



Cumberland County

Diversity, Equity and Inclusion (DEI) Advisory Committee

February 23, 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, Ebonee Moore-Brantley, Jennifer Green, Johnny Scott, Kelly Moore, Lisa Childers, Mahalia Gaines, Pricilla Webb, Regina Williams, and Vincent Evans

Members Absent:

Devon Newton, Diane Pfeifer, Ehsan Momeni, Mikala Glanton, Jaya Manderson, Samantha Belmont, SGT Edward Mckoy, and Terry Streets

Welcome & Introductions

- Called meeting to order @ 3:05 p.m.
- Welcomed all new and experienced members.
- All members introduced themselves and participated in the Icebreaker using 7 words to give a bio of their life.
- DEIAC Members went around the room and shared their 7-word biography.
- Assigned a timekeeper – Mahalia Gaines

General Discussion

- Committee through voting reviewed and approved the:
 - February 20, 2024, Meeting Agenda w/o changes (Unanimous)
 - Meeting Notes for:
 - January 23, 2024 (Unanimous)
- CDO provided Updates:
 - DEI and Public Health Training
 - First training was held in January, had a great turn out. All classes are full but if there is more interest, we can hold another training. Members expressed interest in attending the next training.
- CDO and DEIAC Members discussed the Solution Initiative Analysis, reviewed the next steps for each of the 19 initiatives provided recommendations on how to move initiatives forward.
- Committee by Unanimous Vote decided to reprioritize initiatives in the Staff Recruitment Focus Area in the order below:
 - 12 – Enforce Diverse Hiring Panels 7 Participants
 - 8 – Establish DEI Training Program
 - 10 – Establish Partnership w/ Minority Affinity Groups, 11 – Ensure Partnership w/Minority Social Media Groups & 13 – Participate Host/Attend Job Fairs
 - 14 – Establish Mentoring Program
 - 9 – Administer Compensation Study

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:
 - Cynthia McKinley provided a recap for Internal Operations group:
 - 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
- Platform for employees to express ideas. (Example: Paws and say THANKS)
 - Incentives to send submitters from DEIAC (T-shirt)
- PARKING LOT
 - Bright Signs
 - Videos
 - International Cooking Classes
 - Diverse Wellness Zumba Classes
- Kelly Moore provided a recap for Staff Recruitment group.
 - Diverse Hiring Panels should have a minimum amount panelist.
 - The same staff should be used for all the interviews for the position.
 - Self-Interviews
 - Blind Application process
 - DEI Training for Interview Panelists
 - Recommendation for Interview Questions from all department to be vetted by HR prior to interview.
 - Interview Scoring how to make it consistent.
 - Negotiating salaries

Next Meeting Agenda Items

- Break Out Sessions
 - Staff Recruitment - Initiative 12
 - Diverse Hiring Panels
 - Calendar of All Department Events
 - Internal Operations - Initiative 7
 - Commercial

Adjourned

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