

SCCMHA DEI Workgroup

DEI Action Plan Update Meeting

Wednesday, October 19, 2022

3:00 – 4:30 pm

Agenda

1. Review Agenda
2. DEI Updates: Short Term Goals
 1. **Train all supervisors and staff in DEI (Monique, Char, Val).**
 2. Establish an ongoing, coordinated system for internal assessment, policy review, and quality improvement that aligns with SCCMHA's DEI goals (Fred, Sandra).
 3. **Engage in employee outreach and education to maintain awareness of policies, procedures, and practices that advance DEI (Kristie, Monique, Sandra).**
 4. Facilitate ongoing dialogue to gather insight on the hesitancy of staff to discuss DEI.
3. Review Decision/Action Log
4. Debrief DEI Leadership Training
5. Discuss DEI Applicant Questions and Answers
6. Discuss Employee Outreach Plan
7. Discussion
8. Review Decisions and Actions

SCCMHA 3-Year DEI Implementation Plan

We are currently focused on our short-term goal.

Final 3-Year DEI Implementation Plan

1

SHORT-TERM
GOAL: 2022



Train all supervisors and staff in DEI. Establish an ongoing, coordinated system for internal assessment, policy review, and quality improvement that aligns with SCCMHA's DEI goals and **engage in employee outreach and education** to maintain awareness of policies, procedures, and practices that advance DEI. **Facilitate ongoing dialogue** to gather insight on the hesitancy of staff to discuss DEI.

2

INTERMEDIATE GOAL: 2022-2023



Provide funding to establish a DEI diversity officer, board and team responsible for creating organizational and departmental DEI action plans to be embedded in the organizational strategic plan, by way of an inclusive process, giving equitable voice and power in that process to those who are most impacted by inequity across identities and positions of power within SCCMHA.

3

INTERMEDIATE GOAL: 2022-2023



Establish DEI Benchmarks, Data Collection and Measurement Protocols for periodic evaluation and reporting on benchmarks of organizational health and goals related to DEI through the creation of new group and/or the expansion of the role of the DEI workgroup.

4

INTERMEDIATE TO LONG TERM GOAL: 2023-2024



Update the vision, mission and core values to align with DEI and **create a values commitment statement** via an organization-wide process that intentionally includes the employees, clients and community members most impacted by inequity to aid in employee, client and community accountability.

5

LONG TERM GOAL 2024



Build a DEI curriculum for all employees that maps all DEI training, professional development, support cohorts etc. with clear benchmarks of cultural awareness and application from recruitment and orientation throughout employment and **establish standard DEI practices for managers** including appropriate professional development and training, specifically in the areas of responding to employee feedback, career advancement, pay equity and implicit bias.

SCCMHA DEI Workgroup Members



DEI Action Plan Implementation



DEI TRAINING
(CHAR, MONIQUE, VAL)



FUNDING/HUMAN
RESOURCES
(FRED, SANDRA)



EMPLOYEE OUTREACH
(SANDRA)



HIRING PRACTICES
(KRISTIE, MONIQUE)

October 19 Decision and Action Log

Decision/Action	Person(s) Responsible	Timeline	Notify Who?	Status
Plan for DEI human resources.	Sandra, Fred, Paul	9/21	DEI Workgroup	In progress
Plan 10/13 DEI Leadership training.	Char, Monique, Val, Paul	10/7	DEI Workgroup	Completed
DEI Leadership Training and Photos.	All	10/13 (9-11am)	DEI Workgroup	Completed
Develop draft DEI charter.	Paul	10/19	DEI Workgroup	In progress
Interview DEI workgroup members.	Tom	10/19	DEI Workgroup	Completed
Update staff on DEI progress.	Tom and Paul	10/19	DEI Workgroup	In progress
Draft DEI applicant questions/answers.	Monique and Kristie	10/19	DEI Workgroup	In progress
Establish DEI Teams channel.	Sandra	10/19	DEI Workgroup	
Finalize Implementation scope of work.	Sandra and Paul	10/19	DEI Workgroup	Completed
Work on training calendar.	Val and Paul	10/19	DEI Workgroup	Completed
DEI Staff Training	Char, Monique, Val, Paul	Nov 21 & 23; Dec 9	DEI Workgroup	In progress
Implement first DEI communication.	Tom and Paul	Jan 2023	DEI Workgroup	

SCCMHA DEI 101 Training

October 13, 2022

When poll is active, respond at pollev.com/paulelam103

Text **PAULELAM103** to **22333** once to join

I had the opportunity to share my perspective today.

