



*Cumberland County*

## Diversity, Equity and Inclusion (DEI) Advisory Committee

May 16, 2023, 2 p.m. – 5 p.m. in person @ 300 Maiden St, Headquarters Library - Pate Room

# DRAFT DEI Advisory Committee Notes

## Attendance

**Chief Diversity Officer,** Nikeisha Waring

**Human Resources Director,** Dominique Hall

**Assistant County Manager,** Brian Haney

**General Manager/Co-Convener,** Vicki Evans

**Admin,** Cheribeth Thomas

### **Members Present:**

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

### **Members Absent:**

Sara Reyes

## Welcome

- Welcomed members and called meeting to order
- Assigned a timekeeper – Nora Armstrong

# General Discussion

- Committee through consensus reviewed and approved the:
  - May 16, 2023, Meeting Agenda
  - April 18, 2023, meeting notes
- DEIAC provided updates on:
  - DEIAC Application Nominating Group Committee
    - 18 applications for the April 2023 DEIAC Recruitment
    - Nominating Group had the following suggestions:
      - Create a rubric for grading apps
      - Create a standardization to the application submission
      - Provide access to Nominating Group to DEIAC Dashboard
  - DEIAC After Action – County Government Week
    - Poster was awesome
    - Tables should be set up earlier
  - Meeting Logistics
    - Remote attendance to meeting – obstacles finding a meeting space that can accommodate the DEIAC which also has the technology available. The committee recommended allowing Remote attendance in extenuating circumstances which will be approved by the CDO.
    - Meeting Time – committee discussed changing the meeting time instead of 3 hours to two hours making the meeting more efficient. Examples of making the meeting more efficient were requested and the committee requested to be able to move forward recommendations/decisions with a vote instead of consensus. The committee recommended changing the meeting from 2-5 p.m. to 3-5 p.m.
  - Mentorship Guidelines review
    - Grammatical and format revisions were provided
    - HR asked for guidelines to be provided about what the mentorship program would look like.
  - Digital Comment Box (Initiative 7.6)
    - Graphic and blurb were moved forward with the addition of an additional line added that feedback will be given to submitter.

## 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 10, 11 & 13
  - Excel (Live) Document of Affinity/Partnership Groups for social media – CDO to upload excel sheet into NIFTY and provide access to the whole committee
  - Discussed multiple Job Fairs to attend – encouraging departments to share with each other the events they are going to
- **INTERNAL OPERATIONS** – Initiative 7.7 - Calendar Placement on Intranet
  - Place link to cultural calendar book on intranet
  - Video of floating holiday use
  - Advertising in County newsletter with a cultural spotlight
  - DEI Brag box
  - Different Departments doing DEI Education Day

## Adjourned

- Committee members reminded of the next meeting Tuesday, June 20, 2023
- Meeting was adjourned.