

SCCMHA DEI Workgroup

DEI Action Plan Update Meeting

Wednesday, November 16, 2022

3:00 – 4:00 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. DEI 101 Staff Training Update
5. DEI Applicant Questions and Answers Update
6. 2023 DEI Workgroup Calendar
7. 2023 DEI Training Calendar (DEI 101 and DEI Facilitation)
8. 2022-2023 DEI Implementation Goals
9. DEI Workgroup Charter
10. Review Decisions and Actions
11. Adjourn

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)

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

SCCMHA DEI 101 Training

November 21, 23; December 9

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?

2023 DEI Workgroup Calendar

2023 DEI Training Calendar



DEI Implementation Goals

Goal I: Implementation of DEI Action Plan

- Complete implementation of short-term recommendations.
- Initiate implementation of intermediate-term recommendations.

Goal II: Coordinate Implementation Process

- Convene and Facilitate DEI workgroup and subgroups.
- Provide updates to CEO.

Goal III: Provide Progress Updates to Key Stakeholders

- Provide leadership and staff with updates.
- Provide board with semi-annual updates.
- Provide community partners with updates.

Key Task #1: Implement 3-Year DEI plan with DEI workgroup and subgroups.

- Subtask 1.1: Develop and facilitate DEI Leadership Training (1st Quarter).
- Subtask 1.2: Develop and facilitate DEI Staff Training (1st Quarter).
- Subtask 1.3: Support development implementation of DEI Staff Communications Plan (1st Quarter).
- Subtask 1.4: Develop and facilitate DEI Facilitation Leadership Training (2nd Quarter).
- Subtask 1.5: Produce DEI Climate Assessment Report with Board Chair and CEO (2nd quarter).
- Subtask 1.6: Develop and facilitate Equity Impact Assessment (EIA) Training (2nd Quarter).
- Subtask 1.7: Support development of SCCMHA DEI policies (3rd Quarter).
- Subtask 1.8: Support update of cultural competency training for clinicians (3rd Quarter).
- Subtask 1.9: Support development of SCCMHA recruitment strategy to diversify and fill open positions (3rd Quarter).
- Subtask 1.10: Produce annual DEI Activity Report (4th Quarter).
- Subtask 1.11: Recruit and hire DEI Officer (4th Quarter).

Key Task #2:
Staff, board, and
community
presentations and
updates to report
progress on
implementation.





Key Task #3: Project management to ensure project is delivered on time with quality. Monthly meetings with DEI workgroup and CEO.

DEI Workgroup Charter

January Decision and Action Log

Decision/Action	Person(s) Responsible	Timeline	Notify Who?	Status
Establish DEI Teams channel.	Sandra, Ryan Paul	11/16	DEI Workgroup	Completed
Present DEI implementation scope of work.	Sandra, Paul	11/16	DEI Workgroup	Completed
Register and facilitate staff DEI training.	Val and Paul	Nov 21 & 23; Dec 9	DEI Workgroup	In progress
Finalize DEI organizational scan report.	Sandra and Paul	December 2022	DEI Workgroup	In progress
Plan for DEI human resources.	Sandra, Fred, Paul	Ongoing	DEI Workgroup	In progress
Develop draft DEI charter.	Paul and Sandra	January 2023	DEI Workgroup	In progress
Draft DEI applicant questions/answers.	Monique and Kristie	January 2023	DEI Workgroup	In progress
Create 2023 DEI workgroup meeting schedule.	Allison, Ryan, Paul	January 2023	DEI Workgroup	In progress
Develop second staff DEI communication.	Sandra, Tom, Paul	January 2023	DEI Workgroup	In progress
Establish annual DEI policy review calendar.	Sandra and Paul	January 2023	DEI Workgroup	
Establish protocol for DEI discussions.	Sandra and Paul	January 2023	DEI Workgroup	
Create 2023 DEI training calendar (DEI, psychological safety, EIA)	Val and Paul	January 2023	DEI Workgroup	
Explore creation of DEI 101 eLearning module.	Sandra and Paul	January 2023	DEI Workgroup	