

January 17, 2023, 2 p.m. – 5 p.m. in person @ 117 Dick Street, 1<sup>st</sup> Room 119

# 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

**Admin**, Cheribeth Thomas

### **Members Present:**

Cynthia McKinley, Denise Schunk, Garry Crumpler, Ivonne Mendez, Jennifer Green, Mia Kaleiwahea-Perry, Nora Armstrong, Terry Streets, Timothy Middleton, Vincent Evans and Yaminah Vereen

### **Members Absent:**

Al Florez, Alissa Brashear, Ann Thomas, Hardin Brown, Kelly Moore, Megan McLaurin, Ricky Hair, Sara Reyes and Telise Chavis

## Welcome

- Welcomed members and called meeting to order

## General Discussion

- Committee through consensus reviewed and approved the:
  - November 15, 2022, meeting notes
- Amanda Bader, Solid Waste Director, presented the landfill expansion project and Environmental Justice Report for the Ann Street Landfill to discuss ideas and suggestions to ensure that Diversity, Equity and Inclusion is being considered.
- CDO Provided Update/Reviewed on:
  - Vacancies on the DEIAC

- Application/application process
  - Members suggested to add ground rules to application packet, also to include a check box that applicants would check off once they reviewed ground rules signifying that they have reviewed/agree to ground rules.
  - Members recommended to have a two-week time period for county employees to submit applications
- Proposed updates to DEIAC Meeting Structure and Ground Rules
  - Attendance stipulations will be added to ground rules
    - Members who do not notify co-conveners of absence will be considered as an unexcused absence
    - Members must commit to attending 75% of all meetings during the year.
    - Members will be contacted after one unexcused absence.
    - Member's supervisor will be contacted after two unexcused absences.
    - Members department head will be contacted after three unexcused absences notifying them that the membership has been terminated.
  - Updates to meeting structure
    - At the beginning of each meeting, one member will be designated the task of being the timekeeper to ensure that the scheduled meeting agenda is being followed and to manage time limits set for each agenda item.
    - Amendments to the meeting agenda must be approved by consensus by all CCDEI members at the beginning of the meeting.
- Discuss /Review the Diverse Hiring Panel Policy
  - Members reviewed draft policy and agreed on consensus that the policy can be discussed further to the February DEIAC Meeting.
- Career Development and Training Policy will be forwarded to February DEIAC Meeting for discussion/review
- Kim Honan, ITS Enterprise Solutions Manager, presented the Nifty Project Platform to the committee (Initiative #5) which will assist committee by having a central dashboard that tracks progress and provides a forward-facing dashboard for transparency

## Adjourned

- Committee members reminded of the next meeting Tuesday, February 21, 2022
- Meeting was adjourned.