Strongly Agree

Agree

Disagree

Strongly Disagree

🌐 When poll is active, respond at pollev.com/paulelam103

📧 Text **PAULELAM103** to **22333** once to join

My understanding of DEI increased as a result of this training.

Strongly Agree

Agree

Disagree

Strongly Disagree

🌐 When poll is active, respond at pollev.com/paulelam103

📧 Text **PAULELAM103** to **22333** once to join

I feel more prepared to engage in dialogue on DEI as a result of this training.

Strongly Agree

Agree

Disagree

Strongly Disagree

How would you rate today's training?



Leadership Training Notes

- 2.5 hrs? (Minimum if not 3 hrs)
- One day or break up into Two days
 - Majority wanted 1 day
- Four choices of dates in month of November (November Nov 21, 23; Dec 9)
 - Hoped to have out selections by 10/18
- Next Trainings (after November) will be in January 2023
 - Leadership Team – Jan 12, 2023 Focus will be on tools and mechanics for creating psychologically safe spaces for DEI conversations
- All Staff Broadcast on DEI will be coming out in early November
- More Comprehensive DEI staff messaging will be coming out in January
 - Frequency of communication still TBD moving forward

Debrief

Worked Well

- In person training
- 1 day (vs multiple days)

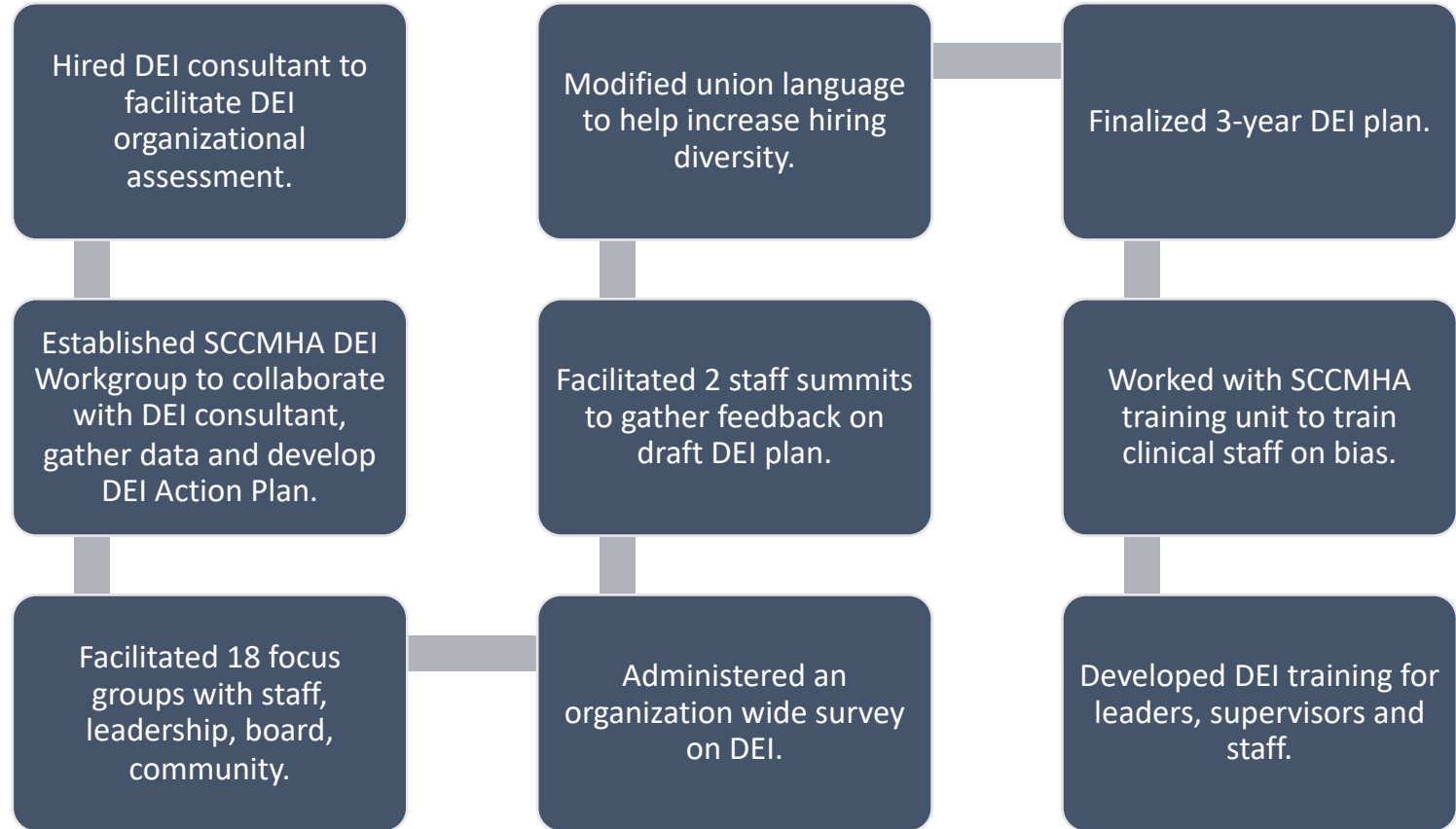
Needs Modification

- Time: need 2.5-3 hours

SCCMHA Employee Outreach Plan

October 19, 2022

Key DEI Accomplishments: 2021-2022



Action Steps Completed



Met with Tom and and shared:

- Context
- Timeline
- Accomplishments
- Written materials



Encouraged Tom to interview workgroup members and obtain a quote



Photos will be taken on October 13 during DEI training



Goal is to update staff week of October 19

Draft DEI Interview Questions

1. What is your definition of diversity?
 - Diversity can include different ideas in the workplace, diversity based on skin color, culture, race, and ethnicity. Answers that embody this would be correct.
2. How has diversity played a role in your career?
