



Cumberland County

Diversity, Equity and Inclusion (DEI) Advisory Committee

August 20, 2024, 3 p.m. – 5 p.m. in person @ JEMB Courthouse – 117 Dick Street – Room 119

DRAFT DEI Advisory Committee Notes

Attendance

Interim Chief Diversity Officer/Human Resources Director, Dominique Hall

Assistant County Manager, Brian Haney

Executive Assistant, Cheribeth Thomas

Members Present:

Billye Rivas, Devon Newton, Ebonee Moore-Brantley, Ehsan Momeni, Jennifer Green, Kelly Moore, Lisa Childers, Mikala Glanton and Vincent Evans

Members Absent:

Allfreda Chance, Johnny Scott, Regina Williams and Samantha Belmont,

Welcome & Introductions

- Called meeting to order @ 3:05 p.m.
- Assigned a timekeeper –Ebonee Moore-Brantley

Review & Approval

- Committee through voting reviewed and approved the:
 - August 20, 2024, Meeting Agenda w/o changes (Unanimous)
 - July 16, 2024, Meeting Notes w/o changes (Unanimous)

Updates

- Status of Items from 07.16.2024 Meeting
 - DEIAC identified Events in the community for the upcoming months September – December. Some of the events are listed below:
 - Folk Festival
 - County Fair
 - Fourth Friday – Fiesta Latina
 - Fun in the Sun
 - Global Diversity Awareness Month
 - DEIAC convenors have not been able to meet with the Executive Steering Committee to have these items approved. Once we can get these events approved, we will move forward.
- DEIAC Membership Status
 - 8 vacancies currently
 - Please ensure to notify us if you will be missing a meeting so may be marked excused
 - 3 or more absences are grounds for removal from committee
 - It is time to open application period however due to folks voluntarily stepping down it has been hard to follow terms
 - Reviewed Nominating Committee Members:
 - Mikala, Devon & Lisa (volunteered at 08.20.2024 Meeting however volunteers were assigned at 03.19.2024 Meeting)
 - Samantha, Alfreda & Ebonee (volunteered at 03.19.2024 Meeting)
- DEIAC Newsletter
 - Example provided and floor was open for discussion on newsletter content and/or any revisions needed.
 - Folks with headshots need to submit quotes to CDO

Event Planning - Discussion Session

- Co-Convener explained @ 07.16.2024 Meeting that the DEIAC is going in a different direction. The DEIAC has been doing a lot of background work, but we have not spread awareness and worked on the Internal Operations Initiative. Committee centered around Event Planning and discussion of how-to bring awareness to our committee and what we do.
- The DEIAC will finalize October/ November events below are the events that the DEIAC identified and determined it would make an impact while also bringing awareness to the DEIAC efforts:
 - OCTOBER
 - Global Diversity Awareness
 - BOC Proclamation
 - DEIAC Spirit Week
 - Trainings
 - Trainings should be hybrid.
 - Disability – Samantha
 - 5 Generations Across the Workplace – Dominique
 - Literacy – Health Department
 - Human Library – Samantha
 - Should be in person, at a well-attended event or busy lobby

- Movie viewing & discussion – Need approval

Break

- The DEIAC took a short 10-minute intermission.

Practical Exercise 1 - Breakout Session

- Co-Convener explained the 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:
 - Lisa Childers provided a recap for the Internal Operations Group
 - Seeking approval from ESC to move the items below forward:
 - Screen saver, website DEIAC themes
 - PIO ticket
 - On Hold until we have images
 - County Newsletter DEI Corner to be replaced with Inclusion Alert to play off DEIAC Quarterly Newsletter
 - Inclusion Alert “Corner” can include:
 - Action Piece/Conversation Piece
 - Example: How did you use your Floating Holiday? What does DEI mean to you?
 - Cultural Recipe
 - Employee Recognition
 - Cumberland Compliments
 - Employees shout out system
 - Belonging Badge
 - Button or virtual badge that employees can reflect on their signatures

- DEIAC Updates at Leadership Team Meetings
- Cultural Cooking class
 - Still working out details
- 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 recommendations on Blind Application process, Recruitment Policy, Diverse Interview Process, Global Diversity Awareness Month as well as items coming down the pipeline from Internal Operations Group to the DEIAC Executive Committee.

Next Meeting Agenda Items

- October Proclamation
- Health Cooking Classes POC attending DEIAC meeting
- Department Updates
 - Health Dept.: Fun in the Sun (Sept),
 - Health Literacy Series continuing, 4th Wednesday of each month, tune in on CCNCTV
 - Breast Cancer Awareness Programs (Oct. 23) 12- 1 p.m.
 - New Intranet is LIVE
 - Child Care Center is now accepting applications

Adjourned

- Committee members reminded of the next meeting September 17, 2024
- Meeting was adjourned.