

**Ventura County Medi-Cal Managed  
Care Commission (VCOMMCC) dba  
Gold Coast Health Plan (GCHP)  
Human Resources Cultural Diversity Committee Meeting**

Matilija Conference Room at Gold Coast Health Plan  
711 E. Daily Drive, Suite 106, Camarillo, CA 93010

**Monday, November 2, 2015  
5:00 p.m.**

**AGENDA**

**CALL TO ORDER / ROLL CALL**

**PUBLIC COMMENT** A Speaker Card must be completed and submitted to the Clerk of the Board by anyone wishing to comment:

- **Public Comment** - Comments regarding items not on the agenda but within the subject matter jurisdiction of the Committee.
- **Agenda Item Comment** - Comments within the subject matter jurisdiction of the Committee pertaining to a specific item on the agenda. The speaker is recognized and introduced by the Chair during the Committee's consideration of the item.

**1. APPROVAL OF MINUTES**

a. [Minutes of October 19, 2015](#)

**2. APPROVAL ITEMS**

- Chief Diversity Officer Job Description
- Recruitment Firm
- Diversity Program Vendor

Meeting Agenda available at <http://www.goldcoasthealthplan.org>

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ADMINISTRATIVE REPORTS RELATING TO THIS AGENDA AND MATERIALS RELATED TO AN AGENDA ITEM SUBMITTED TO THE COMMISSION AFTER DISTRIBUTION OF THE AGENDA PACKET ARE AVAILABLE FOR PUBLIC REVIEW DURING NORMAL BUSINESS HOURS AT THE OFFICE OF THE CLERK OF THE BOARD, 711 E. DAILY DRIVE, SUITE #106, CAMARILLO, CA 93010.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT TRACI MCGINLEY, CLERK OF THE BOARD, AT (805) 437-5509. REASONABLE ADVANCE NOTIFICATION OF THE NEED FOR ACCOMMODATION PRIOR TO THE MEETING (48 HOURS ADVANCE NOTICE IS PREFERABLE) WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.

**Ventura County Medi-Cal Managed Care Commission (VCMCC) dba Gold Coast Health Plan (GCHP)  
November 2, 2015 Human Resources Cultural Diversity Committee Meeting Agenda (*continued*)  
LOCATION: Matilija Conference Room, 711 E. Daily Drive, Suite 106, Camarillo, CA 93010  
TIME: 5:00 p.m.**

- 3. INFORMATIONAL ITEMS**
  - a. Legal Counsel Update

### **COMMENTS FROM COMMITTEE MEMBERS**

### **ADJOURNMENT**

Unless otherwise determined by the Committee, the next regular meeting of the Committee will be held on December 21, 2015 at 5:00 p.m. in the Matilija Conference Room at Gold Coast Health Plan, 711 E. Daily Drive, Suite 106, Camarillo, CA 93010.

**Ventura County Medi-Cal Managed Care Commission  
(VCMACC) dba Gold Coast Health Plan (GCHP)  
Human Resources Cultural Diversity Committee**

**Meeting Minutes**

**October 19, 2015**

*(Not official until approved)*

**CALL TO ORDER**

Committee Member Alatorre called the meeting to order at 5:55 p.m. in the Matilija Conference Room at Gold Coast Health Plan, 711 E. Daily Drive, Suite 106, Camarillo, CA 93010.

**ROLL CALL**

**COMMITTEE MEMBERS IN ATTENDANCE**

**Antonio Alatorre**, Clinicas del Camino Real, Inc.

**David Glycer**, Private Hospitals / Healthcare System

**HONORARY COMMITTEE MEMBER**

**Shaw Atin**, Ventura County Human Resources Director

**STAFF IN ATTENDANCE**

**Joe Ortiz**, Legal Counsel

**Traci R. McGinley**, Clerk of the Board

**Lupe Gonzalez**, Director of Health Education, Outreach, Cultural and Linguistic Services

**Steven Lalich**, Communications Director

**PUBLIC COMMENT**

None.

**1. APPROVAL ITEMS**

**b. Meeting Calendar**

Committee Member Glycer moved to approve scheduling the Committee meetings for the 3<sup>rd</sup> Monday of the month. Committee Member Alatorre seconded. The motion carried with the following vote:

AYE: Alatorre and Glycer.

NAY: None.

ABSTAIN: None.

ABSENT: None.

It was determined that a meeting was needed prior to the 3<sup>rd</sup> Monday of November, the Committee agreed on Monday, November 2, 2015 at 5:00 p.m.

**a. Chief Diversity Office Job Description**

The Committee reviewed the draft job description provided by Legal Counsel Ortiz and additional information suggested by Shaw Atin, Ventura County Human Resources Director. After discussion there was Committee consensus that Legal Counsel Ortiz would incorporate the changes and a 2<sup>nd</sup> draft would come before the Committee at the next meeting.

Discussion was held regarding the typical length of time to fill an executive recruitment, what needed to be in place even before GCHP would be able to hire a regular CDO and several options regarding an Interim Chief Diversity Officer (CDO). There was consensus from the Committee that the Plan would utilize Vicki Hewlett of Hewlett Greene Consulting act as the Interim CDO until such time that a regular CDO is hired by GCHP.

**c. Diversity Program Vendor Options**

The information provided was reviewed and discussion was held regarding the varied options and costs provided by the different vendors.

After review of the vendor material provided, the Committee requested Legal Counsel Ortiz obtain additional information from the following three vendors: clarusHR; Civility Partners, LLC; and County of Ventura to create a grid reflecting the services provided by those vendors.

**COMMENTS FROM COMMITTEE MEMBERS**

None.

**ADJOURNMENT**

Meeting adjourned at 7:10 p.m.