



COUNTY OF VENTURA – LEARNING AND ORGANIZATIONAL DEVELOPMENT - CEO-HR

Diversity and Inclusion Task Force Meeting		
Date:	September 10, 2020	Time: 9:00-11:00 a.m.
		Location: CEO-Rincon Conf. Rm. & Via Zoom
Attendees:	<p><u>Task Force Members:</u> Shawn Atin, Claudia Bautista, Erik Cho, Stuart Gardner, Rosa Gonzalez, Lisa Griffiths, Dr. Sevet Johnson, Danielle Keys, Melissa Livingston, Marcus Mitchell, Joseph Moore, Monique Nowlin, Jennifer Orozco, Jose Rivera, Cynthia Salas, Selfa Saucedo, Dr. Ramon Tejada, Rebecca Willhite</p> <p><u>Staff:</u> Matt Escobedo, Betsy Swanson Hollinger, Jennifer Holst, Matt Smith</p>	
Not attended:	Barry Parker	
Facilitator:	Dr. Ramon Tejada	
Agenda Items	Discussion Summary and Agreements	
Welcome	Dr. Ramon Tejada started the meeting and welcomed those in attendance.	
Agenda Review Meeting Minutes Review – 07//20	<ul style="list-style-type: none"> The Task Force reviewed the agenda and minutes drafted from the July 30, 2020, meeting. Correct Dr. Diane Kellegrew’s name and add Scott Turner Schofield as the Public Defender’s Office speaker. Motion by Betsy Swanson Hollinger, second by Matt Escobedo, July 30, 2020, meeting minutes were approved. 	
12-Month Learning Program Overview	<ul style="list-style-type: none"> Marcus Mitchell and Betsy Swanson Hollinger proposed a 12-Month Learning Program. Matt Escobedo, Marcus Mitchell, and Monique Nowlin volunteered to help screen proposed speakers. Betsy Swanson Hollinger said there is no problem if a proposed speaker lives out of the area. The keynote speeches will be recorded for later access by those who cannot attend the live events. Monique Nowlin said the Management Council can partner on the budget for the speakers. Dr. Sevet Johnson proposed that content be provided before the Learning Program starts so staff members understand “the why” of the program. Lisa Griffiths proposed strategic planning. Start with data to find where the needs are. Target the right solution. Claudia Bautista suggested crafting five pointed assessment questions for every department to answer. Doing an assessment is an item in the Task Force objectives. The goal is for every agency/department to have a Diversity Liaison to help with assessments. This should be undertaken by the new Diversity & Inclusion officer. <p><u>Action Items</u></p> <ul style="list-style-type: none"> Begin to assess/vet the proposed speakers. Email Betsy Swanson Hollinger if interested in assisting. 	
Task Force Expansion Updates	<ul style="list-style-type: none"> Matt Escobedo noted there is one Task Force opening. Melissa Livingston is leaving, so there will be two vacancies. He has received three nominations and proposes to adhere to the selection process previously used for the new members, and doing one more call for nominations. Self-nominations could also be allowed. Shawn Atin noted that there should be representation from across the County. Matt Escobedo proposed to keep using the same selection process. If all nominations are great, then we can consider the agencies with no representation. 	



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	<ul style="list-style-type: none"> Monique Nowlin moved to accept Matt Escobedo’s proposal and Betsy Swanson Hollinger seconded. Unanimous consent was received. <p><u>Action Items</u></p> <ul style="list-style-type: none"> Matt Escobedo to do another call for Task Force member nominations for two vacancies.
Advisory Council	<ul style="list-style-type: none"> The Task Force discussed forming an Advisory Council for feedback from all levels of County employees. Matt Escobedo made a motion that HR issue a recommendation for a charter and a call for nominations. Monique Nowlin seconded the motion and it was approved by all. <p><u>Action Items</u></p> <ul style="list-style-type: none"> Matt Escobedo to prepare a recommended charter and put out a call for nominations.
Agency Diversity Liaisons, Diversity & Inclusion Officer Search Update	<ul style="list-style-type: none"> Matt Escobedo has drafted a scope of work for the Agency Diversity Liaisons but wants to wait until we have the new Diversity & Inclusion Officer in place before issuing a call for nominations. HR has received a competitive pool of applicants for the Diversity & Inclusion Officer and is diligently moving forward with the process.
Gender Neutral Bathrooms in HOJ	<ul style="list-style-type: none"> Stuart Gardner received a request from a CJAAVC member for gender-neutral bathrooms to be installed in the courthouse, the Juvenile Justice Center, and at other locations throughout the County. There is one gender-neutral bathroom in the courthouse, but it is insufficient for the size/volume of the courthouse. The courtrooms part of the building is operated by the state and the other portions by the County. Some research on this issue was done before. Perhaps more inclusive signage would help for the existing gender-neutral bathrooms. <p><u>Action Items</u></p> <ul style="list-style-type: none"> Stuart Gardner to research the matter and bring something back to the Task Force.
Idea Form Review (Two Forms Received)	<ul style="list-style-type: none"> First idea form requests audit concerning equal pay for BIPOC across genders, ethnicities. Second idea form discussed inter-departmental relations, inclusion, making departmental connections, onboarding. <p><u>Action Items</u></p> <ul style="list-style-type: none"> For the first form, HR to prepare a proposal for the methodology and scope of a study with a time estimate. For the second form, Betsy Swanson Hollinger will create onboarding tips for departments.
Agency D & I Forums	<ul style="list-style-type: none"> Melissa Livingston proposed changing the Task Force name to be the “Diversity, Equity & Inclusion Task Force. Rosa Gonzalez made a motion to add “Equity” to the Task Force name. Monique Nowlin seconded. All approved.
Next Meeting	It was proposed to schedule regular Task Force meetings. Betsy Swanson Hollinger subsequently scheduled the next meeting for October 22, 2020. Future meetings to be the third Thursday of the month, 10:00 a.m. to 12:00 p.m.
Minutes By:	Jennifer Holst

Minutes approved on October 22, 2020.