

# SCCMHA DEI Workgroup

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DEI Action Plan Update Meeting

Wednesday, May 17, 2023

3:00 – 4:30 pm

# Agenda

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1. Review Agenda
2. Review Decision/Action Log
3. Review DEI Implementation Plan Update
4. Next Steps
5. Review Decisions and Actions
6. Next Meeting, June 8, 3-4:30 pm
7. Adjourn

# 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.

We are currently focused on our short- and intermediate-term goal.

# SCCMHA 3-Year DEI Implementation Plan

# 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)

# May Decision and Action Log

Decision/Action	Person(s) Responsible	Timeline	Notify Who?	Status
Register and facilitate staff DEI 101 training.	Val and Paul	Jan 9, 19, 23, 27	DEI Workgroup	Completed
Register and facilitate leadership DEI facilitation training.	Val and Paul	Feb 10, 17; May 5	DEI Workgroup	Completed
Finalize draft DEI charter.	Sandra and Kristie	February 2023	DEI Workgroup	Completed
Draft DEI applicant questions/answers.	Monique and Kristie	February 2023	DEI Workgroup	Completed
Citizens Advisory Committee (CAC)	Ryan and Paul	April 6, 6:00 pm	DEI Workgroup	Completed
SCCMH Board	Sandra and Paul	April 10, 5:15 pm	DEI Workgroup	Completed
Plan for DEI human resources.	Sandra, Fred, Paul	Ongoing	DEI Workgroup	In progress
Create 2023 DEI training calendar (DEI, psychological safety, EIA)	Val and Paul	May 2023	DEI Workgroup	In progress
Establish annual DEI policy review calendar; utilize DEI lens.	Sandra and Paul	May 2023	DEI Workgroup	In progress
Establish protocol for DEI discussions.	Sandra and Paul	May 2023	DEI Workgroup	In progress
Review DEI 101 eLearning cost proposal.	Sandra and Paul	May 2023	DEI Workgroup	In progress
Determine dates for DEI updates for leadership, staff and community.	Sandra, Tim and Paul	May 2023	DEI Workgroup	In progress

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

- **Subtask 1.1: Develop and facilitate DEI Leadership Training (1st Quarter; completed).**
- **Subtask 1.2: Develop and facilitate DEI Staff Training (1st Quarter; completed).**
- **Subtask 1.3: Support development implementation of DEI Staff Communications Plan (1st Quarter; completed).**
  
- **Subtask 1.4: Develop and facilitate DEI Facilitation Leadership Training (2nd Quarter; completed).**
- **Subtask 1.5: Produce DEI Climate Assessment Report with Board Chair and CEO (2nd quarter; completed).**
- **Subtask 1.6: Develop and facilitate Equity Impact Assessment (EIA) Training (2nd Quarter; forthcoming).**
  
- **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.

- Citizens Advisory Committee (CAC) –  
Thursday, April 6 at 6:00 pm
- SCCMH Board –  
Monday, April 10 at 5:15 pm
- **SCCMHA Staff –**  
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Key Task #3: Project management to ensure project is delivered on time with quality. Monthly meetings with DEI workgroup and CEO.

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# July Decision and Action Log

Decision/Action	Person(s) Responsible	Timeline	Notify Who?	Status
Send DEI infographics to Sandra.	Paul	May 2023	DEI Workgroup	Complete
Plan for DEI human resources.	Sandra, Fred, Paul	Ongoing	DEI Workgroup	In progress
Create 2023 DEI training calendar (DEI, psychological safety, EIA)	Val and Paul	June 2023	DEI Workgroup	In progress
Establish annual DEI policy review calendar; utilize DEI lens.	Sandra and Paul	June 2023	DEI Workgroup	In progress
Establish protocol for DEI discussions.	Sandra and Paul	June 2023	DEI Workgroup	In progress
Review DEI 101 eLearning cost proposal.	Sandra and Paul	June 2023	DEI Workgroup	In progress
Determine dates for DEI updates for leadership, staff and community.	Sandra, Tim and Paul	June 2023	DEI Workgroup	In progress
Gather and review workforce, customer and census data.	Fred, Sandra and Paul	June 2023	DEI Workgroup	In progress
Work on next draft of DEI Officer PD.	Fred, Sandra and Paul	June 2023	DEI Workgroup	In progress
Schedule and facilitate DEI 101 training.	Val and Paul	June 30 and July 7, 2023	DEI Workgroup	In progress
Review and update cultural competency curriculum.	Kristie, Jennifer and Paul	July 2023	DEI Workgroup	
Pilot EIA training with Kristie.	Kristie, Alison and Paul	June 2023	DEI Workgroup	
Work on 2022-2023 DEI newsletter update.	Sandra and Paul	June 2023	DEI Workgroup	
Establish in person training for clinical staff in September.	Val, Sandra and Paul	July 2023	DEI Workgroup	
Schedule meeting to discuss data targets.	Fred, Sandra and Paul	August 2023	DEI Workgroup	
Complete EIA training with DEI workgroup.	Paul	July 13, 2023	DEI Workgroup	
Complete Vision training with DEI workgroup.	Paul	September 14, 2023	DEI Workgroup	