



COUNTY OF VENTURA – LEARNING AND DEVELOPMENT CEO-HR

Diversity and Inclusion Task Force Meeting

Date: May 28 2020	Time: 10:30-12:30	Location: Zoom meeting
Facilitator: Betsy Swanson Hollinger	Note taker: Betsy Swanson Hollinger	

Attendees:	Shawn Atin, Claudia Bautista, Erik Cho, Jennifer Orozco, Ramon Tejada, Beckie Willhite Staff: Betsy Swanson Hollinger, Matt Escobedo, Matt Smith
Not attended:	Rosa Gonzalez, Melissa Livingston, Marcus Mitchell , Joe Moore, Barry Parker

Agenda Item	Discussion Summary and Agreements
Welcome, Agenda Review and Introductions	Dr. Tejada welcomed everyone, and did a review of the agenda and meeting minutes. Only one change on the minutes regarding the Workforce Development update section. Only allowing online applications to be processed is not inclusive to those without computers.
Curriculum module development for Residents Who Have Disability, Access, and Functional Needs.	<p>Betsy presented the condensed overview of the curriculum slides to be added to the Developing Cultural Competency and Inclusion classes. The content will create awareness of why people with the DAFN designation are important and what we need to consider to make them feel included. A few minor edits and typos were fixed. A brief discussion of adding LGBTQ to this list but members thought LGBTQ may not identify as disabled or having a functional need. Here is a summary of those with a DAFN designation.</p> <p>People with DAFN life circumstances are a wide grouping of people in our community and even in our workforce. We are specifically looking at how they can have equal access to services, support and information to ensure their safety, wellbeing, self-reliance and independence</p>



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New Mandatory Training Developing Cultural Competency and Inclusion

. It includes people in the following groups:

- Developmental or intellectual disabilities
- Physical disabilities
- Chronic conditions
- Injuries
- Limited or no English proficiency
- Age, including older adults and children
- Living in institutionalized settings
- Low income
- Homelessness
- Pregnant
- Transportation disadvantages, including dependency on transportation

1. Betsy summarized the new training the Task Force initiated 3 years ago is now rolling out as a mandatory class. Due to COVID 19 the previous deadline of June 30 is now extended to Aug. 31. CEO HR Learning and Development team is drafting a countywide memo on this to go out soon. Most will take it online in the 1-hour version but the 4-hour version is available as an instructor led version. The online class is accessed through LinkedIn Learning and the pathway information was emailed countywide. CEO-HR Learning and Development team are tracking and transferring the completions from LIL to VCHRP.

Also the Task Force members were asked to be the champions behind increasing compliance and marketing this class to their workforces.



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<p>Workforce Development Program: Update</p>	<ul style="list-style-type: none"> • New HR Website- https://hr.ventura.org/how-to-apply/application Matt walked members through the website and showed the granular level of detail that was put into it. Highlights include: Types of Application Evaluation, what raters are and are not looking for, how to apply and prepare your application to be successful • Training Modules Development – these will be rolled out online in a recorded webinar fashion then when worksites open up 100% we can offer the instructor led live version in a class room • Administration Timeline- coming this summer <p>A discussion on how to best market the website led to the following points:</p> <ol style="list-style-type: none"> 1. Consider adding a new page which explain the processes for internal and lateral transfers. 2. Craft an all-employee email to be sent which announces the new website and encourages staff to check it out. 3. Consider placing an announcement in In-Sync. 4. Consider placing an announcement on our social media outlets. 5. Consider placing information on the initial page of the VCHR website.
<p>Other Business Items</p>	<p>Task Force New Member Discussion There is an opening for a new member. Tabin Cosio has stepped down. The Task Force recommended to collect nominations in two ways: 1) to send an invitation to the Agency heads who do not have a TF representative and 2) for TF members to submit names of individuals</p> <p>Diversity and Inclusion Awareness Symposiums- Sahar Andrade is ready to go but given the limitation of having live in-class sessions due to COVID, a new approach was discussed. The Workforce is most likely having mental health issues surface during this time. The Task Force will look into co-sponsoring a Zoom even with EAP looking at managing uncertainty, anxiety, fear, depression, grief, etc. that is surfacing across our communities and impacting our team-mates due to the epidemic.</p> <p>Review of poster- Blue poster was selected. Get many smaller versions printed and a few larger ones for HOA hallways and HOJ cafeteria. Possibly on Kiosks, moveable easels, etc.</p> <p>Pin selection- 100 pins have been ordered.</p>



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Next Meeting:	Thursday's in room 231 July 30 2:00-4:00 Oct. 22 2:00-4:00
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