



## Cultural Diversity and Inclusion Task Force Meeting

<b>Date:</b>	Feb. 2, 2017	<b>Time:</b>	1:30-3:30pm	<b>Location:</b>	HOA Room 231
<b>Facilitator:</b>	Shawn Atin		<b>Note taker:</b>	Betsy Swanson Hollinger	
<b>Attendees:</b>	Shawn Atin, Claudia Bautista, Tabin Cosio, Jackie Griffin, Joseph Moore, Jennifer Orozco, Barry Parker, Ramon Tejada, Selfa Saucedo (for Sherri Block), Mike Powers Staff: Jim Dembowski, Matt Smith, Betsy Swanson Hollinger				
Agenda Item	Discussion Summary and Agreements			Action Item	
<b>Welcome and Introductions</b>	<p>Shawn welcomed everyone, reviewed the agenda and desired outcomes of the meeting and everyone introduced themselves.</p> <p>Mike Powers welcomed everyone and spoke of the importance and relevance for a Task Force as an evidence based best practice for organizational diversity and inclusion efforts. This will be a place to air real issues and have honest discussions.</p>				
<b>Task Force Guiding Principles</b> <ul style="list-style-type: none"> <li>• <b>Review and Approval of the Charter</b></li> <li>• <b>Review and Approval of the Goals</b></li> <li>• <b>Defining Roles and Responsibilities</b></li> <li>• <b>Selection of Committee Chair</b></li> </ul>	<p>Shawn reviewed the charter, goals and roles and responsibilities for the group. This task force needs continuity and will be making decisions in areas that have significant impacts so please prioritize the meeting and do not send a representative.</p> <p>Conversation around the working definitions in the charter on diversity, inclusion and culture, ie: are innate factors really a part of culture or just acquired characteristics? Inclusion is enabling all staff to feel connected and contributing, a form of engagement.</p> <p>Shawn walked through the EEOP (equal employment opportunity plan) report that is going to the BOS this Tuesday. (see attached presentation). The rate of turnover is an opportunity to mold what the county will look like if we make the efforts.</p> <p>Selection of the Task Force Chair: Ramon Tejada, PhD was nominated and selected as the chair. He will start facilitating the next meeting.</p>				



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Review of Diversity and Inclusion Pilot Curriculum	<p>Betsy presented the overview of the pilot Cultural Diversity and Inclusion curriculum to roll out to managers (content in powerpoint)</p> <p>Significant discussion if the roll out should be voluntary or mandatory--weighing of the pro's and con's on both approaches. Perhaps start with it voluntary to gain supporters and advocates who will serve as champions for the information and skills in the class. This will more a more intentional and organic way to get buy-in and be agents of culture change on this topic. Will be discussed more at the next meeting where the full pilot takes place.</p> <p>All other employees will have online ability to take the class in the future. Matt Smith mentioned that a new mandatory training for represented employees may need to be addressed with the Unions prior to launch.</p>	Next meeting confirm voluntary or mandatory training.
General Discussion and Next Steps	<p>Next steps:</p> <ul style="list-style-type: none"><li>• Refine goals, and our parameters. Ex: Will this group go before to Board of Supervisors?</li><li>• Discussion of manager demographics: do they mirror the workforce and community demographics?</li><li>• Discussion of dropping the word "Cultural" and just calling it the Diversity and Inclusion Task Force</li><li>• Discussion of taking the Harvard Implicit Bias assessment as a Task Force found here: <a href="https://implicit.harvard.edu/implicit/takeatest.html">https://implicit.harvard.edu/implicit/takeatest.html</a></li><li>• We are a blank slate that can really shape the COV in a positive and meaningful way with our navigation and leadership</li></ul>	<p>Look at manager demographics</p> <p>Decide next meeting on the name of the Task Force</p>
Next Meeting	<ul style="list-style-type: none"><li>• Overview of Cultural Diversity and Inclusion Training module Monday March 20<sup>th</sup> 1:00-4:00 PM HOA Room 231</li></ul>	