

ElderSource (Area Agency on Aging)  
Board of Directors  
DEI Committee Conference call  
April 28, 2021, at 11:00 AM

**Minutes**

**Present:**

Joseph Zimmerman  
Walette Stanford  
Dr. Sandy Robinson, Chair

**Staff:**

Linda Levin, Chief Executive Officer  
Tameka G. Holly, Chief Operations Officer  
Jessica Del Rio, Executive Administrative Assistant

**Call to Order:**

Dr. Sandy Robinson opened the meeting of the DEI Committee at 11:16 AM.

**Governance, Programs, and Personnel DEI**

The Committee reviewed the Governance, Programs, and Personnel DEI material that was shared ahead of the meeting. Linda Levin stated that the documents are in draft format; as we move forward, we will have more data. The three committee chairs for the Governance, Personnel, and Programs make up the DEI Committee. They will review the data and explore opportunities.

**Programs**

Linda stated that Programs Committee had met all targeting criteria that the Department of Elder Affairs monitors us on in terms of services to clients. Nancy Tufts and her team are continuously looking at gaps and opportunities.

**Governance**

The Governance Committee reviewed the Board profiles of all the Board members. This document shows our gaps in diversity. The Governance Committee will continue to work on getting us a diverse representation.

**Personnel**

Tameka G Holly stated that the Personnel Committee will be reviewing the Affirmative Action Plan (AAP) report at the next Personnel meeting on May 11, 2021.

The Committee reviewed the recommended Board DEI action plan. The Committee recommends adding our diversity goals, highlighting our efforts on our website and having a separate section on our Board. Linda stated that Andrea Spencer is working with our web developer to have our website ADA compliant. Andrea will also be invited to the next DEI Committee meeting for the committee and Andrea to talk about communications related to our DEI efforts, including the website.

**Other Business**

The Committee agreed to meet every last Wednesday of the month at 11:00 AM.

**Adjournment:**

Having no further business, the meeting adjourned at 11:28 AM.

Ms. Jessica Del Rio, ElderSource Executive Administrative Assistant, prepared the minutes.