

LEARNING AND ORGANICATIONAL DEVELOPMENT - CEO-HR

Diversity, Equity & Inclusion Council	
Date: July 15, 2021	Time: 10:00 a.m. – 12:00 p.m.
Location: HOA Multi-Purpose Room	
In Attendance:	<p>Council Members: Cynthia Salas (Chair), Selfa Saucedo (Vice Chair) Terri Anderson, Anitha Balan, Nancy Beltran, Vijay Bheemisetty, Lorin Calderon, Erik Cho, Dee Dinnie, Donna Gillesby, Rob Harris, Renee Higgins, Ernie Moore, Leticia Morales, Dave Nafie, Claudia Nevarez, Monique Nowlin, Paul Nuñez, Jennifer Orozco, Selfa Saucedo, Rebecca Willhite Deleene Walker, Keith Taylor,</p> <p>Staff Members: Ashley Bautista, Rosa Gonzalez, Phin Xaypangna</p>
Absent:	Michelle Ascencion, Shawn Atin, Claudia Bautista, Korinne Bell, Mayra Benitez-Tadillo, Sevet Johnson, Melissa Livingston, Marcus Mitchell, Barry Parker, Jose Rivera, Kelly White
Agenda Items	Discussion Summary and Agreements
<p>Welcome, Introductions, Agenda Review, Minutes Review</p> <p>Selfa Saucedo</p>	<ul style="list-style-type: none"> • Selfa Saucedo welcomed everyone to the in-person meeting. Please keep in mind that DEI also includes “belonging.” • Roundtable introductions were made. • Phin Xaypangna provided the Council with her brief background. She came to the County in January from Charlotte, NC. Phin grew up in the South and has been involved in DEI work for about 20 years. The Council’s focus will be to recognize, change, and to move forward. Cynthia Salas stated this journey will be an ongoing, ever-changing process. • Agenda reviewed. Selfa Saucedo announced that volunteers are needed for the August County Pride Campaign. Check in with Jackie Nuñez to volunteer. Motion made, seconded, and the agenda was approved. • Revisions to June 17, 2021, draft meeting minutes: <ul style="list-style-type: none"> ○ Cynthia Salas would like her comments from the last meeting included. She will provide the comments to Jennifer Holst. ○ Terri Anderson and Terri Lynn are the same person. • Motion made, seconded, and minutes approved, to include Cynthia Salas’s comments and Terri Anderson’s correction.
<p>Review and Adopt Operating Agreement</p> <p>All</p>	<ul style="list-style-type: none"> • Phin Xaypangna and Cynthia Salas introduced the Operating Agreement. The members broke into groups to review the agreement for any edits or additions. • Recommendations made by the members: <ul style="list-style-type: none"> ○ Formality of meetings (Boards versus Council). More clarification needed on discussion versus voting. ○ Recognize privilege: Add education. ○ Challenging with care: Be mindful of political stance (position). ○ One mic: Be mindful of time. Don’t monopolize conversation. ○ Honor our limits: Ask for help. ○ Safe space to talk about sensitive topics (brave space). ○ Own your intentions: Move challenging with care up on list for impact. ○ Responsibility of members to share resources and knowledge with the Council. Educate others. ○ We may have scenarios when we need to a voting process. Names of agencies who dissent should not be listed in minutes. ○ Welcome multiple viewpoints: last sentence, notice when <u>your</u> defensiveness and denial arise (self-check). • Phin will incorporate these changes and bring the final version to the group for adoption.

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<p>DEI Council Responsibilities & Expectations</p> <p>Cynthia Salas and Phin Xaypangna</p>	<ul style="list-style-type: none"> • Document reviewed. • Understand what’s happening in your department/agency. Have conversations with agency leaders. • You represent your department. Be comfortable talking with agency employees. • Suggestion from Cynthia Salas: ask agency directors to send an email to staff with information about the DEI Council and announcing who their liaison is with contact information. Use a symbol on email to identify as DEI Council liaison. This will need to be developed. • Dave Nafie asked how we will measure success and impacts (internal and community). How do we measure how people feel valued? Phin reminded group that this work is very fluid; adjustments and changes will be made as we go. This will be the journey on how to measure success. Cynthia Salas shared how she changed the narrative of her role. She was intentional about connecting with people and asking what others see and asked what is and what is not working. • If you’d like to meet with Phin Xaypangna to discuss how to meet with agency leadership, let her know. • There are a lot of expectations, but the council will work thru this together. • Deleene Walker stated there needs to be baseline education to employees on what DEI is about. • Phin Xaypangna suggested that DEI be a part of regular staff meetings. She is available to assist by attending staff meetings. We must produce the data to tell the story, see where the gaps are and why we’re focusing on DEI.
<p>DEI Work Plan FY22</p> <p>Phin Xaypangna</p>	<ul style="list-style-type: none"> • Council members should review the PowerPoint. • Area Agency on Aging is co-sponsoring and co-paying for the speaker series. • All conversations and meetings will lead to an Equity Action Plan. • Education will be a crucial component. • Phin Xaypangna is presenting a DEI Council status update to the Board of Supervisors on July 27. She’ll likely present every quarter. • Cynthia Salas asked if there’s a budget for training, education, and resources. Phin confirmed there is funding (approximately \$190,000 for this year) to implement the items on the workplan. • Plan updates will be an ongoing agenda item.
<p>Next Meeting</p>	<p>August 19, 2021</p> <ul style="list-style-type: none"> • Tentative Agenda: <ul style="list-style-type: none"> ○ Department Report/Sharing – Informal Assessment of Agencies/Departments ○ VC Strategic Plan – DEI Component <ul style="list-style-type: none"> ▪ Phin Xaypangna will send out the current and the proposed Plan for review • The majority of Council attendees want future meetings to be in-person.
<p>Future Topics</p>	<ul style="list-style-type: none"> • VC Strategic Plan Role of DEI Council Regarding Communication to Community when Incidents Occur • GARE (Government Alliance for Racial Equity) Network & Resources
<p>Minutes Preparation</p>	<p>Anna Cruz.</p>

Minutes approved on August 19, 2021.