SCCMHA DEI Workgroup

DEI Work Plan Update

Wednesday, August 17, 2022

3:00-4:30 pm

August 17 Agenda

1. New DEI Workgroup Members
2. Review Decision/Action Log
3. Discuss Feedback from Citizen's Advisory Board
4. Finalize SCCMHA 3-year DEI Implementation Plan
5. Discuss Plan to Update SCCMHA Staff on Progress
6. DEI Updates
   a) Discuss October 13, Leadership Team DEI Training
   b) Discuss November Staff DEI Training (Review Dates)
      a) November 18 and 30 anytime
      b) November 22 pm
      c) November 23 am
   c) Standardizing DEI Interview Questions and Answers
   d) Finalize SCCMHA DEI Leadership Team Membership List
   e) Bias Training
   f) Communications and Graphics
   g) Document Storage
   h) Union Representation
   i) Charge DEI Training Workgroup
   j) Charge DEI Applicant Question Workgroup
   k) Other?

SCCMHA DEI Workgroup Members

Charlotte Fondren	Ernie Ahmad	Erin Nostrandt	Fred Stahl
Jennifer Hunt	Jennifer Rieck-Martin	Julie Bitterman	Kristie Wolbert
Melissa Gutzwiller	Monique Taylor-Whitson	Natasha Garchow	Sandra Lindsey
Sedarah McCray	Timothy Ninemire	Valerie Toney	

August 17 Decision and Action Log

Decision/Action	Person(s) Responsible	Timeline	Notify Who?	Status
Share staff summit feedback.	Paul	7/21	DEI Workgroup	Completed
Present to citizen's advisory board.	Paul	8/4	DEI Workgroup	Completed
Discuss union engagement strategy.	Sandra, Fred, Paul	Prior to 8/17	DEI Workgroup	Completed
Obtain SCCMHA leadership list.	Sandra, Paul	Prior to 8/17	DEI Workgroup	Completed
Initiate communication/graphic strategy.	Sandra, Paul	Prior to 8/17	DEI Workgroup	Completed
Provide update on staff bias training.	Valerie	8/17	DEI Workgroup	Completed
Update staff on progress.	DEI Workgroup	8/17	SCCMHA Staff	Completed
Schedule DEI leadership training.	Sandra, Valerie, Paul	10/13	SCCMHA Leaders	Completed
Schedule DEI staff training.	Sandra, Valerie, Paul	November	SCCMHA Staff	In progress

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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.

Upcoming Meeting Schedule

September 21, 3-4:30: SCCMHA DEI Workgroup Meeting

October 19, 3-4:30: SCCMHA DEI Workgroup Meeting

November 16, 3-4:30: SCCMHA DEI Workgroup Meeting

September 21 Decision and Action Log

Decision/Action	Person(s) Responsible	Timeline	Notify Who?	Status
Send out decision action log.	Paul	8/18	DEI Workgroup	Completed
Orient new DEI members to the work.	Paul	9/21	Jennifer/Julie	
Initiate communications strategy.	Sandra	9/21	Tom/Paul	
Develop draft DEI charter.	Paul	9/21	DEI Workgroup	
Plan for DEI human resources.	Sandra, Fred, Paul	9/21	DEI Workgroup	
Plan 10/13 DEI Leadership training.	Monique, Val, Paul	9/21	DEI Workgroup	
Interview DEI workgroup members.	Tom	10/19	DEI Workgroup	
Update staff on DEI progress.	Tom and Paul	10/19	DEI Workgroup	
Draft DEI applicant questions/answers.	Monique and Kristie	10/19	DEI Workgroup	
Establish DEI Teams channel.	Sandra	10/19	DEI Workgroup	
Implement first DEI communication.	Tom and Paul	Jan 2023	DEI Workgroup	

September 21 Draft Agenda

1. Review Decision/Action Log
2. DEI Updates
   1. Train all supervisors and staff in DEI.
   2. Establish an ongoing, coordinated system for internal assessment, policy review, and quality improvement that aligns with SCCMHA's DEI goals.
   3. Engage in employee outreach and education to maintain awareness of policies, procedures, and practices that advance DEI.
   4. Facilitate ongoing dialogue to gather insight on the hesitancy of staff to discuss DEI.
3. Questions
4. Review Decisions and Actions