

DEI Committee Meeting
12/29/2021 at 11:00 AM

Agenda

- I. Action Plan
- II. Cost
- III. Metrics
- IV. Open Discussion

Board DEI Action Plan

Focus Area	Action	Champions (Board and Staff)	Timeframe	Resources Needed	Updates
Board Governance	<p>Review Board membership</p> <p>Identify Gaps</p> <p>Develop recruitment plan/steps to address gaps</p> <p>Track and Report</p> <p>Determine and Monitor Metrics</p>	Governance Committee, CEO	<p>Review membership monthly</p> <p>Gaps identified and recruitment efforts made monthly</p>	n/a	
Client Services	<p>Analyze data to include active and waiting clients</p> <p>Compare to census data</p> <p>Identify gaps</p> <p>Develop plan/steps to address gaps to include communications/outreach and providers</p> <p>Needs Assessment</p> <p>Determine and Monitor Metrics</p> <p>Report</p>	Programs Committee, CFO, Program Compliance Manager, COO, Planner,	January 1, 2022	Approximately \$45,000 for Needs Assessment	
Staff	<p>Analyze staff demographics</p> <p>Identify gaps</p> <p>Identify staff recruitment effort opportunities</p> <p>Develop plan to include staff recruitment and staff DEI training</p> <p>Determine and Monitor metrics</p> <p>Report</p>	Personnel Committee, COO		\$2,000 training	
Communications	<p>Review website, newsletters, annual report, brochures, social media</p> <p>Identify gaps and opportunities</p> <p>Make documents posted on the website accessible</p> <p>Explore closed captioning videos</p> <p>Develop communications demonstrating commitment to DEI (to include website page)</p> <p>Determine and Monitor metrics</p> <p>Report</p>	VP of Communications	<p>ADA website compliance plan Oct 2021 through June 2022</p> <p>Throughout 2022 (starting Q1)</p> <p>End of 2022</p> <p>Ongoing; webpage developed by January 30, 2022</p> <p>Throughout 2022 (starting Q1)</p> <p>Bi-monthly starting Dec 1</p>	\$7,230 (See attached for details)	
Other	Update Procurement Policy and Procedure to address contracting with minority and female owned businesses		January 1, 2022	n/a	
Overall	<p>Review Reports from Committees</p> <p>Report to Board at Board meetings</p>	Ad Hoc DEI committee of the three committee chairs, CEO and COO	Bi-monthly starting July 2021	n/a	

DEI Money Already Spent		
Development of DEI logo		\$600
Translations Services		\$2,700
	CC brochure	
	ElderSource brochure	
	Spanish tab on website	
	Phone scripts	
	SHINE SMP card	
	VA documents	
SHINE Open Enrollment Spanish newspaper ads		\$300
Training		
	Staff	\$1,000
	Board	\$1,770
Total		\$6,370

Estimate of New DEI Work		
ADA website compliance		\$1,900
Stock photography		\$250
Other translation services		\$700
	Updated ES brochure	
	Vaccine postcards	
	Miscellaneous	
Update phone scripts		\$300
Translation into other languages (estimate)		\$500
Artwork design		\$1,500
Printing		\$1,000
Live captioning on zoom (upgrade)		\$1,080
Total		\$7,230

Board Member Metrics

2021-2022

	Nonprofit Times	Gen Popn	Current	Target
Age				
50-79	83% (40 and older)	25% (60+)	77% (16)	
30-49			23% (5)	1
Under 30			0	1
Over 80			0	

Gender				
Female	47%	55%	76% (16)	
Male	53%	45%	24% (5)	2

Race/Ethnicity				
White	78.6%	85% (of PSA 4 60+)	67% (14)	
Black/African American	7.5%	13% (of PSA 4 60+)	28% (6)	
Latinx	4.2%	5% (of PSA 4 60%)	0	2
AAPI	2.6%		5% (1)	
Other Minorities		3%		

Veterans 36% (of PSA 4 60+) 10% (2)

LGBTQ 5% (1)

Abilities: Need to get baseline set baseline

Religion: Need to get baseline set baseline

HR DEI Metrics

2021-2022

Metrics

Representation

Current

Target

Goal: Maintain a representative workforce at all levels and functions when compared to the seven-region labor market and nonprofit benchmarks.

Objectives:

- | | |
|---|----|
| 1. Increase the disability rate for staff.* | 5% |
| 2. Increase the veteran rate for staff.* | 2% |

Retention

Goal: Maintain an average tenure for employees from minority groups compared to average tenure in the organization.

Objectives

1. Capture an average tenure for minority groups compared to organizational tenure.

Recruitment

Goal: Increase the number of minority group (ability and veteran status, etc.) applicants.

Objectives

- | | |
|--|----|
| 1. Increase the number of veteran applicants.* | 4% |
| 2. Increase the number of disabled applicants.* | 6% |
| 3. Provide an opportunity to share sexual orientation during hiring process. | |

Training and Development

Goal: Provide DEI training and development opportunities to staff and managers.

Objectives

1. Provide DEI training during onboarding.
2. Provide DEI trainings annually to all staff.
3. Provide DEI trainings to managers.

Engagement

Goal: Provide a diverse, equitable, and inclusive work environment

Objectives

1. Decrease the percent of unfavorable/neutral responses to DEI work culture. 12%
2. Increase the number of staff participating in ERG meetings.

**AAP measure*

DRAFT