



Diversity and Inclusion Task Force Meeting

Date:	August 10, 2017	Time:	2:30-4:30	Location:	HOA Room 231
Facilitator:	Betsy Swanson Hollinger		Note taker:	Betsy Swanson Hollinger	
Attendees:	Shawn Atin, Claudia Bautista, Tabin Cosio, Rosa Gonzalez, Melissa Livingston, Jennifer Orozco, Barry Parker, Ramon Tejada, Staff: Betsy Swanson Hollinger, Matt Escobedo, Matt Smith				
Not attended:	Erik Cho, Jackie Griffin, Joseph Moore				
Agenda Item	Discussion Summary and Agreements				
Welcome, Agenda Review	<ol style="list-style-type: none"> 1. Dr. Ramon Tejada welcomed everyone, and did a review of the agenda 2. Betsy asked for comments or feedback on the meeting minutes from 6/29/17- no edits surfaced 				
Overview of Mentor Program	<p>Betsy presented the Mentor program overview and collected feedback along the way. Highlights included:</p> <ol style="list-style-type: none"> 1. Thanking the experts who sent mentor program content to her. The program was developed based off solid best practices from other County programs and neighboring programs. 2. The program is hallmarked by some backbone structure but offers simplicity—it's up to the mentee and mentor to work on the individual development plan 3. The pilot will start small- between 15-25 people going through 4. Pilot will last 4-6 months 5. A main goal of the program is to enhance opportunities for employees to grow their skills and competencies so they can be candidates to fill higher level positions. This goal comes out of the developing methods and channels for people to be able to rise in the organization by getting the critical skills needed to be considered for those roles. 6. For the pilot, Sheriff, Fire and Probation will not be included. After the pilot is completed we can talk to the Safety Agency heads to see of feasibility and if the program will hit the right people in their Agencies. 7. The program can be rolled out to labor and represented groups after the crinks have been worked out. This will also prevent the request for “customization” for certain represented groups as the program will have some set standard components that cannot be changed. 				



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Overview of Mentor Program (con't)	<ol style="list-style-type: none">8. Must have passed a probation in a non-represented classification at some point for both mentee and mentor9. The success of the program will be determined by the quality of the mentor10. Mentees may not know exactly what they want to focus on so they can focus on the Leadership competencies in the PR's as well as go through a 360 degree assessment process11. Need to develop the application form and what objective criteria can be established12. Remove supervisor approval13. Keep reference check but drop looking into the personnel records for mentor applications14. Diversity needs to be a broad sense—not race or gender but people's backgrounds, the discipline they work in, agency diversity, role diversity15. Discussion of some components being optional, like the 360, but Task Force agreed to have all components mandatory for the pilot16. Mentor does not need to take all the courses required for the mentee17. Mentor/Mentee meetings should be every 2 weeks recommended or in 4 months time, meet 8 times at a minimum18. Mentees can write a personal case history as a final write up of their experience in the program19. The nomination process will be open, people can select themselves into it. If not enough nominees are made, we will ask Agency Heads to nominate 3 people to be mentors20. The Task Force will serve as a Speakers Bureau and go out to department leader meetings to champion and gain support for participation in the mentor program
Next Steps:	Next Steps: Make revisions to the program, vet with Matt Carroll and Mike Powers, then present to the executive committee
Next Meeting:	Sept. 28 th 2:30-4:30 PM HOA Room 231