

November 15, 2022 2 p.m. – 5 p.m. in person @ DSS 1ST Floor Conference Room 1225 Ramsey St.

DEI Advisory Committee Notes

Attendance

Chief Diversity Officer, Nikeisha Waring

General Manager/Co-Convener, Vicki Evans

Assistant County Manager, Brian Haney

HR Director, Dominique Hall

HR Recruitment Representative, Trina Whitfield

Admin, Cheribeth Thomas

Members Present:

Al Florez, Ann Thomas, Denise Schunk, Garry Crumpler, Ivonne Mendez, Jennifer Green, Kelly Moore, Megan McLaurin, Mia Kaleiwahea-Perry, Nora Armstrong, Ricky Hair, Terry Streets, Timothy Middleton, Vincent Evans and Yaminah Vereen

Members Absent:

Alissa Brashear, Cynthia McKinley, Hardin Brown, Sara Reyes, Telise Chavis and Tye Vaught

Welcome

- Welcomed members and called meeting to order

General Discussion

- Char-Meck DEI Conference attendants provided an overview about materials covered and their experience
- CDO Provided Update on:
 - Vacancies on the DEIAC

- Application process – confidentiality agreement does not need to be added to DEI application process because when employees are onboarded, they sign confidentiality agreements
- Cultural Calendar – to be placed on the DEI Webpage, POC compiled a list of federal observances for committee to review, discuss and/or make suggestions. Suggestions made included:
 - Containing list to the Intranet not on the website
 - Requesting feedback from employee about days that are important to them to be included in a blurb in the County Newsletter
 - Requesting feedback from employees how they use their floating holiday
 - Spotlight employee and their special holiday on Globe on website will have a link that directs them to additional holiday for that month

Practical Exercise 1 - Breakout Session

- Co-Convener explained the 1st charge for today’s meeting. Members were given instruction on what will take place in the breakout session.
- Committee split into their two Focus Groups: Internal Operations and Staff Recruitment
- Groups need to appoint a facilitator for the discussion, a scribe to document their discussion and someone to report out.
- Focus groups will:
 - Define next steps of top initiatives
 - Resources & effort involved
 - Stakeholder involvement
 - Timeline to fully implement
 - Document next steps of the top initiative to present to Executive Steering Committee
 - Work towards drafting and written documentation if needed for next steps
 - Complete the steps above for every prioritized initiative

Practical Exercise 1 – Report Out

- Each group’s spokesperson shared their group discussion/recommendations.
 - Group 1: Internal Operations – Initiative #
 1. Due to copyright laws, we would be unable to link the book of holidays on the county webpage.
 2. Diverse Community Outreach events can be added to the DEIAC webpage
 3. We can spotlight staff holidays in newsletter “How are you using your Floating Holiday?”
 - Group 2: Staff Recruitment – Initiative #: 12
 1. Discussed/Reviewed Diverse Hiring Panel policy draft (*see attached*)

Adjourned

- Committee members reminded of the next meeting Tuesday, December 13, 2022
- Meeting was adjourned.

https://www.cumberlandcountync.gov/docs/default-source/human-resources-documents/personnel-policy-procedures-manual/cumberland-county-personnel-policy-and-procedures-manual.pdf?sfvrsn=accb3206_2

Section 4.7 of Current Cumberland County Personnel Policy and Procedures Manual.

4.7 Hiring Procedure

Revised December 1, 2019

Selection Determination

Departments shall discuss all selection criteria for each vacancy with County Human Resources to ensure all selection methods are legally defensible and consistently applied to all qualified applicants.

Interviewing Protocol

Human Resources, considering management qualification preferences, will identify and refer qualified candidates. The department will use this referral to select a minimum of three candidates, if available, for interview.

Departments shall conduct a panel interview consisting of at least two employees using a structured format.

Department shall construct a diverse hiring panel including members from often overlooked underrepresented groups It is important to remember that diversity is not simply race, ethnicity, and culture, but also sexual orientation, gender identity, age, language, abilities/disabilities, socioeconomic status, geographic region, religion, or other defining characteristics. Members of the hiring panel may be staff members from another County Department or external agency. Departments may ask the Chief Diversity Officer or Human Resources for recommendations.

Department Heads or supervisors must ensure members of hiring panels are compliant with the required annual diversity, equity, and inclusion training prior to participating on a hiring panel (Reference Section XXXX of County Policy about training). Prior to the interview, panel members should review the Identifying and Avoiding Interview Biases Handout.

Due to limited staff and time resources, there may be situations where there is only one or two people from underrepresented populations on the hiring committee. Be mindful that these individuals do not become the "representatives for diversity." All hiring committee members, regardless of identity group, should be responsible for considering issues related to equity, inclusion, and diversity.

A telephone or video interview may be used as an initial screening process; however, an in person interview with the applicant is strongly encouraged before extending an offer for employment.

