



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

<b>Diversity and Inclusion Task Force Meeting</b>		
<b>Date:</b> March 21, 2019	<b>Time:</b> 2:00-4:00 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, Tabin Cosio, Melissa Livingston, Barry Parker, Jennifer Orozco, Ramon Tejada Staff: Betsy Swanson Hollinger, Matt Escobedo	
<b>Not attended:</b>	Rosa Gonzalez, Joe Moore, Marcus Mitchell, Matt Smith	
Agenda Item	Discussion Summary and Agreements	
<b>Welcome, Agenda Review</b>	<p>1. Dr. Tejada welcomed everyone, and did a review of the agenda</p> <p>2. Betsy asked for comments or feedback on the meeting minutes from 12/18/18</p> <p><b>2019 Meeting schedule:</b> March 21, June 27, Sept. 19, Dec. 19 all 2:00-4:00 in Room 231</p>	
<b>Review of Current COV Diversity and Inclusion Data and Potential Next Steps:</b> HR Data: Review, Analysis and Suggested action items Determine next steps	<p>Matt led the discussion on the following:            A brief review of the data Matt presented at the December meeting. One example is women are underrepresented in protective non-sworn (Fire) as well as service and maintenance disciplines. The EEO report is coming and the overview will be presented at the BOS meeting in April.</p> <p>Members discussed a plan to increase diversity in candidates seeking promotions. The plan is a framework to develop employees on how to complete County applications better and to develop more effective interviewing skills. Perhaps a level 2 class series would be from moving from being a line staff employee to leading/supervising. Level 1 would develop people to get them “through the door”. Help to demystify the oral board process and equip them to be successful.            For example: Fire hosted workshops for external people to go over the whole process. What the steps are, applying, oral board, physical aspects. They even made a video and posted it for those who could not make it.</p> <ul style="list-style-type: none"> <li>• Oral Boards: Further discussion occurred around why we even have an oral board exam in place. As a County we need to be better at helping people understand the oral board is a strength of the civil service process. It makes sure the best candidates rise based on merit, not connections or biases. It is a diversity tool to make sure selections are not made based on what you like or connect with on the applicant’s resume, etc.</li> </ul>	



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<p><b>Current and New County Initiatives Making a Difference in Diversity and Inclusion:</b></p>	<p>Potential Action Items:</p> <ul style="list-style-type: none"> <li>○ It was recommended that all oral board members watch LinkedIn Learning short video clips on unconscious bias. The Task Force made recommendations to start a campaign on why we have an oral board.</li> <li>○ Can write “Why we need the Oral Board process in our hiring processes” and the benefits of having an oral board process in place in the Countywide IN Sync newsletter.</li> <li>○ Can have an automatic short paragraph on emails candidates receive of their scheduled oral board exam times and locations. This would be what the oral board is, why it’s a strength of the hiring process and works in the candidates favor.</li> <li>○ Develop class or series of classes for How to Apply, How to Interview. Classes can be blended learning with online prerequisites followed by more skills building instructor led classes.</li> <li>○ Potential for Mock Interview appointments with coaches.</li> <li>○ In the confirmation of the oral board time, have a Granicus or video link on a mock interview. Watch out for the fact that watching video on getting a skill can lead to false appraisal of your own actual skills.</li> <li>○ Helping teach the oral board members on what they can say: for instance, you may be able to tell a candidate you have 15 minutes left and 75% of your questions still to answer. This lets the candidate know do not be long winded so they can get through all the questions.</li> </ul>
<p><b>Diversity and Inclusion Learning Library: Subcommittee Update</b></p> <ul style="list-style-type: none"> <li>● Resources to Include</li> <li>● Resources to Exclude</li> </ul> <p><b>Best Use of LinkedIn Learning to Promote Diversity and Inclusion Task Force Goals</b></p>	<p><b>D&amp;I Library-system for review</b></p> <p>Selection of Library Resource Reviewing subcommittee members: Matt Escobedo, Melissa Livingston and Ramon Tejada gave a report out on subcommittee findings. Dr. Ramon Tejada has been researching and collecting articles for review. Some items were controversial. It was decided that the members can host a viewing for workforce members to come watch videos to hear their opinions on whether or not a video clip should be allowed for the Library on a monthly or bi-monthly basis. The Task Force member would be responsible for having a facilitated conversation with the viewers on the pros, cons, and organizational impact on each video watched.</p> <ul style="list-style-type: none"> <li>● Also from now on, the Task Force decided it will watch a video during meetings for its own learning about Diversity and Inclusion issues.</li> <li>● Maximize LinkedIn Learning to promote Diversity and Inclusion awareness and skills. This spring we will have Diversity and Inclusion Awareness month for the theme of the Eblasts. Playlists are developed.</li> </ul>



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<p><b>IDEA Form Presentation:</b> <b>Victoria Jump, AAA Director</b></p>	<p>Victoria Jump presented AAA’s Idea Form on Awareness of symptoms for Alzheimer’s or related dementia in County employees and our public customers.</p> <p>Highlights included:</p> <ul style="list-style-type: none"><li>• Can start with loss of short term memory, but not long term</li><li>• Brain is shrinking</li><li>• In our County 15,000 people are estimated to be affected</li><li>• Main risk factor is age: over 65. At 85 one in three people have it</li><li>• Implications for County employees include:<ul style="list-style-type: none"><li>○ Those who are caregivers, could go on for 10-15 years</li><li>○ Those serving the public, to recognize signs</li><li>○ Those working with older co-worker and being able to recognize signs</li></ul></li></ul> <p>The ASK: For consideration any of these points:</p> <ul style="list-style-type: none"><li>• Provide training to managers so they know the needs of employees and those who caregivers</li><li>• Provide support groups for those with Dementia</li><li>• Train managers on what an accommodation would look like</li><li>• Train all employees on being dementia friendly</li><li>• Encourage the adoption of Dementia Friendly workspace</li></ul>
<p><b>Next Meeting:</b></p>	<p><b>Thursday June 27<sup>th</sup>, from 2:00-4:00 in HOA Room 231</b></p>