights and reasons behind your departure. We want to hear from our most valuable resource: you.

Exit interviews will help the department better understand why our employees stay, why they leave, and what tools and training can be developed to improve the employee experience. All exit interviews will remain confidential and responses will be aggregated in respect to the sensitive nature of the data collected. Exit interviews will be conducted by the objective EHSD Ombudsman, Julie Peck, using telephone or video conferencing technology due to the ongoing COVID-19 social distancing. Interviewees will have the opportunity to talk about any concerns or thoughts that they want to share in addition to standard questions. These revelations will help the department identify gaps in processes, communication, and/or resources so we can make specific actions for improvement.

Anyone wishing to request an Exit Interview at their time of departure from EHSD may contact our Ombudsman, Julie Peck at jpeck@ehsd.cccounty.us or (925) 788-1722 to schedule a confidential meeting. This information will also be posted on the EHSD Intranet and Website.



CONTRACOSTA
COUNTY

EMPLOYMENT &
HUMAN SERVICES

*Building Brighter
Futures Together*

NOW OFFERING

Confidential Exit Interviews

*To schedule your interview
or for more information
contact Julie Peck, Ombudsman at
(925) 788-1722 or
jpeck@ehsd.cccounty.us*

**WE WANT TO
HEAR FROM
YOU!!**

Exit interviews are
confidential and on a
voluntary basis.
Help EHSD make a better
work environment
for all!!