

**LEARNING AND ORGANIZATIONAL DEVELOPMENT - CEO-HR**

<b>Diversity, Equity &amp; Inclusion Council</b>	
<b>Date:</b>	April 15, 2021
<b>Time</b>	10:04 a.m. – 12:00 p.m.
<b>Location:</b>	Via Zoom
<b>In Attendance:</b>	<p><b>Facilitator:</b> Dr. Ramon Tejada</p> <p><b>Members:</b> Shawn Atin, Claudia Bautista, Erik Cho, Stuart Gardner, Rosa Gonzalez, Dr. Sevet Johnson, Melissa Livingston, Marcus Mitchell, Monique Nowlin, Jennifer Orozco, Barry Parker, Jose Rivera, Cynthia Salas, Selfa Saucedo, Deleene Walker, Rebecca Willhite</p> <p><b>Staff Members:</b> Ashley Bautista, Matt Escobedo, Jackie Nunez, Phin Xaypangna</p>
<b>Absent:</b>	Lisa Griffiths
<b>Agenda Items</b>	<b>Discussion Summary and Agreements</b>
<b>Minutes Review</b>	Claudia Bautista moved to approve the March 18, 2021, minutes, second by Selfa Saucedo; motion passed.
<b>DEI Council Structure</b>  <b>Learning Opportunity: Talking Together in Challenging Times – Facilitated Dialogue</b>	<p>The Leadership team met and planned a County leadership presentation:</p> <ul style="list-style-type: none"> <li>• At Executive Meeting on April 21, present information about new DEI Council structure for 10-15 minutes.</li> <li>• Information session on April 29 from 3:00-4:00 p.m.</li> <li>• The following week there will be a follow up for those who want to learn more, encouraging all departments to participate, especially those without DEI Council representation.</li> <li>• Agencies/Departments submit names for DEI Council membership to Phin Xaypangna by May 14.</li> <li>• Directors Dialogue set for May 27; one in morning, one in afternoon. 15 people at each session.</li> <li>• It was discussed that this is meant to be an environment where participants can feel free to ask questions, to try to understand the work we are doing, to assist them to begin the dialogue in a safe and supportive way, to share information, good or bad. We want to be supportive in starting these sensitive and charged conversations. The leadership team will be there to ensure a safe environment. Feedback is welcome. We all want this to be successful with all agencies participating.</li> <li>• Rebecca Willhite and Jose Rivera recommended BiasSync training</li> </ul> <p><u>Action Plan</u></p> <ul style="list-style-type: none"> <li>• Phin Xaypangna will share the facilitator guide.</li> </ul>
<b>Communication Toolkit Outline</b>	<ul style="list-style-type: none"> <li>• Jackie Nunez and Ashley Bautista presented the Communication Toolkit outline and asked for input.</li> <li>• Cynthia Salas asked what support will be needed to get this moving forward, if this will be bilingual, and if the language will be appropriate for the community.</li> <li>• The Council discussed creating introductory videos by Mike Powers and the different agency/department directors.</li> </ul> <p><u>Action Plan</u></p> <ul style="list-style-type: none"> <li>• Jackie Nunez will email the toolkit outline to the Council members.</li> <li>• More information on the Toolkit will be presented at the next meeting.</li> </ul>

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<b>DEI Work Plan FY 21-22</b>	<ul style="list-style-type: none"> <li>• Phin Xaypangna provided an updated outline for the DEI Work Plan and asked if there are things to be added. She is working on a budget to do the work, including positions and consulting.</li> <li>• It was agreed it is important to highlight what is going on with the pandemic and to give the community updates about what diversity, equity, and inclusion activities are happening. If we don't say anything, it looks like we are doing nothing, even if we are doing things in the background.</li> <li>• Ashley Bautista said it is important to give quarterly updates to the Board of Supervisors first and then put out a press release/other information as we are ready, and highlight special months of the year.</li> <li>• Selfa Saucedo is pleased we are using the GARE format (Government Alliance on Race &amp; Equity) that is being adopted across the state and the country.</li> </ul> <p><u>Action Plan</u></p> <ul style="list-style-type: none"> <li>• Phin Xaypangna will present an update to the Board of Supervisors in the next few weeks and will let the DEI Council know when the date is set.</li> <li>• Deleene Walker will share a calendar of monthly celebrations.</li> </ul>
<b>Communication to the Community</b>	<ul style="list-style-type: none"> <li>• The Council discussed its role regarding communications when incidents occur.</li> <li>• Cynthia Salas moved to continue this conversation at the next meeting to allow more time for discussion. It has to be clear that communication comes from leadership and from this committee for things like incidents that occur. Marcus Mitchell seconded the motion. It was unanimously approved.</li> </ul> <p><u>Action Plan</u></p> <ul style="list-style-type: none"> <li>• Discuss next time.</li> </ul>
<b>Board of Supervisors' Request for High Level Recommendations – Ways to Support Communities of Color Facing Hate Crimes</b>	<ul style="list-style-type: none"> <li>• Phin Xaypangna discussed Board Chair Linda Parks' questions about what County resources could be provided in response to incidents. Phin Xaypangna, the Sheriff, and the District Attorney will present at the April 27 Board meeting on local data/resources available to the community and what a bystander can do.</li> <li>• Some suggestions were: create a hotline for safely reporting hate crimes; plan responses that don't always first involve law enforcement; and start a local campaign like "See something, say something."</li> </ul> <p><u>Action Plan</u></p> <ul style="list-style-type: none"> <li>• Phin Xaypangna will send out a meeting invitation for further discussion.</li> </ul>
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 12:00 p.m. Next meeting: May 20, 2021, at 10:00 a.m.</li> </ul>
<b>Future Topics</b>	<ul style="list-style-type: none"> <li>• Toolkit Information</li> <li>• DEI Council Role Regarding Community Communications When Incidents Occur</li> <li>• Board Request for Ways to Support Communities of Color Facing Hate Crimes</li> <li>• Presentation on Sheriff's Office Public Facing Dashboard</li> <li>• Gender Neutral Restroom - GSA Assessment</li> </ul>
<b>Minutes Preparation</b>	Jennifer Holst

Minutes approved on May 20, 2021.