



# Cultural Diversity and Inclusion Task Force Meeting

<b>Date:</b>	June 29, 2017	<b>Time:</b>	2:30-4:30	<b>Location:</b>	HOA Room 231
<b>Facilitator:</b>	Shawn Atin		<b>Note taker:</b>	Betsy Swanson Hollinger	
<b>Attendees:</b>	Shawn Atin, Erik Cho, Tabin Cosio, Jackie Griffin, Melissa Livingston, Joseph Moore, Jennifer Orozco, Barry Parker, Mike Powers, Ramon Tejada, Staff: Betsy Swanson Hollinger, Matt Escobedo, Matt Smith				
<b>Not attended:</b>	Claudia Bautista				
Agenda Item	Discussion Summary and Agreements				
<b>Welcome, Agenda Review and Introductions</b>	<ol style="list-style-type: none"> <li>1. Dr. Ramon Tejada welcomed everyone, and did a review of the agenda</li> <li>2. Shawn asked for members to go around and state their expectations of the committee what each person sees as vital. Responses varied below: <ol style="list-style-type: none"> <li>A. We are moving the County of Ventura forward with diversity and inclusion</li> <li>B. We want to set people up to succeed and contribute the best work, mentor others <ul style="list-style-type: none"> <li>• Examples given of learning to ask for a letter of recommendation, and how to set a meeting agenda with officials</li> <li>• Libraries have lost a generation of workers (the mid-level managers a few years ago) and there is a huge need to get the newest leaders on a catch up plan</li> </ul> </li> <li>C. We need to increase the skills of the managers and the skills of the employees</li> <li>D. We need to capitalize on new and young talent coming in who want to dialogue about their ideas and why they will or won't work; value and listen to them</li> </ol> </li> </ol>				
<b>Review and Voting of Area to Target</b>	<p>A review of all the collective and bulleted items in these two categories:  <b>Inclusion through Preparing Employees for Promotions and Inclusion Through Connectedness</b></p> <p><b>Voting:</b> Mentor program under preparing employees for promotions won the vote  This program takes into account many of the other bulleted items in the promotion category and several in the connectedness category.</p>				



## COUNTY OF VENTURA – TRAINING AND DEVELOPMENT CEO-HR

<p>Discussion of Rolling out a Mentor Program</p>	<ul style="list-style-type: none"> <li>• Example of current mentor programs: <ul style="list-style-type: none"> <li>• In our Hospital residency programs the mentors love teaching the high quality residents.</li> <li>• A mentor program would increase the pool of qualified leaders</li> </ul> </li> </ul> <p><b>Issues to consider in building a mentor program:</b></p> <ul style="list-style-type: none"> <li>• Criteria for the mentees</li> <li>• Criteria for the mentors</li> <li>• Cohorts to roll through</li> <li>• Program is not a requirement to be promoted</li> <li>• Need confidentiality reassured</li> <li>• The “match” needs to be mutual</li> <li>• Manager of the mentee cannot say the mentee cannot participate in the program</li> <li>• May be no legal protection for this (Matt Smith shared in a peer mentor program, participant had to testify)</li> <li>• Have general guidelines about the process but let it be organic</li> <li>• Formal vs. Informal mentoring</li> <li>• Mentors can hear very personal stories, but its not their role, the focus needs to be professional</li> <li>• Have templates for individual development plans</li> <li>• Identify tools both mentor and mentee will need to get started</li> <li>• There will be no overtime granted for this program</li> <li>• What to do with Agencies not sending people through</li> <li>• Meet and confer which issues need to be addressed with the unions, but the program is voluntary</li> <li>• Could start with mangers mentoring other managers</li> <li>• Start with a pilot program</li> <li>• Develop training to go over ground rules, boundaries, time off for mentor meetings</li> <li>• Time frame 3-6 months</li> </ul>
<p>Next Steps:</p>	<p>CEO-HR will build out a PowerPoint presentation to give at the next meeting that will incorporate:</p> <ul style="list-style-type: none"> <li>• The items for consideration above</li> <li>• Overview of the pilot program</li> </ul>
<p>Next Meeting:</p>	<p>Thursday, Aug. 10th 2:30-4:30 PM HOA Room 231</p>