



Cumberland County

Diversity, Equity and Inclusion (DEI) Advisory Committee

June 20, 2023, 3 p.m. – 5 p.m. in person @ Cumberland County Courthouse 117 Dick St. Room 119

DRAFT DEI Advisory Committee Notes

Attendance

Chief Diversity Officer, Nikeisha Waring

General Manager/Co-Convener, Vicki Evans

Members Present:

Cynthia McKinley, Ivonne Mendez, Jennifer Green, Mia Kaleiwahea-Perry, Nora Armstrong, Timothy Middleton, and Yaminah Vereen

Members Absent:

Ann Thomas, Garry Crumpler, Kelly Moore, Sara Reyes, Terry Streets and Vincent Evans

Welcome

- Welcomed members and called meeting to order
- Assigned a timekeeper – Yaminah Vereen

General Discussion

- Committee through consensus reviewed, updated and approved the:
 - June 20, 2023, Meeting Agenda
 - May 16, 2023, meeting notes
- CDO provided updates on:
 - DEIAC Application Nominating Group Committee
 - Trend across DEI World:

- Belonging is being added across the state to the DEI acronym
 - Putting emphasis on E – for equity
- Attended Library Job Fair – engaged attendees and informed them of our DEI incentives
- Departments can contact CDO for DEI training
- DEI Blurb for cultural federal holidays have been recognized in newsletter
- DEI Update in August BOC Meeting
- Executive Steering Committee Updates:
 - Management Team access to Nifty
 - Meeting Structure and Ground Rules Revisions
 - Approval of change in meeting time; 3 - 5pm
 - Approval of the voting system
 - Approval of virtual meetings
 - Initiative 7.6 DEI Box with additional verbiage for DEI Suggestion Box Approved
 - Clear definitions and use for the suggestion box should be posted.
 - Verbiage below was approved:
 - ***Have questions, concerns or suggestions related to Diversity, Equity and Inclusion? Use our online suggestion box to give candid feedback, submit questions or concerns to help Cumberland County promote and implement Diversity, Equity and Inclusion in the workplace.***
 - Initiative 7.7 Cultural Calendar Placement on Intranet & activities
 - Approval of Link to Chase Calendar of Events on Intranet
 - Approval of Employee Spotlight in County Newsletter
 - DEI Education Day
 - DEIAC Applications
 - Approval of Nominating Committee Applications
 - Request for Nominating Committee to select alternates
 - Rubric Discussion

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: Mentoring Program & Initiative 10: Affinity Groups
 - CDO brought draft policies, got through first sections,
 - Suggestions for Mentor guidelines to be a mentor
 1. Employees need to be here at least a year,

- 2. Employees must have no disciplinary actions,
 - 3. Employees must have approval by department head
- Profiles for mentee and mentor, will be created.
- Create training in neo gov that would be required, some DEI training that would also be required.
- **INTERNAL OPERATIONS** – Initiative 7.7 - Calendar Placement on Intranet
 - Not all employees are aware of floating holiday, suggest CDO cover this during leadership team meeting with department heads and possibly have employees sign the policy to show that they are aware.
 - Suggestions to educate county staff about the floating holiday, joining the committee, applications, tri fold pamphlet with crossword or word search puzzle, place in clear plastic bag then designate someone to deliver packet to remote site locations
 - Setting up a table spending 2-3 hours in a department with packet.
 - Brochures could also be used at recruiting events and during onboarding.

Adjourned

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