

LEARNING AND ORGANIZATIONAL DEVELOPMENT - CEO-HR
Diversity, Equity, and Inclusion Committee Meeting

Date: February 18, 2021	Time: 10:02 a.m.–12:00 p.m.	Location: CEO-Anacapa Conf. Rm./Via Zoom
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In Attendance: **Facilitator:** Dr. Ramon Tejada
Task Force Members: Shawn Atin, Claudia Bautista, Stuart Gardner, Rosa Gonzalez, Melissa Livingston, Marcus Mitchell, Monique Nowlin, Barry Parker, Jose Rivera, Cynthia Salas, Selfa Saucedo, Rebecca Willhite
Public Attendee: Patricia Olivares
Staff Members: Matt Escobedo, Matt Smith, Phin Xaypangna

Absent: Erik Cho, Lisa Griffiths, Dr. Sevet Johnson, Jennifer Orozco, Betsy Swanson Hollinger

Agenda Items	Discussion Summary and Agreements
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Welcome/Agenda Review/Minutes Review	<ul style="list-style-type: none"> • The January 21, 2021, draft meeting minutes were reviewed. • Cynthia Salas requested addition of her comments about the Sheriff’s Office proposed Dashboard. • Rebecca Willhite proposed revisions to the Sheriff’s Office proposed Dashboard and training discussions. • Cynthia Salas moved for approval with revisions, Selfa Saucedo seconded, and the motion was approved.
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Task Force Structure and Expansion	<ul style="list-style-type: none"> • Draft Proposed Structure: <ul style="list-style-type: none"> ○ There was a discussion of the Task Force make-up, including having representation from all agencies/departments and a rotating chair/co-chair. ○ Selfa Saucedo proposed that due to size, the Health Care Agency have more than one representative, including representation from Public Health. ○ It was suggested to consider agency/department size and having representation from each. ○ Cynthia Salas noted that all agencies/departments received invitations, and some did not respond. It is important to have representatives who want to do the work of the Task Force. She proposed representation for each HCA division. • Finalize Conversation on DEI Committee & Advisory Committee: <ul style="list-style-type: none"> ○ Phin Xaypangna proposed combining the Task Force and Advisory Committee, with a cap of 30 members. ○ Marcus Mitchell noted that the Advisory Committee was formed to include front-line staff and executives. ○ Shawn Atin mentioned that the unions are interested in having representation. ○ Rebecca Willhite described the Sheriff’s Office internal DEI committee membership. ○ Matt Escobedo said representation from all is something to strive for, but agency size should also be considered. ○ Selfa Saucedo said the term “Task Force” sounds temporary and suggested re-naming to Committee or something that sounds more permanent. ○ Cynthia Salas asked how much weight the Task Force’s work and decisions will have and if the Diversity Officer will share the Task Force’s recommendations with the Board.
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	<ul style="list-style-type: none"> ○ Shawn Atin said his impression is that the Board and the CEO's office have given great weight to the Task Force's work. However, some things would require Board action, such as expenditures and new positions or policies. The Board will want updates. He and Phin Xaypangna spoke yesterday about presenting to the Board. ○ Phin Xaypangna envisions the work of this group as tactical and high-level proposal/decision-making, including developing a strategic plan for the County. The Board will be involved in providing update/presentation as to what we develop as a strategic plan. She wishes to facilitate a dialogue. The Task Force members' task is to organize the dialogue, tactical aspects, and to be fluid in that. We will actually do the activity, organize it, and then some things will be recommendations made on behalf of the organization. She wants to hear from others. ○ Barry Parker suggested reviewing our charter/mission to ensure continued alignment with the initial CEO objectives. ○ Phin Xaypangna proposed forming a small group to discuss the name and what agency/department representation we need. <p><u>Action Plan</u></p> <ul style="list-style-type: none"> ● Selfa Saucedo, Marcus Mitchell, Cynthia Salas, Dr. Ramon Tejada, and Claudia Bautista volunteered to work with Phin Xaypangna. The small group will meet before the next Task Force meeting.
Assessment of DEI in Ventura County	<ul style="list-style-type: none"> ● Phin Xaypangna shared an evaluation tool to evaluate where we are and where we should aspire to go. She wanted to get an initial quick assessment about equity in our organization with this device, for discussion again at the next meeting. ● Shawn Atin is also interested in an all-employee survey and what the benchmarks and expectations would be. But it would need to be planned out in advance in looking at the expectations and follow up. ● Cynthia Salas said this is a gauge for us to see where we are as a County. Then do a follow up survey to get an understanding of how our employees see these and how we will set measurable outcomes. ● Phin Xaypangna noted that these are the things we must be clear on, through a survey and focus groups and talking about the information we collect. We will need to discuss resources. This assessment is just a starting point to get a high-level perspective on where we think we are. ● Monique Nowlin feels we are strong in some areas, and she has seen where we were before. We are on the right track, but there is work to be done. ● Cynthia Salas noted that there is a mixture of seeing cultural shifts in some areas, and symbolic, transactional pieces, a lot of talk but not a lot of delivery, depending on what you are asking for. Overall, developing under a cultural shift from what she has seen so far. ● Phin Xaypangna said her take is that we are in the developing stage, and it has been transactional rather than symbolic. For example, with community partners, we have been transactional and have not yet built

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	<p>partnerships with them. We need to be stronger in collecting data, strategic about changing the culture, and operationalize our conversations around equity. This is intended to be a high-level overview.</p> <p><u>Action Plan</u></p> <ul style="list-style-type: none"> • Look at this in preparation for next time.
Learning Opportunity	<ul style="list-style-type: none"> • A discussion was held concerning departmental forums, and it was proposed to train members of the Task Force/Committee to facilitate agency/department forums/conversations, starting with engaging the agencies/departments to see how they want to go about it. • Marcus Mitchell, Cynthia Salas, and Selfa Saucedo volunteered to be facilitators. • Stuart Gardner proposed asking the agencies/departments how many facilitators would be needed. • Shawn proposed deciding on a curriculum and organizing the facilitators, then propose something to the agencies/departments and ask for their feedback. <p><u>Action Plan</u></p> <ul style="list-style-type: none"> • The subgroup will discuss. • Phin Xaypangna asked that anyone who wishes to volunteer as a facilitator, please send her an email. • Before the next meeting, have an initial conversation with your leadership team about this. Get their take on it a little bit more that we are going to do this.
COVID-19 Equity Rapid Response Guidebook	<ul style="list-style-type: none"> • Rosa Gonzalez, Cynthia Salas, Marcus Mitchell, Melissa Livingston, and Dr. Sevet Johnson have developed the Equity Response Toolkit for agencies/departments to use in making COVID-19 responses. It will be sent to you before it goes out.
Updates	<ul style="list-style-type: none"> • County Seal – Because the logo has now been developed, the conversation about the County Seal will be pushed out a little bit. • Resolution – There are two things needing attention: Justice Advisory Committee (there will be an internal meeting next week); and the Health Care Working Group. HCA is in the process of organizing a meeting with their divisions and Phin Xaypangna.
Next Meeting	<ul style="list-style-type: none"> • Meeting adjourned at 12:00 p.m.; the next meeting is scheduled for March 18, 2021, at 10:00 a.m. • Future topics: <ul style="list-style-type: none"> ○ Presentation on Sheriff's Office Dashboard (move to April) ○ Update on HOJ Gender Neutral Restroom (GSA Assessment) ○ Committee Members/Structure ○ Assessments Follow Up ○ Learning Opportunities ○ DEI Workplan for Next Year.
Minutes Preparation	Jennifer Holst

Minutes approved on March 18, 2021.