



Cumberland County

Diversity, Equity and Inclusion (DEI) Advisory Committee

August 15, 2023, 3 p.m. – 5 p.m. in person @ Headquarters Library – 300 Maiden Lane – Pate Room

DRAFT DEI Advisory Committee Notes

Attendance

Chief Diversity Officer, Nikeisha Waring

General Manager/Co-Convener, Vicki Evans

Human Resources Director, Dominique Hall

Assistant County Manager, Brian Haney

Members Present:

Cynthia McKinley, Ehsan Momeni, Jennifer Green, Kelly Moore, Mahailia Gaines, Mikala Glanton, Nora Armstrong, Pricilla Webb, Samantha Bellmont, Timothy Middleton, Vincent Evans

Members Absent:

Ann Thomas, Terry Streets and Yaminah Vereen

Welcome & Introductions

- Welcomed all new and experienced members and called meeting to order
- Assigned a timekeeper – Mahailia Gaines
- Administrative Team was introduced
- New members participated in an Ice Breaker: Two Truths & a Lie

General Discussion

- CDO Informed Committee of new member Focus Group Assignments

- Committee through voting reviewed and approved the:
 - August 15, 2023, Meeting Agenda w/o changes
- CDO provided Updates:
 - Initiative #5 – Platform Change Nifty -
 - Outlook Planner did not have all the features and functionality of Nifty. ITS would not be able to build Outlook Planner in-house. ITS provided other compatible software recommendations to review due to budget constraints
 - DEIAC Application
 - Previous DEIAC Applications difficult to view and manage, ITS created an application form in Laserfiche that will allow applicants to access and submit their application. The software will allow the nominating committee to produce a PDF of each application to disseminate and review. This new software will also create a database of all applicants that can be viewed on a Sisense dashboard.
 - DEIAC Recognition
 - BOC approved the use of the county seal on all DEIAC certificates and documents.
 - Invitations were disseminated to all previous DEIAC Members which will be recognized at the 9/5/2023 BOC Meeting @ 9 a.m.
 - SEPTEMBER 2023 Statewide DEI Meeting
 - Quarterly DEI HR Training will be held in Fayetteville. Chairwoman Dr. Toni Stewart as well as the CDO Nikeisha Waring will have an active role in the meeting.

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
 - Group gave an overview of the Mentorship Program and all previous decisions made by the group to new committee members.
 - Group reviewed and revised the evaluation for initial, mid-cycle and end of mentoring program evaluation.
 - Group recommended up to 8 hours of mentorship time a month
 - Group discussed ITS creation of an internal web page for mentor profiles and made the following suggestions for pairing mentees to mentors.
 1. Mentees ranking their top 3 requested mentors

2. HR will officially pair mentees and mentors based upon the above
 3. Profiles on intranet
- **INTERNAL OPERATIONS** – Initiative 7.7 – DEI Day
 - Group updated the new members on the previous decisions that were made on DEI Day and its purpose
 - Group voted on changing the name from DEI Day to “Find out Why, DEI”.
 - Positive reflection statement was updated to “Because of me... ..state specific job”
 - Group reviewed the DEI Day Trifold to be distributed with information on DEI and approved with the following changes:
 1. Use of example 3 crossword puzzle.
 2. Change of Responsibilities” section to “What does the DEIAC do?”
 - Incentives to increase attendance bag, towel, and gift card to be raffled
 - Promotional items from PIO will also be displayed and distributed.
 - The following departments will have a DEI Day location:
 1. Solid Waste
 2. Public Health Department
 3. Sheriff’s Office
 4. Planning/Engineering
 5. Board of Elections/Pharmacy
 6. Headquarters Library
 7. Child Support
 8. Cooperative Ext.
 9. Veterans Services
 10. Department of Social Services
 11. County Management/Administration
 12. Community Development
 13. Emergency Management Services

Next Meeting Agenda Items

- DEI Recognition Program, Initiative #3 – Internal Operations
- Other Items

Adjourned

- Committee members reminded of the next meeting Tuesday, September 19, 2023
- Meeting was adjourned.