

DEI Committee
Agenda

- I. Agree on Committee Purpose: To unify and elevate DEI efforts as an overall culture for the organization.
- II. Data Needs:
 - a. Determine data from each committee can be brought together to report to the board periodically (then present at the following meeting)
 - b. Set goals
 - c. Map out schedule/timeline of presentations/reports
- III. Communications - inward/outward, website
- IV. Charter
- V. Review draft action plan

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.

Sample Board Diversity Policy

ABC Nonprofit Organization is committed to a diverse, inclusive, and equitable environment where all board members, staff, [volunteers](#), and members feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias.

We're committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, and advancement in all areas of our work.

We respect the value that diverse life experiences bring to our board and leadership and we strive to listen to their views and give them value.

We're committed to modeling diversity, inclusion, and equity and maintaining fair and equal treatment for all.

Our board's philosophy on our goals to provide informed leadership for diversity, inclusion, and equity include:

- We will strive to see diversity, inclusion, and equity in connection with our vision and mission for the benefit of those we serve.
- We aim to recognize and address inequities in our policies, programs, and services.
- We will update and document progress on our diversity, equity, and inclusion practices.
- We promise to investigate underlying assumptions that interfere with our diversity policy.
- We commit to advocating for systemic inequities that impact our work at the board level and address it according to this policy and in accordance with our mission.
- We commit to challenging commonly accepted notions about what constitutes strong leadership within our organization.
- We commit to being transparent about diversity in all our interactions.
- We will dedicate our time and resources to expanding greater diversity within our board and leadership positions.
- We commit to leading with respect and tolerance and we encourage all employees and volunteers to express this in their work within our organization.

ABC Nonprofit Organization agrees to abide by the following action items to promote diversity, inclusion, and equity in our work:

1. We will create new learning opportunities and formal, transparent policies as we strive for cultural competency throughout our organization.
2. We will strive to conduct or identify research related to equity so that we can make progress in the area of diversity, inclusion, and equity and we'll share our findings publicly on our website.
3. We will take action to [improve diversity, inclusion, and equity](#) in our board and leadership positions.
4. We will identify resources for our underrepresented constituents by networking with other organizations that are also committed to efforts for diversity, inclusion, and equity.
5. We will develop internal resources that demonstrate our commitment to diversity, inclusion, and equity and present them to our members and members of our community.
6. We will develop a system to create awareness and address biases during our recruiting, hiring, and evaluating processes.

7. We will train our personnel to be responsible for orienting, onboarding, and training our staff and volunteers on [equitable practices](#).
8. We will be transparent about the salary range for public job descriptions.
9. We will advocate for public and private policies in the public sector that promote diversity, inclusion, and equity and we will challenge systems and policies that describe inequity, disparity, and oppression.

Board DEI Action Plan

Focus Area	Action	Champions (Board and Staff)	Timeframe
Board Governance	Review Board membership Identify Gaps Develop recruitment plan/steps to address gaps Track and Report	Governance Committee, Linda	
Client Services	Analyze data to include active and waiting clients Compare to census data Identify gaps Develop plan/steps to address gaps to include communications/outreach and providers Track and Report	Programs Committee, Nancy	
Staff	Analyze staff demographics Identify gaps Identify staff recruitment effort opportunities Develop plan Track and Report	Personnel Committee, Tameka	
Overall	Review Reports from Committees Report to Board at Board meetings	Ad Hoc DEI committee of the three committee chairs, CEO and COO	

Charter

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE



Statement of Purpose

The Diversity, Equity, and Inclusion Committee institutionalizes the organization's commitment to diversity, equity, and inclusion.

Membership

The Diversity, Equity, and Inclusion Committee shall consist of at least two directors. Non-directors may serve as voting members of the Diversity, Equity, and Inclusion Committee.

Responsibilities

The Diversity, Equity, and Inclusion Committee has the following responsibilities.

1. Oversee the development of the organization's diversity, equity, and inclusion plan, which will address policies, Board of Directors and staff recruitment, retention, and training, and the role of the organization in fostering diversity, equity, and inclusion among local programs and within the child welfare system in the state, as well as other topics identified by the committee, the Board, or the Executive Director.
2. At least annually, assess the organization's progress in achieving the goals set out in the diversity, equity, and inclusion plan, review the plan, and make recommendations to the Board for any changes.
3. Identify ways to incorporate diversity, equity and inclusion into the organization's strategic goals and objectives.
4. Working with the Governance Committee, incorporate the organization's diversity, equity, and inclusion values and goals into the Board development strategy, including intentional identification of prospects, making the recruiting and vetting process equitable and inclusive, assessing alignment of candidates with the organization's diversity, equity, and inclusion values, emphasizing those values in the Board orientation, making orientations equitable and inclusive, and identifying areas of training for the Board.
5. Working with the Governance and Finance Committees, Identify Diversity, Equity, and Inclusion policies needed by the organization, and present proposed policies to the Board.
6. Monitor trends in the field of diversity, equity, and inclusion.
7. At least quarterly, report its activities and findings to the Board. Alert Board to any urgent issues in real time.

Approved by the Board of Directors on November 16, 2020

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8. Advise on other Diversity, Equity, and Inclusion-related matters as directed by the Board or at the request of the Executive Director.

Meetings

The Chair of the Diversity, Equity, and Inclusion Committee can convene meetings of the committee with notice of two days, but shall generally provide at least one week notice. A majority of the committee's members constitutes a quorum. The Chair shall keep minutes of the meeting and transmit them to the Board Secretary when the committee has approved the minutes. The Chair may invite any director, officer, staff member, expert or other advisor who does not serve on the committee to attend, but these individuals have no voting power.