



## Diversity and Inclusion Task Force Meeting

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| <b>Date:</b>  | Sept. 10, 2018  | <b>Time:</b> | 1:00-3:00 PM       | <b>Location:</b>        | HOA Room 231 |
| <b>Facilitator:</b>                                   | Matt Escobedo/Betsy Swanson Hollinger   |              | <b>Note taker:</b> | Betsy Swanson Hollinger |              |
| <b>Attendees:</b>                                     | Shawn Atin, Claudia Bautista, Erik Cho, Melissa Livingston, Marcus Mitchell, Jennifer Orozco, Ramon Tejada, Tabin Cosio, Joe Moore, Barry Parker<br>Staff: Betsy Swanson Hollinger, Matt Escobedo   |              |                    |                         |              |
| <b>Not attended:</b>                                  | Rosa Gonzalez, Matt Smith   |              |                    |                         |              |
| <b>Agenda Item</b>                                    | <b>Discussion Summary and Agreements</b>  |              |                    |                         |              |
| <b>Welcome, Agenda Review</b>                         | <ol style="list-style-type: none"> <li>1. Dr. Tejada welcomed everyone, and did a review of the agenda</li> <li>2. Betsy asked for comments or feedback on the meeting minutes from 4/5/18</li> </ol>   |              |                    |                         |              |
| <b>Agenda Building and Task Force decision making</b> | <p>Shawn opened the meeting with a review of the Task Force guiding principles/ground rules. The Task Forces makes decisions based on consensus. The Task Forces' decisions serve as recommendations for action to the CEO. Each member has a voice in the decisions that get made. Shawn stated he is one voting member and even though he may have thoughts and opinions on ideas, all members should share their ideas, concerns and voices. He welcomed the members to disagree with him. A note was added to be mindful that if Agenda items are moving too fast for a thorough discussion to ask for more time. No one should think he/she did not have time to share a concern or idea before moving forward on a decision. Every decision that is made by the Task Force will have the fingerprint of each member. Members need to be comfortable with the decisions that are made, if not, they have the duty to speak up.</p> |              |                    |                         |              |



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

### Idea Form and D&I Library Updates

#### Idea Form:

Matt Escobedo walked us through the Old vs. the New Idea form and solicited edits. The goal was to make the Idea Form more specific for the author and the Task Force. The first 2 ideas that come forward were large scale and not drilled down. Things like how many resources would it take to implement this idea, and has the author considered any alternative viewpoints to their idea/position, etc.

#### Added was:

- Question on how has the author experienced their idea at work; it asks them to explain their experience.
- Collapsing two questions on opposition and adding a question about considering alternative view points.
- Changing the goal question to how would achievement of the goals foster D&I in the organization.
- Bring back box to check if author is willing to come present or submit a written presentation to the TF
- Add the updated version to the website

Please see draft of new edits.

#### D&I Library Updates:

Draft website of the library was reviewed. Discussion followed including:

- Remove the word “Recommended”
- How will articles, videos, and books get reviewed in order to get posted: possible subcommittee of reviewers
- Build a link that says: please click here to submit your article, book, or video on in D&I Library and Resource list. Link will go straight to the email address. (Betsy.SwansonHollinger @ventura.org)
- Dr. Tejada will research, review and send in articles and videos from peer reviewed journals and best practice models for consideration in the library.
- Have wording on the website, that says: [Click here and submit your resource information for consideration: title, author, how to access the resource or a copy of the resource link](#) (link then goes to Betsy Swanson Hollinger’s email address.)



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

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| <p><b>Review of Session with Gardenswartz and Rowe: Data to examine</b></p> | <p>Review of the six elements that impact culture: obstacles and suggestions. A discussion of the ideas the Task Force members identified on the six elements occurred, and what to do with that information. It was decided that before we move to any other information generated for next steps for the Task Force to look at, we need to look more closely at our own data. Matt and Shawn agreed to bring HR data like promotional tracks, EEO, grievance data to our next meeting.</p> <p>Engagement Survey updates:<br/>RMA:<br/>Jennifer Orozco gave an update on the RMA engagement survey that was administered. One was done previously 8 years ago but the most recent one in 2017 was mission driven. A big focus on “are you connected to the mission”. This process looked at exit interview data, salaries, promotion opportunities, retention issues, and training issues as well as the connectedness across departments and teams. A close look at communication and how information flows through the office and how to get feedback to and from all levels in the organization. The survey provided rich data that could feed into the direction of the strategic plan.</p> <p>DCSS:<br/>Marcus Mitchel walked through their DCSS culture survey done by the Pacific Institute. The survey is a measure of organizational culture. Organizational Culture is the shared beliefs and values guiding the thinking and behavior styles of members. The survey was designed to measure these aspects of the DCSS culture. Using the results of the survey DCSS has moved forward to define DCSS core purpose, the organizational vision, core values and organizational values which support the culture and allow DCSS to achieve its vision and deliver the mission to DCSS customers.</p> <p>Meeting time ended and PWA and HSA will present on their engagement surveys at the next meeting.</p> |
| <p><b>Next Meeting:</b></p>   | <p>Monday, Dec. 17, 2018<br/>1:00-3:00 PM<br/>HOA Room 231</p>  |