



COUNTY OF VENTURA – LEARNING AND DEVELOPMENT CEO-HR

Diversity and Inclusion Task Force Meeting

Date: June 27, 2019	Time: 2:00-4:00 PM	Location: HOA Room 231
Facilitator: Matt Escobedo	Note taker: Betsy Swanson Hollinger	

Attendees:	Claudia Bautista, Erik Cho, Tabin Cosio, Rosa Gonzalez, Melissa Livingston, Marcus Mitchell, Joe Moore, Barry Parker, Jennifer Orozco, Ramon Tejada, Beckie Willhite Staff: Betsy Swanson Hollinger, Matt Escobedo
Not attended:	Shawn Atin, 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 3/21/19 meeting: corrections to the minutes: Barry Parker attended. Marcus Mitchell did not attend 3. 2019 Meeting schedule: Sept. 19, Dec. 19 all 2:00-4:00 PM in Room 231 4. Introduction of new staff: Beckie Willhite from Sheriff. Matt shared that Sheriff Ayub met with Shawn and inquired about Diversity and Inclusion Task Force membership. Welcome Beckie, the HR Manager at Sheriff.



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<p>Framework to Develop Application, Exam and Interviewing skills</p> <p>Determine next steps</p>	<p>Matt led the discussion on the following Framework. Opening comments: The intent of this framework is to level the playing field by giving candidates tools to develop their application and interviewing skills. It will also educate our workforce on the steps and benefits of the civil service process. We need to focus on the content of the Framework first then the delivery later. Discussion about requesting baseline data on how many and who is getting screened out.</p> <p>See PowerPoint overview for details; the following is a summary</p> <ul style="list-style-type: none">• Framework Objectives<ul style="list-style-type: none">○ To educate prospective candidates and the public about the origin and structure of our recruitment and selection processes to promote transparency and allow better candidate preparation.○ To provide specific tools, guidance, and resources necessary to increase the likelihood that prospective candidates' performance during the selection process is reflective of their true capabilities thus promoting diversity.• Structure of the Framework<ul style="list-style-type: none">○ Methods to learn about job opportunities○ Everything you need to know about employment applications○ Everything you need to know about written tests○ Everything you need to know about practical exams○ Everything you need to know about oral exams○ Rater training• Steps in the Framework<ul style="list-style-type: none">○ Create content to accomplish objectives (6 components)○ Use content to develop a training program and marketing campaign○ Launch pilot marketing campaign○ Launch pilot training program for prospective candidates○ Launch rater training○ Evaluate results
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<p>Framework to Develop Application, Exam and Interviewing skills Determine next steps</p>	<ul style="list-style-type: none"> • Next Steps <ul style="list-style-type: none"> ○ Identify Process owners for each step in the framework ○ Subcommittees? ○ Volunteers? ○ Please share suggestions within two weeks. ○ Identify online classes needed for Rater Training ○ Identify Subject Matter Experts <p>A brief discussion on applicants needing to learn the STAR method of interviewing: situation, task, action and results. Many candidates don't follow an interview template and run the risk of being jumbled/not clear and unable for the interviews to logically connect the dots on their competencies and achievements and actual skill levels.</p> <p>Matt asked for stakeholder interest to please let him know in the next 2 weeks. Can be a Task Force member or another SME. Please make it voluntary, no "voluntolds".</p> <p>Tabin and Beckie volunteered. HSA, Fire, and DCSS will solicit support.</p>
<p>Diversity and Inclusion Learning Library: Subcommittee Update Process refinement</p> <p>Best Use of LinkedIn Learning to Promote Diversity and Inclusion Task Force Goals</p>	<p>D&I Library-system for review</p> <p>Betsy updated members on the decision that was made for selection of Library Resource Reviewing had challenges; how to facilitate the group viewings, how do we find people to view resources, risk of offending and employee during the reviewing of content, etc. Betsy recommended having the subcommittee members: Matt Escobedo, Rosa Gonzalez, Melissa Livingston and Ramon Tejada review in smaller chunks over time. The challenge was that there were many videos and articles to review all at once. Members agreed to the new approach. Betsy will assign 3-4 materials at a time for the review committee.</p> <p>Using LinkedIn Learning (LIL) to promote Diversity and Inclusion awareness and skills: The Task Force can capitalize on LinkedIn Learning to promote specific D&I courses and micro-learning segments. This is a method to connect with Millennials; even the trailers (brief course summary given before the course) is a great 2 minute or less overview of what the class will cover. The D&I resource library can post microlearning for the workforce. A need for marketing the Generational Diversity classes on LIL as well as researching audiobooks and podcasts.</p>



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<p>IDEA Form Presentation Next Steps: Victoria Jump, AAA Director</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 at the March 21st meeting.</p> <p>The ASK: For consideration any of these points:</p> <ul style="list-style-type: none"> • Provide training to managers so they know the needs of employees with signs and symptoms and what an accommodation would look like • Provide support groups for those with Dementia • Promote awareness to employees on being dementia friendly • Encourage the adoption of Dementia Friendly workspace <p>Action Taken:</p> <ol style="list-style-type: none"> 1. Article with 3 minute video link on Dementia Friendly workplace was published in the July InSync Countywide newsletter. 2. Incorporation of key points being added to Disability Management Nuts and Bolts class. <p>Support groups for those with dementia is too specialized and the Task Force will not move that one forward. There was a brief discussion about more prevalent types of disabilities in our workforce and perhaps look into ways of generating more awareness about those (back issues, mental health, neurological (epilepsy or migraine) vision/hearing, heart or breathing issues, extremities (carpal tunnel), diabetes)</p>
<p>Task Force Learning: PBS learning module: Race the Power of Illusion</p>	<p>Members watched Episode 3: “The House We Live In” 39 minutes. Here is a brief summary of the episode:</p> <p>“The House We Live In” focuses not on individual behaviors and attitudes, but on how our institutions shape and create race, giving different groups unequal life chances. Who defines race? In the early 20th century, the courts were called upon to determine who was white, employing contradictory logic to maintain the color line. After World War II, government policies and subsidies helped create segregated suburbs where Italians, Jews and other not-quite-white European ethnics were able to reap the full advantages of whiteness, yet Japanese and South East Asians were not. The episode reveals some of the ordinary social institutions that quietly channel wealth and opportunity, so that white people benefit from a racist system without personally being racist. It concludes by looking at why we can’t just get rid of race.</p> <p>Group general discussion of where we may be unintentionally still having adverse impacts on some groups. An example was given that SB 188 on grooming standards is allowing Probation to review their policies on hair and natural hair styles. A brief discussion on exams when there are questions that have adverse impacts on some groups, the questions get removed. This is not lowering the standard, as some may see, but creating fairness and controlling for these impacts to avoid eliminating some groups from being successful candidates for county positions. There is a need to look at data over years of recruitments to get a better generalizable picture.</p>
<p>Next Meeting:</p>	<p>Thursday Sept. 19, from 1:00-3:00 in HOA Room 231</p>