

Professional Development Committee

Mission Statement: To encourage Professional Development and Career Advancement for CEMA represented employees through professional development activities including seminars, workshops, and other events and by overseeing CEMA negotiated tuition and professional development reimbursement programs

Date | time 3/17/2023 12:00 PM | *Location* Zoom Meeting

<https://us02web.zoom.us/j/120665715?pwd=cDlZVld1WHhLV1dERU5CTWFFL2pCQT09>

Meeting called by Lawrence-Michael C. Arias

Type of meeting Monthly Meeting

CEMA BR Adam Cole/Zeb
Feldman/Lawrence
Su/Jonathan Brown

Note taker Lawrence-Michael

Timekeeper Lawrence-Michael

Attendees: Lawrence-Michael, Kiyoshi, Lawrence, Alfredo, Teresa,

Please read/watch: <https://youtu.be/8sjA90hvnQ0> & <https://youtu.be/INdKgBPEI-8>

Please bring N/A

Agenda Items

Topic	Presenter	Time allotted
✓ 1. Introductions/Catch Up/Session Assignment of duties <ul style="list-style-type: none"> a. Possible Guests/potential committee members <ul style="list-style-type: none"> i. Kiyoshi Mana ii. Alfredo Mateo 	Lawrence-Michael (LM)	15 Mins
✓ 2. Mid-Level Manager Summit – The Power of Synergy (May 23, 2023 8:15 am – 5 pm Charcot Training Center – Guest Speaker Miriam Vargas-Padilla) <ul style="list-style-type: none"> a. Comes as a result of different types of feedback (Pulse survey, Open Enrollment courses etc.) b. Need to address employee burn out etc. c. Hopefully offer twice a year d. Objectives – 	Miriam Vargas-Padilla	25 Mins

Committee Members: Lawrence-Michael C. Arias (Chair),

Teresa Chagoya, Dawna Mencimer, Dolores Morales, Vihar Patel, Robin Rivas-Romano

OE3 Business Rep: Adam Cole, Zeb Feldman, Lawrence Su, Jonathan Brown

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<ul style="list-style-type: none"> i. make connections to build a network of peer support ii. Learning how to facilitate critical workplace conversations to promote collaboration iii. Creating opportunities to enhance leadership skillsets to adapt to workplace demands iv. Exploring tools and strategies to prioritize engagement through well-being e. Trying to organize as a pilot program f. Looking for CEMA's support, guidance, participation in the event g. Want to be able to provide resources and space to talk to people that day, so looking to have a session for a different group, shorter sessions – participation, want to hear from CEMA, send out flyer to CEMA Voice, perhaps a CEMA logo on flyer, will have marketing materials ready by first week of April and will send flyer with logo for approval. h. 		
<input type="checkbox"/> <ul style="list-style-type: none"> 3. Possible/Potential CEMA Events <ul style="list-style-type: none"> a. Meet the New County Executives (LM) <ul style="list-style-type: none"> i. Keynote Speakers: Dr. Jeffrey V. Smith, James Williams and Greta Hansen ii. Greta Hansen will be checking availability for May 2023 b. How do I develop/start a second career? – a CEMA Retiree Conundrum (LM) c. Nonviolent Communication (LM) d. Brainstorming <ul style="list-style-type: none"> i. Active listening ii. Changing conversation from Mental Health to Mental Fitness iii. What is available resources, and help identify for new members 	Various	10 Mins
<input checked="" type="checkbox"/> <ul style="list-style-type: none"> 4. Updates <ul style="list-style-type: none"> a. CEMA <ul style="list-style-type: none"> i. General Membership, possibly April? b. Wellness <ul style="list-style-type: none"> i. Striving for Work-Life Balance with Sheyna Heard Session 3: Your Time Matters <ul style="list-style-type: none"> 1. March 23, 2023 1:30 pm 2. https://sccgov-org.zoom.us/j/94096504589 	Various	5 Mins

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✓	5. Action Items <ul style="list-style-type: none"> a. Potential members – if you would like to join, contact LM to be placed on the permanent member roster (and monthly calendar invite) <ul style="list-style-type: none"> i. Alfredo Mateo officially requests to join! Welcome, Alfredo! Happy to have you! b. LM to follow up with Greta Hansen re: possible May event c. Miriam to forward flyer etc to committee for approval and inclusion in CEMA Voice d. All members continue to brainstorm or research possible potential leads for future events. 	LM	5 Mins
✓	6. Adjourn @ 1:00 pm	LM	0 Mins

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