

**DEPARTMENT OF INSURANCE**

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**CDI INSURANCE DIVERSITY TASK FORCE  
4<sup>TH</sup> QUARTERLY MEETING  
MEETING MINUTES**

Thursday, November 5, 2015  
10:00 a.m. - 12:00 p.m.  
California Department of Insurance  
300 Capitol Mall, Sacramento, CA 95814

- I. **Welcome – Task Force Chair Melinda Guzman**
  - A. **Task Force Roll Call – Melinda Guzman**
  - B. **Attendee Introductions**
  - C. **Approve: 3<sup>rd</sup> Quarterly Minutes – Approved**
  - D. **Reappointments & Term Limits**
    - i. **Naveen Habib – Review of term staggering document reflecting updated process and procedure.**
  - E. **Melinda Guzman – Request swapping agenda items II and IV - Approved**
- II. **Task Force Reports (*originally agenda item IV*)**
  - A. **Legislative Subcommittee**
    - i. **Pat Fong-Kushida – The legislative sub-committee has some main topics in discussion, they are: adding Governing Board Diversity to the regulation and moving to make the Diversity Task Force a permanent committee.**
      - **Mark Morales – Have you discussed adding LGBT designation to the current regulations?**
      - **Pat Fong-Kushida – Yes.**
      - **Danielle Beavers – Is there an update on the legislative hearing the Task Force was interested in hosting in January or February 2016?**
      - **Chris Shultz – Current work-load limits ability to have hearing within the timeframe discussed.**
  - B. **Supplier Diversity Subcommittee**
    - i. **Salvador Peinado, Jr. – At our next meeting we would like to look at outreach and training schedules for insurers. Many of them are still in the early stages of their Diversity programs and we believe monthly trainings and/or webinars can be beneficial.**
    - ii. **Scott Syphax – Supports coaching/training on how to build Diversity programs. Outreach and training can assist in streamlining programs without adding additional work.**
    - iii. **Mark Morales – Diversity processes are the essentially the same, we could look to other industries too for additional learning experience.**
    - iv. **Janice Brown – Companies need to find the fastest way to make the needed changes, procurement staff do not have the power to make the needed changes. The changes need to happen from the top down.**
    - v. **Chris Shultz – Need to figure out where the c-suite executives meet for more networking.**
    - vi. **Scott Syphax – CEO listen to their Boards. Networking with the Board chairs could work too.**
  - C. **Governing Board Diversity Subcommittee**
    - i. **Scott Syphax – The 2015 Summit GBD Breakout had great conversations. We were able to share the difference between a resume and a board resume and answer inquiries about how to build a board resume. Having headhunters there helped share that a majority of boards members are found by informal searches.**
    - ii. **Pat Fong-Kushida – Was there any interest to add GBD to regulations?**
    - iii. **Scott Syphax – Not at the Summit Breakout.**

- III. **2015 Insurance Diversity Summit – Director, Insurance Diversity Initiative Naveen Habib**
- A. **Recap: 2015 Insurance Diversity Summit**
- i. **Melinda Guzman** – Need to brainstorm how to track success stories from the Summit matchmaking. Was it meaningful? How can it improve?
  - ii. **Naveen Habib** – 2016 Summit agenda is being drafted based on the feedback we have received and will continue to develop as we acquire additional feedback.
  - iii. **Melanie Shelby** – The 2015 Summit was a great group effort, applause all around.
  - iv. **Mark Morales** – SMA did a fabulous job with matchmaking; especially with day-of match meetings.
  - v. **Salvador Peinado Jr.** – Capability statements need to be sent earlier on.
  - vi. **Naveen Habib** – Yes, we are still educating diverse businesses with the recommended information and documents for these events. Many of them are new to this arena.
  - vii. **Pat Fong-Kushida** – The Summit is part of opening the doors for diverse businesses to introduce them to the available opportunities.
- IV. **Supplier Diversity Results – Naveen Habib**
- A. **Survey results posted publically on website today (11/5/2015)**
- i. **Danielle Beavers** – How is survey audited?
  - ii. **Naveen Habib** – We trust insurance companies are transparent with us and tell the truth. We have worked hard and continue to work to ensure that the survey remains informative and useful for those interested.
  - iii. **Pat Fong-Kushida** – Can the PowerPoint from the Summit be put into a one-pager?
  - iv. **Naveen Habib** – We plan to post publically different resources on the website; including the PowerPoint from the Summit.
- V. **IDI Staff Updates – Naveen Habib**
- A. **Website + Diversity Events Calendar**
- i. **Website Updates**
    - Supplier Diversity Results
    - 2015 Summit documents, including resource documents
  - ii. **Diversity Events Calendar**
    - Any communication with Diversity stakeholders, share with [Durriya.Syed@insurance.ca.gov](mailto:Durriya.Syed@insurance.ca.gov), we are happy to help spread the word.
- VI. **2016 Quarterly Meeting Dates – Naveen Habib**
- A. **Monday, March 14 | 10 AM – 12 PM (PST)**
  - B. **Monday, May 9 | 10 AM – 12 PM (PST)**
    - i. **Elections: Chair & Vice Chair**
  - C. **Monday, August 1 | 10 AM – 12 PM (PST)**
  - D. **Thursday, October 20 | 10 AM – 12 PM (PST)**
- VII. **Attendee Updates**
- A. **Open forum for all attendees to provide any Diversity-related updates**
- VIII. **Next Steps and Adjourn – Melinda Guzman**