



COUNTY OF VENTURA – TRAINING AND DEVELOPMENT CEO-HR

Diversity and Inclusion Task Force Meeting		
Date:	December 17, 2018	Time: 1:00-3:00 PM
Facilitator:	Matt Escobedo/Betsy Swanson Hollinger	Note taker: Betsy Swanson Hollinger
Attendees:	Shawn Atin, Erik Cho, Tabin Cosio, Rosa Gonzalez, Melissa Livingston, Marcus Mitchell, Jennifer Orozco, Mike Powers, Ramon Tejada Staff: Betsy Swanson Hollinger, Matt Escobedo	
Not attended:	Claudia Bautista, Joe Moore, Matt Smith	
Agenda Item	Discussion Summary and Agreements	
Welcome, Agenda Review	<ol style="list-style-type: none"> 1. Dr. Tejada welcomed everyone, and did a review of the agenda 2. Betsy asked for comments or feedback on the meeting minutes from 9/10/18 <p>A brief discussion on how frequently the Diversity and Inclusion Task Force would like to meet and on what day. It was decided that we will meet quarterly and try for the 4th Thursday in the afternoon.</p>	
Current and New County Initiatives Making a Difference in Diversity and Inclusion:	<p>Betsy led the update and discussion on the following:</p> <ul style="list-style-type: none"> • Linked In Learning Countywide with D&I playlist/LMS with demo video from Diversity and Belonging. <p>LinkedIn Learning has a library of over 9,000 online training videos covering a wide range of topics that will help you both on the job and with your personal development. Some of the topics range from Leadership & Management skills to Writing and Project Management to Coaching and Development. The best part is, you can take any of these classes when it is convenient for you and using the device you would prefer to view them on. Not only can they be viewed on your computer, but you can also use your mobile phone to watch content. Employees are being directed to the website: https://hr.ventura.org/training-development/linkedin-learning At this website there is: an Employee Information sheet, the Terms and Conditions (which outlines the parameters of personal use of the license at home, how to partner with your supervisor, and guidelines for using the license for professional growth) See PowerPoint presentation on LinkedIn Learning Overview.</p>	



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Current and New County Initiatives Making a Difference in Diversity and Inclusion:

- A brief micro learning video was shown of “What is Diversity and Inclusion” by Stefani Johnson.
- Melissa Livingston provided an update on the benefits of LinkedIn Learning (LIL) and a learning management system. The Workforce Development Board and WIOA collected data from LIL to identify the number one skill for new and upcoming employees. It was found that skill was communication. She will be sharing more of the findings over upcoming meetings. LIL also allows supervisors to more actively participate in the learning and growth of their direct reports by assigning them targeted content areas for developing skills.

- **Mental Health First Aid Workshops**

Two times a year, CEO HR Learning and Development partners with Behavioral Health to offer this workshop. Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders in your workplace, whether or not it is with employees, customer, clients or constituents.

- **Mentor Program Pilot 2 overview:**

Program will be 5 months long running from 10-15-18 to 3-15-19. 28 pairs of Mentors and Mentees. New outreach was done to ensure more Mentors in the program, not to burn out previous Mentors.

- **In lieu of diverse team testimonials, send D&I article eblasts regularly-** Eblasts from LIL will be ongoing during the during and after the launch period.

- **D&I Library-system for review**

Selection of Library Resource Reviewing subcommittee members: Rosa Gonzalez, Matt Escobedo, Melissa Livingston and Ramon Tejada will be on the subcommittee. Dr. Ramon Tejada has been researching and collecting articles for review. Betsy will send the subcommittee the Diversity and Inclusion articles and videos to approve or not before the next meeting.



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Update on Mentor Pilot program 1	<ul style="list-style-type: none">• Mentor Pilot round 1:<ul style="list-style-type: none">○ Summary of Pilot 1 and key findings from the program review and evaluation was provided. In general, program was very successful but things to include in future programs are: extend program from 4 to 5 months, have more opportunities for peer learning and support via brown bag lunchtime sessions, more resources like ebooks, TED talks, etc. for development. (see powerpoint presentation of Mentor Program) Overview of next Mentor program was given.○ Diversity and Inclusion Task Force feedback for future Mentor Program cohorts:<ul style="list-style-type: none">▪ Expand to all areas of the workforce, and consider what front line staff would need in a Mentor program that is different from a Mentor program for managers.▪ Can target certain Unions like VEA or SEIU▪ Be careful not to tax the Mentors who have already signed up▪ Add the Diversity and Inclusion lens to the Mentor program. What does this person have that is authentic for themselves and bring the info to the mentors.▪ Have Mentors and Mentees watch LinkedIn Learning videos or courses on diversity, inclusion and belonging. Mentors and Mentees videos can be watched together and then discussed.
Follow up from Consultant Presentation on current D&I data gathering methodologies:	The overview of engagement surveys from HSA and PWA was tabled so more time could be spent on the review of current Diversity and Inclusion Data



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Review of Current COV Diversity and Inclusion Data and Potential Next Steps:

HR Data: Review, Analysis and Suggested action items and determine next steps

Matt Escobedo led a discussion and provided an overview:

- Sources of data:
 - Demographic Representation
 - Countywide Ethnicity
 - Countywide Gender/Age
 - Safety Demographics
 - Management Demographics
 - At-Will Demographics
 - EEO Plan, Promotion Data, Complaint Data
- Inferences and Actionable Areas:
 - The County is very diverse and a mirror image of the community we serve
 - Very few EEO complaints are applicable to discrimination
 - There are pockets where there is less diversity, including
 - highest ranking management
 - trades/service areas
 - Safety management
 - Fire service
 - Recruitment Process Enhancements are presently underway
- Samples of Diverse outreach and recruitment shared
- Recommendations on Current Practices
 - Continue administering and refining the mentorship program to prepare diverse candidate pools for advancement
 - Continue extensive outreach and advertising in diverse outlets and forums (i.e. Vida, Community Forums, etc.)
 - Continue promotion of diverse hiring selection panels at all levels
 - Continue to offer and promote Diversity & Inclusion training/awareness
- Recommendations on Potential New Initiatives
- Recommendations from the T/F are welcome and encouraged!
- *Develop a training and development program for internal employees which will prepare them to compete in the recruitment and selection processes from application submission through to the hiring interview**
- Prepare an outreach/internship program to promote interest in careers which are typically dominated by a specific gender. For example, a female-focused trades/service maintenance program or male focused nursing program.

Training and Development/D&I Task Force/Meeting minutes
12.17.18



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	<p>Recommendations:</p> <ul style="list-style-type: none">• Have an internship program to target our identified gap areas• Consider having a program that allows bridge building from undergraduate work to graduate level work similar to UCLA to prepare candidates to apply and be better candidates for the UCLA MBA program
Next Meeting:	<p>The quarterly meetings will be:</p> <p>Thursday's from 2:00-4:00 in HOA Room 231</p> <p>March 21 June 27 September 19 December 19</p>