

June 21, 2022 2 p.m. – 5 p.m. in person @ Health Dept. 3rd Floor - Board Rm, 1235 Ramsey St.

DEI Advisory Committee Notes

Attendance

General Manager/Co-Convener, Vicki Evans

Interim HR Director, Brian Haney

PIO/DEI Admin, Cheribeth Thomas

Members Present:

Al Florez, Alvin Chestnut, Ann Thomas, Denise Schunk, Garry Crumpler, Ivonne Mendez, Mia Kaleiwahea-Perry, Nora Armstrong, Ricky Hair, Sara Reyes, Terry Streets, Timothy Middleton

Members Absent:

Alissa Brashear, Cynthia McKinley, Hardin Brown, Jennifer Green, Kelly Moore, Megan McLaurin, Telise Chavis, Tye Vaught and Vincent Evans

Welcome

- Co-Convener welcomed the members back.
- Consultant seeking CDO, Developmental Associates, introduced themselves to the committee

General Discussion

- Developmental Associates, the consultants who will be conducting the job analyses for the Chief Diversity Office (CDO) role provided the following questions, so the committee can provide feedback (please see attached)
 - i. What are the challenges/ opportunities facing this position/organization/ community in the next 1-3 years?
 - ii. What are the top 3-5 priorities/issues the new person must focus on in the next year?
 - iii. What is an example (critical incident) of the current or most recent incumbent performing at a high level? (Purpose – to use this as a standard and for creating exercises).

- iv. What are the key (MOST IMPORTANT) responsibilities of this position (not simply restating the job description)?
- v. What is the key knowledge, skills and abilities that the individual must have?
- Updates were provided on:
 - New DEIAC member – Yaminah Vereen
 - New ex-officio member – Tanisha Slaughter
 - Updates on feedback from ESC on carrying out initiatives, ESC was excited with suggestions and it brought forth more ideas on how to help with recruitment such as a County Career Fair, initiatives we hope to have an impact on July 21st Career Fair
 - DEI video
 - Affinity groups
 - Email contacts
 - Suggestions on items for county government week (monitors, leave behinds)
 - Bright signs not every county building has them PIO team is taking inventory to see what departments don't have them so we can obtain them, PIO will coordinate content
- Committee through consensus reviewed and approved the:
 - May 17, 2022 meeting notes
- Brian Haney, HR Interim Director asked committee for any ideas they have for retention
 - Time in service pay
 - Bringing back longevity
- Committee went over assigning members to certain tasks to move initiatives forward. (see attached)

Adjourned

- Meeting was adjourned.

DEIAC FEEDBACK TO CONSULTANT

1. ***What are the challenges/ opportunities facing this position/organization/ community in the next 1-3 years?***
 - a. Some departments have their own state mandates which they must include DEI into their policies, its siloed and not holistic as a county. The challenge would be how to bring all of those together and meet statutory mandates.
 - b. Legitimizing the work and not politicizing the work, getting buy in and how it affects the county holistically
 - c. How to keep on track with high turnovers and New staff coming on board
 - d. Economy, reaching high risk communities, adapting to new norm, ensuring this individual implements best practices internally/externally
 - e. Challenge of having different cultural backgrounds to understand and becoming a cultural broker
 - f. Understanding the nuances of the county and the cultural here in the county
 - g. Educating, how to transfer knowledge of DEI part of cultural starting from the top down
 - h. Opportunity to collaborate with the City CDO, create partnerships, navigate political aspect of position while representing the county

2. ***What are the top 3-5 priorities/issues the new person must focus on in the next year?***
 - a. Getting to work on strategic plan initiatives
 - b. Data gathering (ongoing), Get the lay of the land, environmental scan, asset mapping, analyzing and then determine next steps in accordance with the strategic plan. Driven by qualitative and quantitative data.
 - c. Being conscious of different agendas and focus on our goals
 - d. Getting buy in from current staff
 - e. Review/ unification of Policy and procedures

3. ***What is an example (critical incident) of the current or most recent incumbent performing at a high level? (Purpose – to use this as a standard and for creating exercises).***
 - a. Affectively mediate community tensions, finding ways to unify people vs polarizing people
 - b. What would you do if policy and procedures are in place but a managerial position refuses to follow the policies and procedures?
 - c. What happens when an employee participates in a protest and something illegal takes place how would they handle this?
 - d. Addressing an incident that deals with religion and not allowing employees the time to honor their religious beliefs

4. ***What are the key (MOST IMPORTANT) responsibilities of this position (not simply restating the job description)?***
 - a. Selling the vision of DEI, setting an example
 - b. Observing the community, outreach in the community, starting the conversation in the community of what is needed, staying informed
 - c. Advocate for employees be the voice

5. *What is the key knowledge, skills and abilities that the individual must have?*

- a. Strong facilitating skills, ability to facilitate difficult conversations
- b. Be able to manage stakeholders, agile cert
- c. Outstanding communication skills
- d. Complete cultural understanding
- e. Would be nice if they were bilingual

DEIAC initiative tracking as of June 21, 2022

	Video	Bright Signs in employee occupied county buildings	County Government Week	Calendar on DEI webpage	Calendar of Local Events on County webpage	DEI specific training policy	What DEI specific training other governments require/offer	Diverse Hiring Panel Policy	County wide Job Fair Thursday, July 21st	Listing of Affinity Groups with email/contact info/tags
Responsible Department	PIO	PIO	PIO	PIO	ITS/PIO	HR	HR	HR	HR	HR/PIO
Department POC	NOTE - FOR PIO REQUESTS, SUBMIT HELPDESK TICKET								Amanda Turnmire	Amanda Turnmire
DEIAC POC	Ivonne Mendez		Nora Armstrong	Nora Armstrong	Al Florez	Al Florez	Al Florez	Dr. Jennifer Green	Nora Armstrong	Ann to coordinate list
	Ann			Denise		Dr. Jennifer Green		Nora Armstrong	Cheribeth	Al to create shareable list
	Denise					Ivonne		Garry	Denise	
	Al								Ann	
	Tim								Alvin	
	Mia								Mia	
	Alvin								Sara Reyes	
	Garry								Ricky Hair	

Vicki Evans: from Nora:
I have created content for many library handouts and understand PIO's workflows and processes from an internal customer point of view

Vicki Evans: from Dr. Green
We have a list of observances that we try to recognize in some way at the Health department. I can send that list to whoever volunteers to coordinate that effort.

Vicki Evans: from Nora:
I have a wonderful resource, Chase's Calendar of Events, that lists national/international holidays, observances, celebrations, etc.

Vicki Evans: from Nora:
This is one of the reasons I joined the committee – the need is acute and I'd like to help in this effort

Vicki Evans: from Al Florez: When I visit the link provided by Lisa, it requires a subscription at \$379.88 USD per seat/year. I would also like to offer as the point of contact to help work with HR on the DEI Training aspects. I work closely in Learn now and I have community partnerships with local and state agencies that lead DEI to help gather training documents and develop our own, some of which are the Fayetteville/Cumberland Human Relations Commission, Fayetteville DEI Director, UNC System Racial Equity Task Force, and NCOHR Diversity & Inclusion (EEO) Administration.

Vicki Evans: from Nora:
I have created content for many library handouts and understand PIO's workflows and processes from an internal customer point of view

Vicki Evans: from Dr. Green
We're also currently building our list of social media handles for our partners. I can send that to whoever volunteers for that effort.