



Cumberland County

Diversity, Equity and Inclusion (DEI) Advisory Committee

June 18, 2024, 3 p.m. – 5 p.m. in person @ Headquarters Library – 300 Maiden Lane – Pate Room

DRAFT DEI Advisory Committee Notes

Attendance

Interim Chief Diversity Officer/Human Resources Director, Dominique Hall

Executive Assistant, Cheribeth Thomas (Absent)

Members Present:

Allfreda Chance, Vincent Evans, Mikala Glanton, Jennifer Green, Ehsan Momeni, Ebonee Moore-Brantley, Devon Newton, and Johnny Scott

Members Absent:

Samantha Belmont, Lisa Childers, Mahalia Gaines, Jaya Manderson, Cynthia McKinley, SGT Edward Mckoy, Kelly Moore, Diane Pfeifer, Billye Rivas, Terry Streets, Pricilla Webb, and Regina Williams

Welcome & Introductions

- Called meeting to order @ 3:06 p.m.
- Assigned a timekeeper – Alfreda Chance

General Discussion

- Committee through voting reviewed and approved the:
 - June 18, 2024, Meeting Agenda w/o changes (Unanimous)
 - Meeting Notes for:
 - April 16, 2024 (Unanimous)

- Interim CDO provided Updates:
 - Pride Fest
 - Saturday, June 29, 2024, from Noon – 6 p.m.
 - Need volunteers for DEI Table at the Headquarters Library
 - Ideas for Handouts
 - Members suggested DEIAC hand fans and bookmarks

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:
 - Dr. Jennifer Green provided a recap for the Staff Recruitment group:
 - DEI Interview Training for supervisors
 - Resources: Legal laws, Employee Relations, Unbiased hiring practices, nonverbal cues, and Put you Knowledge to Work exercises
 - Stakeholders: County HR, Public Health HR, and Legal
 - Next Steps: Finalize Training, Review with Stakeholders, and approval from DEIAC Executive Committee
 - Timeline: Fall (September) for Pilot Run, Virtual Trainings and In-Person
 - Will present Blind Application process and Recruitment Policy with recommended changes to the DEIAC Executive Committee.
 - Devon Newton provided a recap for the Internal Operations Group
 - DEIAC Headshots and group photos will be taken by the Public Information Office at the next meeting held on July 16, 2024.
 - Interim CDO will coordinate with PIO.
 - DEI Calendar is a work in progress. Discussed using the main calendar or a separate DEI calendar.

- Discussed submitting an entry to have a table at the International Folk Festival in September
- Start a campaign to identify champions for DEI.
 - Department Heads would identify employees in their department that they believe would be DEI Champions
 - Present to DEIAC Executive Committee
- Partner with the Cameo Movie Theatre
 - Screen a DEI Related movie with discussions afterwards
- Volunteer Day
 - Work with local nonprofits that are supportive of DEI initiatives for participation and volunteering to support their event
- DEI Cooking Class
 - Partner with the Wellness Coordinator/Cooperative Extension for a DEI related or International Healthy Cooking Class
 - Two classes per year

Next Meeting Agenda Items

- Break Out Sessions
 - Staff Recruitment - Initiative 12
 - Diverse Hiring Panels
 - Internal Operations - Initiative 7
 - Calendar of All Department Events
 - DEIAC Events
- DEIAC headshots and group photos taken by the Public Information Office
- 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 – June is focused on Fatherhood, WIC 101 Webinar on June 21st. Back to School Immunizations have started. They are giving away many items.

Adjourned

- Committee members reminded of the next meeting July 18, 2024
- Meeting was adjourned.