Upon arrival for an interview, the applicant must:

1. Read the job description and vacancy announcement
2. Complete a written candidate acknowledgement form
3. Sign release of information forms:

Commented [GC1]: Maybe we can change this to " Department Head or supervisor must ensure Employee is compliant with DE&I training policy prior to participation on a hiring panel!" Reasoning: if an interview is held 3 weeks into the calendar year, he/she/they may not be compliant however they may be compliant for the previous calendar year.

Commented [JG2]: https://training.hr.ufl.edu/resources/LeadershipToolkit/transcripts/identifying_and_Avoiding_Interview_Biases.pdf

It doesn't have to be this one. Just one I came across. My the new Chief Diversity Officer can help us modify and tweak for Cumberland County

- Employment Reference Check (three copies for external candidates or one from the current department for internal candidates)
- Background Information Form
- Authorization and Consent for Release of Information
- Fair Credit Reporting Act – Disclosure and Authorization 2019

Selection of Applicants

When the interview process has been completed, the department head or designee is responsible for verifying the education, license, credentials and accuracy of statements made in the application of the recommended candidate.

Department heads must complete and submit a hiring packet to Human Resources.

The hiring packet shall contain:

1. Hiring Checklist Sheet
2. Completed information for all interviewees
 - Interview questions and applicant response
 - Background Information form
 - Authorization and Consent for Release of Information
 - Fair Credit Reporting Act – Disclosure and Authorization 2019 form
 - Employee Reference Check forms
 - Applicant Acknowledgement form
 - Any other information/forms gathered during process
 - Signed attestation from the Department Head or HR Contact the hiring panel was diverse and panel members completed required DEI training and reviewed DEI Bias handout.
3. Additional information for recommended candidate
 - Completed Employee Reference Check forms (three for external candidates or one from the current department for internal candidates)
 - Form DD-214 Member 4 copy (if prior military-this will be used as one of the required references)

No offer of employment shall be extended until the hiring packet is completed, submitted and approved by the Human Resources Director.

Background Records Check

Prior to an employment offer, a national criminal record history will be conducted on all job applicants recommended for hire. Other background checks, which may include a driver's license record, will be completed based on the requirements of the position and to ensure compliance with the Fair Credit Reporting Act. The following practices and procedures will apply.

Unless otherwise provided by law, a criminal record will not automatically disqualify an job applicant/employee. The job applicant/employee will be informed that they may be excluded because of past criminal conduct and provided an opportunity to demonstrate that the exclusion does not properly apply to them based on regulatory requirements and the following criteria:

- The nature and gravity of the offense
- The time that has passed since the offense, conduct and/or completion of sentence
- The nature of the job held or sought

Any job applicant who is found to have deliberately withheld or falsified information pertinent to an application for employment may be disqualified from consideration for any position with the County. If the false or misleading statement is discovered after employment, the employee may be subject to termination.

Job applicants and employees of Cumberland County Child Enforcement who have access to Federal Tax Information (FTI) must complete a separate suitability background investigation prior to hire and thereafter every 10 years in accordance with NCGS 143B-935.1 and IRS Publication 1075. Employees and applicants of Child Support Enforcement will be provided this information in a timely manner in accordance with the regulation.

When conducting criminal background checks the County will follow all applicable state and federal laws.

(Ref. CC Personnel Ordinance Article IV Section 404)

Drug Screening

Employment offers are contingent upon a negative pre-employment drug test. Drug test must be completed within 24 hours of the conditional offer of employment.

Applicants who refuse a drug test or test positive will not be hired and shall be excluded from consideration of employment for a minimum of one year.

Failure to show or leaving the testing site prior to submitting a sample shall be considered a refusal to test.

For more information see Cumberland County Alcohol and Drug-Free Workplace Policy in Section 5.7 of this manual.

License/Certification/Transcripts

For positions requiring a license or certification, a copy of the license/certification must be provided no later than the first day of employment. For positions requiring a degree, the employee must provide the hiring department head with official transcripts within thirty (30) days of hire. Employees in such classifications are responsible for maintaining current, valid credentials as required by law. Failure to maintain required credentials may result in disciplinary action up to and including dismissal. (Ref CC Personnel Ordinance, Article IV

Cumberland County
Section XX–
Subsection XX:
Policy No. XXX: Career Development and Training

1.0 PURPOSE

This policy and procedure set out the measures that Cumberland County has in place to support its objectives in relation to staff training and development, and the responsibilities that staff at all levels have to ensure that the County develops a strong culture of learning and continuous development.

2.0 SCOPE

The requirements for mandatory training to include **diversity, equity and inclusion and related subject areas** apply to all Cumberland County staff.

Non-mandatory training arrangements apply to all Cumberland County Staff.

