

March 21, 2023, 2 p.m. – 5 p.m. in person @ Courthouse Room 119

# DRAFT DEI Advisory Committee Notes

## Attendance

**Chief Diversity Officer**, Nikeisha Waring

**Human Resources Director**, Dominique Hall

**Assistant County Manager**, Brian Haney

**Admin**, Cheribeth Thomas

### Members Present:

Ann Thomas, Cynthia McKinley, Ivonne Mendez, Jennifer Green, Kelly Moore, Mia Kaleiwahea-Perry, Nora Armstrong, Terry Streets, Timothy Middleton, Vincent Evans and Yaminah Vereen

### Members Absent:

Alissa Brashear, Garry Crumpler and Sara Reyes

## Welcome

- Welcomed members and called meeting to order
- Assigned a timekeeper.

## General Discussion

- Committee through consensus reviewed and approved the:
  - March 21, 2023, Meeting Agenda
  - February 21, 2023, meeting notes
- DEIAC Discussed, Review and Revised the following:
  - Meeting Structure and Ground Rules
    - Policy through consensus was approved to be forwarded to HR
  - DEIAC Application
    - Revisions were provided, with revisions committee has agreed to approve.
  - Diverse Hiring Panel Policy

- Policy through consensus was approved to be forwarded to HR
  - Career Development and Training Policy
    - Policy through consensus was approved to be forwarded to HR
  - Committee Vacancies
    - Reviewed and determined how many vacancies are on the committee, determined process for announcing vacancies
    - Discussed term commitments and clarified that term rotations are in September.
  - Initiatives/sub task
    - Reviewed initiatives and sub task, committee members volunteered to be POC for task that were left with an open POC slot due to member vacancies
- Brian Hany, Assistant County Manager, discussed a DEIAC Survey being sent out to all committee members, members were asked to provide their candid feedback and informed that their response is anonymous.

## Practical Exercise 1 - Breakout Session

- Co-Convener explained the charge for today's breakout session. Members were given instruction on what will take place in the breakout session.
- Committee split into 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.
- Review Initiative(s) and determine/prioritize
  - Initiative(s) the group would like to move forward
  - estimate the timeline to fully implement
  - effort and resources involved
  - next steps

## Practical Exercise 1 – Report Out

- Each group's spokesperson shared their group discussion/recommendations
- **STAFF RECRUITMENT** – Initiative 14.1
  - Discussed mentor program
  - Difference between mentoring vs. coaching
  - Mentors should have leadership and/or DEI Training
  - Time Commitments for mentor (1 year)
  - Set up a process for mentor program
- **INTERNAL OPERATIONS** – Initiative 7.5
  - DEI questions in Trivia
  - Inventory DEI supplies and tables
  - DEI have table set up at Employee Appreciation Day
  - DEI table set up at county buildings

# Adjourned

- Committee members reminded of the next meeting Tuesday, April 18, 2023
- Meeting was adjourned.