



Diversity and Inclusion Task Force Meeting

Date:	September 28, 2017	Time:	2:30-4:30	Location:	HOA Room 231
Facilitator:	Betsy Swanson Hollinger		Note taker:	Betsy Swanson Hollinger	
Attendees:	Claudia Bautista, Erik Cho, Tabin Cosio, Jackie Griffin, Melissa Livingston, Jennifer Orozco, Ramon Tejada, Staff: Betsy Swanson Hollinger, Matt Escobedo, Matt Smith				
Not attended:	Shawn Atin, Rosa Gonzalez , Joseph Moore, Barry Parker				
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 8/10/17- no edits surfaced 				
Mentor Program Updates	<p>Betsy presented the Mentor program updates and engaged Task Force in a discussion on select items. Highlights included: Meeting with Mike Powers, Matt Carroll and Shawn Atin:</p> <ol style="list-style-type: none"> 1. Group discussion on clarity on what a mentor’s role is not. It is not “acting as an advocate for career advancement”. Group discussion included mentor’s role is to coach the mentee to advocate for themselves. It’s not the mentor’s role to advocate. Also, mentors need to set ground rules and clear expectations that a mentee should not have assumptions that the mentor “will proactively put in good words for the mentee” to future hiring managers. The mentor program is not about promising a promotion or providing a short cut to rise in leadership. 2. Discussion around correct level for mentors; should they be senior leaders and above. Group decided that the mentor should be selected for experience and leadership competencies. A same level or peer mentorship could have a big impact on a mentee. Tabin shared when he was new to his position recently he grew the most of being mentored by peers in his similar position but who had been there longer and had more experience, tools, and skills than he did. 3. Mentors will not need to go through all the classes that the mentee’s go through. 				



COUNTY OF VENTURA – TRAINING AND DEVELOPMENT CEO-HR

<p>Mentor Program Updates</p>	<p>Review of Mentor Program Announcement and application forms</p> <ol style="list-style-type: none">1. Program announcement edits:<ol style="list-style-type: none">a. Remove the word “professional” and place “management” as the term.b. The benefits for the organization line will read: Provides a commitment to a system to increase inclusion, engagement and retention.c. Mentee and Mentor requirements are Management employees, passed probation, past performance, past accomplishments, past disciplinary will be considered but not should not prevent candidates from applying2. Applications<ol style="list-style-type: none">a. Make sure word limit is capped. Betsy clarified there is a text box with limits for writing narrative answers.b. Ad references for the Mentee application, to request 3 professional references3. Timeline:<ol style="list-style-type: none">a. Betsy will be presenting to the executives in Oct.b. Group decided to launch the applications/enrollment in January after the holidays. If the program ran the open enrollment/application process in November, it could get lost during the holidays. November and December can be used to market and provide awareness of the mentor program coming in early 2018. D&I Task Force members will champion an informal awareness campaign. They will speak at meetings, ask do to be placed on the agendas of neighboring meetings and distribute information in written form when/where they can.
<p>Pipelining Feeder Groups to the Task Force</p>	<ol style="list-style-type: none">1. Government Alliance on Race Equity- Matt Escobedo provided the following update:<p>GARE is a national network of jurisdictions across the county that have created a methodology to increase conversations and develop action plans to mitigate racial inequities. Our local group is a collaboration of countywide agencies and coordinated by Ventura County Public Health. The Ventura County chapter has members from COV, Ventura County Office of Education, Kaiser and local elected officials from Oxnard. Task Force members of this group are Matt, Betsy and Rosa. VC Public Health invited all the participants to be on the group. Public Health and Behavioral health are natural leaders of this work as their programs and services are developed to minimize the health disparities that exist in our communities by targeting high levels of need. GARE is not a decision making body so will use the Task Force as a body to vet its plans. GARE will be one of the pipelines for ideas and plans on racial equity which will go through the Task Force before plans are moved forward.</p>



COUNTY OF VENTURA – TRAINING AND DEVELOPMENT CEO-HR

Pipelining Feeder Groups to the Task Force	<p>2. Getting feedback from COV workforce members, Discussion of the following issues:</p> <ul style="list-style-type: none">• Suggestion box (mentioned at a previous meeting)• Open sessions for period of public comment. Those interested can present for 15 minutes at a time to share their ideas (challenge is that who will actually prepare a 15 minute talk. We need a more informal way to elicit ideas or participation in a Task Force meeting.)• Have a “Diversity and Inclusion” corner in countywide publications like INSync• Have a email inbox just for the Task Force (challenge is who will check this inbox)• Have a community forum like the Library and other Public Defender groups in neighboring states. This could be run like a focus group with set questions to ask about ideas about programs that could be rolled out through the Task Force.
Feedback from the Lunch and Learn: Introduction to Unconscious Bias	<p>A few Task Force members and staff came to the Lunch and Learn: Jackie, Erik, Betsy, Rosa, Joe, Claudia, Ramon Take aways: Information was basic on some levels but good to see presented. The activities in particular were impactful. The circle of trust activity and the comfort in social situations promoted rich discussion and self-awareness. Parts of this class can be used in other ways to reach other audiences. Claudia would like Rachel to speak to the Public Defenders on the issue, as understanding and screening for bias is a huge part of jury selection for them.</p>
Next Steps:	<p>Next Steps:</p> <ul style="list-style-type: none">• Marketing/Championing the Mentor Program ideas (see above Mentor Program Updates: Timeline 3b.)• Task Force members will take the IAT (Harvard Implicit Bias Test found here: https://implicit.harvard.edu/implicit/takeatest.html) before our next meeting and bring their results with them back to the meeting.
Next Meeting:	<p>Wed. Nov. 15th 9:00-11:00 HOA Atlantic Con. Room</p>