

CEO-OFFICE OF DEI
**Diversity, Equity & Inclusion Council
Meeting Minutes**

Date: November 18, 2021			Time: 10:06 – 11:36 a.m.			Location: HOA – Multipurpose Room		
Present:			<p>Council Members: Talia Barrera, Nancy Beltran, Mayra Benitez-Tadillo, Erik Cho, Rob Harris, Renee Higgins, Ernie Moore, Leticia Morales, Claudia Nevarez, Jennifer Orozco, Barry Parker, Cynthia Salas, Keith Taylor</p> <p>Staff Members: Steven Auclair, Kate English, Jennifer Holst, Jackie Nuñez, Phin Xaypangna</p>					
Absent:			<p>Council Members: Carlo Aldeguer, Terri Anderson, Anitha Balan, Korinne Bell, Vijay Bhemisetty, Dee Dinnie, Donna Gillesby, Rosa Gonzalez, Dave Nafie, Monique Nowlin, Paul Nuñez, Jose Rivera, Selfa Saucedo, Beckie Willhite</p>					
Agenda Items			Discussion Summary and Agreements					
Welcome, Introductions, Agenda & Minutes Review			<ul style="list-style-type: none"> • Cynthia Salas is developing the 2022 meeting calendar and will send out a poll for best dates. • Lorin Calderon will no longer be on the Council as she has moved from the Public Defender’s Office to Human Resources. • Steven Auclair, new to the Office of DEI, was introduced. • Renee Higgins moved to approve the October 21, 2021, DEI Council Meeting Minutes. Erik Cho seconded the motion. Talia Barrera abstained as she was not present at the last meeting. There were no objections to approval. 					
Ventura County Diversity, Equity & Inclusion Calendar			<ul style="list-style-type: none"> • Kate English said the Diversity, Equity & Inclusion Calendar has been updated. A draft will be emailed today. It is important when thinking about groups to honor, there are things to consider and complexities to be aware of in advance. There are wounds that go back long before our time. Jackie Nuñez and Lorin Calderon have committed to finish preparations for Native American Heritage Month. Having it scheduled for November and limiting it to one month is problematic. • Cynthia Salas proposed a land acknowledgment and a Board of Supervisors’ Resolution. • A Resolution will be considered next year because there is insufficient time to prepare for the Board in November. • Kate English said an invitation was extended to the Council members for a field trip to important Chumash locations in Ventura County. There are six language groups and many villages. • Barry Parker said it is important to establish the relationship first and build trust. He encouraged the Council members to take the tour. It is an open door to visit the community. • Ernie Moore proposed doing this all year, not just for one month. • Cynthia Salas encouraged talking about history to encourage education and awareness. • Nancy Beltran visited the Chumash Museum in Thousand Oaks and proposed adding them to our network list. They already have many community partners. • The invitation for a field trip will be accepted. This can replace a future DEI Council meeting and it probably will take longer than the meeting time. More information/possible dates will be provided. • Cynthia Salas will reach out to MICOP. 					

CEO-OFFICE OF DEI

	<ul style="list-style-type: none"> • Phin Xaypangna said we will confirm and will add in the email to employees why we are spotlighting what we are, things to keep in mind, resources, and continue to celebrate throughout the year. • Jackie Nuñez said it is important to share all the existing resources in the community and to stay in a listening mode. She acknowledged the work that Kate English, Nancy Beltran, and Lorin Calderon have done so far to build relationships within the community, and the subcommittee for the work they have done on the calendar. • Cynthia Salas proposed talking with Dr. Molina from Ventura Unified School District, where they now have an ethnic studies curriculum. • Kate English said January will highlight Martin Luther King Jr. Day, and Lunar New Year in February. • Phin Xaypangna said the goal is to plan two months ahead. Steven Auclair will organize meetings. • Cynthia Salas asked the Council members to email us if you want to help.
Update on County Strategic Planning and DEI	<ul style="list-style-type: none"> • Phin Xaypangna discussed strategic planning. The section the Council added has been presented to multiple leadership groups who appreciate the work we have done. We are getting feedback from the CEO/Executive team. We hope to have that finished in December. We want to ensure the Council that we are leading with race. The racial equity words are staying in. This should come back in December, and we hope it will be ready in January.
Diversity, Equity & Inclusion Council Charter and Membership Roles	<ul style="list-style-type: none"> • Cynthia Salas discussed Council membership roles. We will be intentional about discussing your roles in your agency and your representation of them, to understand that in relation to leadership. • Phin Xaypangna said we will form a committee to update the Council charter and our expectations. Talia Barrera, Jennifer Orozco, Renee Higgins, and Cynthia Salas volunteered. • Cynthia Salas said she wants to check in with people individually to get to know everyone and to learn about your departments/functions. Everyone is encouraged to do that and we may have some activities to facilitate this. We need to do this work together, not as individuals. For next meeting, we would like an agency/department report-out to have space to understand our challenges. We will bring issues from the Council to the CEO. What are best practices in your department? How do I start? Talk about our goals. We can learn from one another, and we can start creating practices to share across the County. We can discuss how to use GARE resources. We need to know what the challenges and successes are and how we can take steps to alleviate the challenges. • Phin Xaypangna said we will have working meetings without support staff so we can have these dialogues openly, to bring support and change.
Looking Forward/Miscellaneous	<ul style="list-style-type: none"> • Cynthia Salas will share information developed earlier by the Task Force about suggested speakers. • Kate English explained that we will be trying to build the vocabulary during the first six months, as we normalize talking about DEI in the County. The speakers list may change. • Talia Barrera asked about reporting out of concerns and if our agencies/departments know we are part of this Council? • Phin Xaypangna said it is the agency/department director's responsibility to let people know. You all need to get out there and interact with staff and observe what is going on. Talk about your role in your

CEO-OFFICE OF DEI

	<p>day-to-day job. In July, I let the Board of Supervisors know who the Council is and support staff. I provided your names to agency/department directors. Next time they meet, I will reinforce that.</p> <ul style="list-style-type: none"> • Cynthia Salas asked what does forming a DEI group within your agency look like. It is not just you doing the work. You are representatives of your unit. You should be coming back and reporting on what we are doing here. This should come from leadership. • Talia Barrera asked if there is information about the Council and contact information on the County website. Some people might feel more comfortable talking with someone outside of their own agency. • Phin Xaypangna said one of Steven Auclair’s responsibilities is to enhance communication. • Steven Auclair is developing a staff newsletter and transitioning the DEI information onto its own dedicated page with contact information. A dedicated email account has been established. • Cynthia Salas said they are drafting a countywide policy on addressing and communicating DEI issues/incidents/racism. • Phin Xaypangna said for next time, just kind of observe. Let us know what support you need or if you have a DEI issue. • Erik Cho said the Health Care Agency Equity Council is looking for eight community members. Applications are due November 30. Email him with questions. Cynthia Salas will send out a link.
Next Meeting Date	December 16, 2021, at 10:00 a.m.
Next Steps/Next Meeting	<ul style="list-style-type: none"> • Update on Strategic Planning and DEI • Subcommittee Update on DEI Calendar • Agency/Department Report Out – Concerns/Support Needed
Minutes Preparation	Jennifer Holst

Minutes approved December 2021.