3.0 STATEMENT OF THE POLICY

Cumberland County is committed to employ motivated, professional and well-trained personnel who offer excellent customer service to all our citizens. This goal is achieved in the implementation of a comprehensive staff development program that begins on day one of employment with opportunities for employees to maximize their full work potential that continue throughout the work career. ~~All regular employees.~~ **All Cumberland County employees (probationary, regular, and trainee)** are eligible to participate.

Commented [IM1]: To match with the section 3.5

3.1 Training Options

The Continuous Learning Environment Series (CIRCLE) recognize job development beginning with the onboarding process and continue with options for personal growth or supervisory skills development at both the basic and advanced levels. Specific courses are designed by category within the training catalog with time requirements for completion identified.

Commented [AF2]: I would like to inquire about this. I do not think this is still a County Program. I have not seen a CIRCLE series since 2019.

Training options link career development to specific job skills within three basic key competencies, to include leading self, leading people and leading the organization Building future leaders is a priority within the training program, where course options may be selected as a part of the CIRCLE program or partnerships with external providers.

3.2 Training Notifications

Training opportunities are communicated to employees electronically via email or can be found within **Employee Self-Serve (ESS)-NEOGOV**.

3.3 Training Registration

Employees are encouraged to register for classes once published. Both employees and supervisors are responsible to participant in these learning opportunities and are required to:

Employees:

1. Seek out, register and complete the courses selected in the course offerings
2. Request approval from the immediate supervisor to attend training
3. Attend training as scheduled
4. Provide two-day advance notice when unable to attend
5. Print and bring all training materials as instructed

Supervisors:

1. Approve appropriate employee training requests
2. Plan for employees to attend training
3. Assign training based on individual and/or departmental needs

3.4 Career Development

Consideration is given to employees who complete job-related training for promotional opportunities during the recruitment process.

Add Section 3.5 Diversity, Equity, and Inclusion Training

Cumberland County is responsible for training all members of its workforce on diversity, equity and inclusion and related subject areas.

New employees must complete diversity, equity, and inclusion (DEI) orientation training within 90 days of hire date or by the end of the fiscal year, whichever is later. ADD IN SECTION ABOUT DEI DURING ORIENTATION AND AN INITIAL REQUIRED TRAINING

In addition, All Cumberland County employees (probationary, regular, and trainee) must complete at least **X hours** of annual training related to diversity, equity, and inclusion upon. Current workforce must complete training modules by the end of each calendar year starting with calendar year 2023. Department(s) or division(s) may require their employees to take DE&I training more frequently depending on the employees' responsibilities.

Department Heads may choose from the following options for annual training from their departments

Option 1

- complete at least **X** hours of Diversity in the Workplace Training available in NEOGOV LEARN
- Multiple trainings modules may be required to meeting the requirement of **X** hours of training.

Option 2

- Employees complete training(s) from a list of trainings recommended by the DEIAC, Human Resources, and the Chief Diversity Officer

Commented [JG3]: There are currently 5 in Neogov - ranging from 20 minutes to 45 minutes

Commented [JG4]: DEIAC committee could help develop and maintain list along with Chief Diversity Officer

Commented [AF5]: I wonder if we should create a learning path for new employees and one for annual training. Then they can be signed up based on that.

- Employees Recommended trainings can be found on XXXXX

Option 3

- Identify diversity, equity, and inclusion training for your department based on the identified needs of your departments.
- Some department have existing policies that require training related to diversity, equity, and inclusion to meet local, state, or federal requirements. These trainings are acceptable as long as they otherwise meet the requirements of this policy

Department Heads and supervisors

- Communicate the training requirement to direct reports
- Identify and designate training for their department (Option 1 or Option 2 or option 3)
- Require current workforce to complete training within required timeframes.
- Ensure and verify that workforce has completed the required DEI trainings each fiscal year.
- Electronically document workforce members who have completed the required DEI trainings in NEOGOV???
- Include completion of the required online DEI trainings in employee performance plans and document status of completion in the employee’s performance annual evaluation in NEOGOV
- By the end of each calendar year, submit written attestation to Human Resources that all employees in the Department have completed training

Commented [IM6]: Anniversary date?

Commented [IM7]: Yes, is possible.

Commented [AF8R7]: We can have reports to be received routinely if needed.

Commented [JG9]: From Garry: I'm not sure that all department use NEOGOV for evaluation. I have not received one since I have been at the County.
From Jenn: Noted! We probably need a timeline from HR about roll out in other departments

Commented [IM10]: Maybe end of calendar year?

Employee (probationary, regular, and trainee)

- Complete training as assigned by department head or supervisor.
- Forward any questions or concerns pertaining to DE&I training to the Chief Diversity Officer.

DEIAC Committee Members

- Develop list of recommended trainings related to diversity, equity, and inclusion
- Review and update the recommended list of trainings as least annually