



Cumberland County Diversity, Equity, and Inclusion Advisory Committee (CCDEIAC)

Charter

Vision

The Cumberland County Diversity, Equity, and Inclusion Advisory Committee (CCDEIAC) will help create and promote a culture that celebrates the diversity of our workforce and community, incorporates equity in all aspects of the work we do, and strives to be as inclusive as possible.

Mission

The mission of CCDEIAC is to foster an environment that attracts the best talent, values diversity of life experiences and perspectives, and advances the County's mission and goals that enrich our community.

Purpose

The CCDEIAC will advise and guide County government to ensure integration of diversity, equity, and inclusion with the County's mission, operations, strategies, and business objectives as we serve the community with P.R.I.D.E.

Definitions

Diversity: The range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, socioeconomic status, physical ability or attributes, religious or ethical values systems, national origin, political beliefs, and cultures. Diversity means more than just acknowledging and/or tolerating difference. It is a set of conscious practices that seek to understand and appreciate the interdependence of humanity, cultures, and the natural environment.

Equity: Ensuring that everyone has support and access to the resources needed to be successful and identifying and eliminating barriers that have prevented the full participation of communities most impacted by systemic oppression. Equity differs from equality. Equality refers to treating everyone the same but does not necessarily lead to equitable outcomes because diverse communities have diverse needs and have faced varying obstacles and inequities.

Inclusion: Ensuring that people of all backgrounds, identities, abilities, perspectives, and beliefs have an equal opportunity to belong, achieve, and contribute to the organization. An inclusive institution promotes and sustains a sense of belonging; it values and practices respect where all people are recognized for their inherent worth and dignity, talents, beliefs, backgrounds, and ways of living.

Membership Criteria

Members will be selected by County Management from among regular employees who express interest in participation and who have approval from their Department Head after review of application responses, current workload, and job performance. When considering membership, all efforts will be made to reflect a diverse group of employees, taking into consideration, race, ethnicity, gender, age, department and job classification.

Members will serve two-year terms. Committee vacancies will be filled twice annually, and at other times as needed. A nominating group from within the CCDEIAC will review applications and forward their recommendations to the Executive Steering Committee, who will select new members from the recommended pool of applicants.

Executive Steering Committee

An Executive Steering Committee shall be formed for the purpose of administrative oversight of the CCDEIAC. The Executive Steering Committee shall be composed of members of the County Management Team.

Subcommittees/Ad Hoc Committees

In the course of its operations and for the benefit of task or initiative completion, the CCDEIAC may create standing subcommittees and/or ad hoc committees as it deems necessary and appropriate. Such subcommittees and/or ad hoc committees may include CCDEIAC members, other employees of Cumberland County Government who are not CCDEIAC members, internal and/or external subject matter experts, or some combination thereof.

Responsibilities

The following are the responsibilities of the CCDEIAC:

- Review Cumberland County Government programs, policies, and initiatives, including strategic action plans, reports, and policy statements, and make recommendations to County Management and the Board of County Commissioners, in support of diversity, equity, and inclusion in the workplace
- Develop, monitor, and update an organizational diversity, equity, and inclusion Strategic Plan focused on advancing said initiatives in the areas of policy, training, staff recruitment and retention, internal operations and community outreach/engagement
- Bring best practices, data and research to develop clear Strategic Plan metrics and track progress and outcomes

Updated based on March 15, 2022, DEIAC meeting consensus of Membership Criteria Change and addition of DEIAC nominating committee.

- Develop and support initiatives and goals aimed at promoting diversity and inclusion in Cumberland County Government
- Serve as representatives of a cross section of county employees who can express ideas, advise and make recommendations related to diversity, equity and inclusion to the Executive Steering Committee
- Support the County Manager in other appropriate ways to foster an atmosphere of acceptance, inclusion, equity, and diversity in Cumberland County Government
- Support Cumberland County Government Department Heads, Managers and Supervisors in their efforts to enhance and promote diversity in their respective departments
- Provide periodic reports of its goals and progress to the Board of County Commissioners, County Management, all employees and to the public
- Identify new and emerging issues that can impact a diversity, equity and inclusion culture

Authority and Accountability

The CCDEIAC will recommend actions, under the conditions of the charter, to the Executive Steering Committee. If recommended actions are approved, the County Manager will direct appropriate individuals or departments to carry out the actions.

The CCDEIAC will submit annual summaries of actions to the Executive Steering Committee.



Cumberland County Diversity, Equity, and Inclusion Advisory Committee (CCDEIAC)

DEIAC TERM COMMITMENT

APPROVED THRU CONSENSUS ON 3/15/2022

TERM COMMITMENTS OF DEIAC MEMBERSHIP

Upon implementation of the membership rotation schedule, members will serve two-year terms. Current members may request to be removed from membership of the committee. Members who rotate off the Committee may re-apply for membership after a two-year hiatus.

APPLICATIONS

In May and November, and at other times as member vacancies occur, a call will go out inviting all County employees to apply for membership on the Committee. Employees may only apply via the application form on the County Intranet. Applications will be active for a one-year period.

NOMINATING GROUP

A nominating group will be made up of five (5) Committee volunteers. Term of membership will be one (1) year. If more than five members volunteer for the group, the Committee as a whole will select from the volunteer pool. The nominating group must have a majority present to meet. Moving forward a recommendation requires a majority consensus.

The nominating group will review applications and make recommendations to the Executive Steering Committee for vacant member slots as well as annual membership rotation. The Executive Steering Committee will make the selections in accordance with the DEIAC Charter. Each group will strive to ensure that membership on the Committee will continue to reflect a representative demographic mix of the County's workforce.

ROTATION SCHEDULE

YEAR ONE)

May 2023 – The committee will ask six (6) members to voluntarily step down

June 2023 – If not members volunteer to step down, the committee will hold a lottery at its June meeting

July 2023 – The committee will open applications to all County government employees

Aug 2023– The Nominating Group will review applications and send a slate of recommended new members to the full DEI committee for its August meeting (this will be the last meeting for those who volunteered/ were selected by lottery to rotate off)

Sep 2023 – The new committee members will start their two-year terms

Nov 2023 – The committee will ask five (5) of the original members to step down

Dec 2023 – If not members volunteer to step down, the committee will hold a lottery at its January meeting

Jan 2024 – The committee will open applications to all County government employees

Feb 2024 – The Nominating Group will review applications and send a slate of recommended new members to the full DEI committee for its February meeting (this will be the last meeting for those who volunteered/ were selected by lottery to rotate off)

Mar 2024 – The new committee members will start their two-year terms

YEAR TWO

May 2024 – The committee will ask six (6) of the original members to step down

June 2024 – If not members volunteer to step down, the committee will hold a lottery at its June meeting

July 2024 – The committee will open applications to all County government employees

Aug 2024– The Nominating Group will review applications and send a slate of recommended new members to the full DEI committee for its August meeting (this will be the last meeting for those who volunteered/ were selected by lottery to rotate off)

Sep 2024 – The new committee members will start their two-year terms

Nov 2024 – The committee will ask five (5) of the original members to step down

Dec 2024 – If not members volunteer to step down, the committee will hold a lottery at its January meeting

Jan 2025 – The committee will open applications to all County government employees

Feb 2025 – The Nominating Group will review applications and send a slate of recommended new members to the full DEI committee for its February meeting (this will be the last meeting for those who volunteered/ were selected by lottery to rotate off)

Mar 2025 – The new committee members will start their two-year terms