



Cumberland County

Diversity, Equity and Inclusion (DEI) Advisory Committee

April 16, 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, Cynthia McKinley, Devon Newton, Ebonee Moore-Brantley, Ehsan Momeni, Jennifer Green, Kelly Moore, Lisa Childers, Mahalia Gaines, Mikala Glanton, Pricilla Webb, Regina Williams, Samantha Belmont and Vincent Evans

Members Absent:

Diane Pfeifer, Jaya Manderson, Johnny Scott, SGT Edward Mckoy, and Terry Streets

Welcome & Introductions

- Called meeting to order @ 3:05 p.m.
- Welcomed all new and experienced members.
- Assigned a timekeeper – Cynthia McKinley

General Discussion

- Committee through voting reviewed and approved the:
 - April 16, 2024, Meeting Agenda w/o changes (Unanimous)
 - Meeting Notes for:

- March 19, 2024 (Unanimous)
- CDO provided Updates:
 - County Government Month/Employee Appreciation Week
 - Wednesday, April 24, 2024 @ 11 a.m. – 2 p.m.
 - Need volunteers for DEI Table
 - Ideas for DEI Culture Day

Practical Exercise 1 - Breakout Session

- Co-Convener explained the 1st 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:
 - Vincent Evans provided a recap for Internal Operations group:
 - Banner on Website for each month/Update to DEI webpage
 - Resources: headshots, helpdesk
 - Stakeholders: ITS and PIO
 - Next Steps: Submit Helpdesk, collect photos, get approval from ESC
 - Timeline: July 1, 2024
 - Screen savers like Tech Day Screen Saver
 - Resources: helpdesk, qr code
 - Stakeholders: ITS and PIO
 - Next Steps: Submit Helpdesk and get approval from ESC
 - Timeline: July 1, 2024
 - Update Calendar of Events
 - Resources: events calendar, all depts, communication coordination meetings
 - Stakeholders: All depts Admin staff, ESC , ITS and PIO
 - Next Steps: Submit Helpdesk and get approval from ESC
 - Timeline: July 1, 2024
 - DEI Corner in Newsletter

- Resources: events calendar, all depts, communication coordination meetings
- Stakeholders: All depts Admin staff, ESC, ITS and PIO
- Next Steps: Determine submission procedures, identify dept POCs
- Timeline: July 1, 2024
- **Priscilla Webb** 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 Hiring Panelists to make sure that everyone has the DE&I knowledge and training.
 - Policy vs Practice: Committee is leaning more to a practice.
 - If it is made a policy, some external collaborative partners that partner with several dept interviews it may not be feasible for those partners to participate in DEI Training if we made it a policy as opposed to a practice.
 - Blind Application process
 - Driving an essential review for disqualifying potential applicants
 - Next Steps:
 - Creating DEI Hiring Training
 - Face to Face
 - Includes Dos & Donts
 - Change Agent
 - Confidentiality
 - Generational Differences
 - Probing Questions & what not to ask.
 - Biases

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
 - DSS: National Child Abuse Prevention Month Walk – April 19th @ 10 a.m.
 - Library: Science Festival Month April 2024
 - Health Dept.: Health Literacy Series 4th Wednesday of each month – April is Teen Clinic & Sex Education, Next round of Childbirth education \$25 per registration.

Adjourned

- Committee members reminded of the next meeting Tuesday, May 21, 2024
- Meeting was adjourned.