



Diversity, Equity & Inclusion Action Planning Workgroup

October 26, 2022
9:00-10:30 am

MEETING SUMMARY

1. Welcome

Co-chairs welcomed workgroup members.

2. Review final 5-year action plan priorities (with SLT input)

Co-chairs shared the action plan priorities with DFA senior leaders' input. Workgroup members discussed the input and agreed. Representatives from PCMM will review the section about vendor DEI goals to make sure it is accurately worded.

3. Review final transition plan document (with SLT input)

Co-chairs reviewed the proposed transition recommendation with senior leaders' input. They suggested a broader name for the standing committee, something like "DEI Advancement Committee" since it is conceived as a dynamic body with a larger purpose than just checking off boxes and monitoring timelines. Workgroup members suggested the time commitments for the new committee can be similar to this group's – about two hours per week, meeting on a monthly basis.

The proposal considers the advancement committee as a consulting partner with project implementation teams, not an overseer. The committee could act as a bridge between implementation teams, project sponsors, senior leaders and stakeholders, sharing information. Workgroup members discussed how the implementation and advancement committee might interact and how this aspect requires more discussion with senior leaders.

4. Transferring the workgroup's knowledge

- a. Writing a final report for SLT and stakeholders

This workgroup will produce a final report for senior leaders and stakeholders that summarizes the past year's work and outcomes. Workgroup members volunteered to draft different sections of the report, which should be finalized by Dec. 6. The next workgroup meeting will include time to work on the report, with draft segments due by Nov. 21. The workgroup will finalize the report at its Nov. 30 meeting.

- b. Developing a repository of workgroup knowledge for future DEI teams

Co-chairs explained that they are imagining a location (Box folder?) that has reference and educational materials, guidance and lessons learned by this workgroup to share with future committees (DEI Advancement Committee, project implementation teams). This could be something that would help

them efficiently get off the ground as a team with shared values and understandings. Members split into small groups to discuss the workgroup's lessons, insights and useful processes that should be shared.

5. Next Steps for the workgroup: Write the final report; build the knowledge repository

Co-chairs invited workgroup members to work on these documents before the next meeting, reminding everyone that there will be time to work on this in groups in the next meeting.