



*Cumberland County*

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

March 19, 2024, 3 p.m. – 5 p.m. in person @ Headquarters Library – 117 Dick Street – Pate Room

# DRAFT DEI Advisory Committee Notes

## Attendance

**Interim Chief Diversity Officer/Human Resources Director, Dominique Hall**

**Executive Assistant, Cheribeth Thomas**

### **Members Present:**

Allfreda Chance, Billye Rivas, Devon Newton, Ebonee Moore-Brantley, Ehsan Momeni, Jaya Manderson, Jennifer Green, Lisa Childers, Mikala Glanton, Pricilla Webb, Regina Williams, Samantha Belmont and Vincent Evans

### **Members Absent:**

Cynthia McKinley, Diane Pfeifer, Johnny Scott, Kelly Moore, SGT Edward Mckoy, Mahalia Gaines and Terry Streets

## Welcome & Introductions

- Called meeting to order @ 3:02 p.m.
- Welcomed all new and experienced members.
- Assigned a timekeeper – Ebonee Moore-Brantley

## General Discussion

- Committee through voting reviewed and approved the:
  - March 19, 2024, Meeting Agenda w/o changes (Unanimous)

- Meeting Notes for:
  - February 20, 2024 (Unanimous)
- CDO provided Updates:
  - Establishing a Quorum
    - Committee is going to maintain the ground rules meeting structure as it states under the section **Recommendations to be made through Voting.**
  - Roberts Rules
    - Cheat sheet was distributed to Committee for review.
  - Vacancies
    - 3 open vacancies and possibly 1 additional vacancy will be opening up
  - Nominating Group
    - Additional volunteers were needed for the Nominating Committee subgroup the following individuals volunteered: Samantha Belmont, Allfreda Chance & Ebonee Moore-Brantley

## Practical Exercise 1 - Breakout Session

- Co-Convener explained the 1<sup>st</sup> charge for today's meeting. 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.
- Focus groups will:
  - Define next steps of initiative(s).
    - Resources & effort involved.
    - Stakeholder involvement.
    - Timeline to fully implement.
  - Document next steps of the initiative to present to Executive Steering Committee
  - Work towards drafting any written documentation if needed for next steps.
- Internal Operations Focus Group will work on Initiative 7 – Promote DEI Value Internally
- Staff Recruitment Focus Group will work on Initiative 12 – Enforce Diverse Hiring Panels

## Practical Exercise 1 – Report Out

- Each group's spokesperson shared their group discussion/recommendations.
  - initiative priority order
  - initiatives overlapping between focus areas.
  - creating shared documents among group members to provide input.
- Recap from focus group report were provided to the committee:
  - Ebonee Moore-Brantley provided a recap for Staff Recruitment group.
    - Adding definition of Diversity to the policy to give an in-depth overview of what we are looking for or what individuals can participate.
    - Required training for the Interview Panelists to make sure that everyone has the DE&I knowledge and training.
    - Policy vs Practice: Committee is leaning more to a practice.
    - Blind Application process
    - Driving essential review some applicants may have other means of getting around and still be able to do the job.
  - Samantha Belmont provided a recap for Internal Operations group:

- Banner on Website for each month
- Screen savers like Tech Day Screen Saver
  - Possibly begin July 1 Fiscal Year
  - Use Diverse Images & QR code that links to webpage.
- Update Calendar of Events
- DEI Updates at Leadership Meetings
- DEI Corner in Newsletter
  - Action conversation piece
  - QR Code to Link to DEIAC Webpage
  - Link to the County Event Calendar
  - Highlight 3 DEI events.
- Platform for employees to express ideas. (Example: Paws and say THANKS)
  - Cumberland Compliments – pulling from this when it is DEI related and gifting folks with a belonging badge, create one for PRIDE or digital one you can add to your email.
  - Incentives to send submitters from DEIAC (T-shirt)
- PARKING LOT
  - Bright Signs
  - Videos
  - International Cooking Classes
  - Diverse Wellness Zumba Classes

## Next Meeting Agenda Items

- Break Out Sessions
  - Staff Recruitment - Initiative 12
    - Diverse Hiring Panels
    - Calendar of All Department Events
  - Internal Operations - Initiative 7
    - Commercial
- Department Updates
  - Health Department: Hello Health 4<sup>th</sup> Wednesday of the month on CCNCTV @ noon
  - Vax Yourself Vax Your Pet Saturday April 13<sup>th</sup>

## Adjourned

- Committee members reminded of the next meeting Tuesday, April 16, 2024
- Meeting was adjourned.