 - Every response to this question will be unique based on the person's life experience. Looking for a thoughtful answer around culture, religion, ethnicities, disabilities etc. and how it shaped the individual's career choices.
3. Have you ever had to manage a situation when a team member was not accepting of another team member's background? How did you do this? If there is no example, how would you manage this situation?
 - Would want the applicant to respond that they would report or stand up against discriminatory behavior.
4. How would you advocate for Diversity Equity and Inclusion for consumers who do not understand the importance?
 - Answers should include being a voice for the individual, making sure the needs of the consumers are met and treatment with dignity and respect.
5. What does it mean to have a commitment to diversity, equity, and inclusion? How would you see yourself demonstrating that commitment here?

November 16 Decision and Action Log

Decision/Action	Person(s) Responsible	Timeline	Notify Who?	Status
Plan for DEI human resources.	Sandra, Fred, Paul	Ongoing	DEI Workgroup	In progress
Update staff on DEI progress.	Tom, Sandra and Paul	10/20	DEI Workgroup	Completed
Develop draft DEI charter.	Paul	11/16	DEI Workgroup	In progress
Draft DEI applicant questions/answers.	Monique and Kristie	11/16	DEI Workgroup	In progress
Establish DEI Teams channel.	Sandra, Ryan Paul	11/16	DEI Workgroup	In progress
Create 2023 DEI workgroup meeting schedule.	DEI Workgroup	11/16	DEI Workgroup	
Create 2023 DEI facilitation training schedule.	DEI Workgroup	11/16	DEI Workgroup	
Present DEI implementation scope of work.	Sandra, Paul	11/16	DEI Workgroup	
Facilitate DEI staff training.	Char, Monique, Val, Paul	Nov 21 & 23; Dec 9	DEI Workgroup	In progress
Finalize DEI organizational scan report.	Sandra, Paul	December 2022	DEI Workgroup	In progress
Implement first DEI communication.	Tom and Paul	Jan 2023	DEI Workgroup	In progress