

DEI Committee Meeting  
5/25/2022 at 11:00 AM

Agenda

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|------|--|-----------------------------------|
| I.   | Review of Minutes                                | Tameka G. Holly, COO              |
| II.  | Update on Strategic Plan<br>and Needs Assessment | Tameka G. Holly, COO              |
| III. | HB-7: Revised Policy and Procedure               | Tameka G. Holly, COO              |
| IV.  | Communications Update                            | Andrea Spencer, VP Communications |
| V.   | Open Discussion                                  |                                   |

ElderSource (Area Agency on Aging)  
Board of Directors  
DEI Committee Conference call  
March 30, 2022, at 11:00 AM

**Minutes**

**Present:**

Dr. Sandy Robinson, Chair  
Walette Stanford  
Joseph Zimmerman

**Staff:**

Linda Levin, Chief Executive Officer  
Jessica Del Rio, Executive Administrative Assistant

**Call to Order:**

Dr. Sandy Robinson opened the meeting of the DEI Committee at 11:05 AM.

**Review of Minutes**

Walette Stanford moved to approve the minutes from January 4, 2022, as presented. Joseph Zimmerman seconded the minutes. Minutes approved without opposition.

**DEI&B Employee Survey**

Linda Levin reviewed the results of the Employee DEI&B survey. She stated that forty-seven of our employees responded to the survey.

The Committee recommended making the survey anonymous. Linda noted that the 2023 DEI&B Employee Survey would reflect recommendations.

To address question six on the survey, Linda stated that we would have a separate training with staff to make sure they understand the policy and procedures as well as where to find them.

Walette recommended doing the survey bi-annually to give time for benchmarking.

Linda stated that we would share the DEI&B survey results and action plan with the Board and staff.

**House Bill 7**

The Committee reviewed House Bill 7. After reviewing the bill, Linda stated that based on a previous conversation with attorney Jim Kowalski, he shared that we can continue to give training on diversity as long as it is not a condition of employment.

The Committee recommended that we make any DEI training optional and also put in a disclosure into any training stating that if the employee feels uncomfortable to get in contact with their supervisor or HR.

House Bill 7 will be presented to the entire Board at the next Board meeting in May.

### **DEI Committee Memberships**

The Committee reviewed DE&I Committee memberships. Dr. Sandy Robinson asked if we should invite other Board members or leave the committee chairs?

The Committee agreed to open up the DEI Committee to see if any other Board members would like to join. The DEI Committee membership will be optional.

### **Updates on Strategic Plan and Needs Assessment**

Linda presented the Strategic Plan and Needs assessment updates. She stated that the Needs Assessment is underway, surveys are out, and focus groups are being scheduled.

We should receive a report of the assessment by the end of May and the beginning of June. That data will be used for planning what we fund. The strategic planning process is underway. Linda noted that once the Needs Assessment is done, our strategic plan will use that data to inform the plan.

### **Adjournment:**

Having no further business, the meeting adjourned at 11:54 AM.

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

# ElderSource

## Policy and Procedure

Area: Human Resources	No.: HR-1	No. of Pages: <u>4</u>
Title: Diversity, Equity and Inclusion	Issued: July 19, 2017	Revised: October 19, 2017 September 8, 2019 October 17, 2019 May 11, 2021 April 7, 2022
Signature: 		

### Policy:

ElderSource values all people - including but not limited to all nationalities, socioeconomic backgrounds, abilities, races, genders, religious perspectives, sexual orientations and gender identities - in everything we do. We welcome the unique insights and perspectives of all persons in our quest to fulfill our mission.

ElderSource will be equitable in our hiring and working with staff, engaging volunteers and helping clients. Employees, volunteers and clients have the right to be treated fairly, considerately and with respect. Any discrimination or harassment is prohibited and will not be tolerated.

Services will not be denied to any person based on their affiliation with any group. Individuals have the right to have their information protected and remain confidential.

Staff will participate in diversity, equity and inclusion training that will help insure compliance with this policy.

### Procedures:

#### I. Recruitment

ElderSource recognizes its talented and diverse workforce is key to our success. Diversity management benefits individuals, teams, our company as a whole and our customer/clients. We recognize that each employee brings his or her own unique capabilities, experiences and characteristics to their work. We value diversity at all levels of the organization in all that we do.

ElderSource recruits people from all backgrounds. We believe that our employees from many different cultural, linguistic and national backgrounds

provide us with valuable knowledge for understanding and reflecting our community.

When posting positions, we will reach out to targeted communities in order to attract people from diverse backgrounds.

## II. Training

Training on various topics related to diversity is to be provided as part of onboarding. An annual training calendar is established to ensure all staff continue training around diversity topics year-round. Reminders are sent and training completion is tracked by the Office Manager. Additional training/workshops may be scheduled at different times during the year.

DEI training is strongly encouraged for all staff, but is not required as a condition for employment or promotion. If an employee has a concern related to any of the trainings, they are encouraged to see their Supervisor or the Employee Experience Manager.

## III. Career Development

ElderSource rewards excellence and all employees are promoted based on their performance. ElderSource has a Succession Planning process. All employees have the opportunity to nominate themselves for the succession pool or to be nominated by their supervisor.

All managers are trained in managing diversity to ensure that employees are treated fairly and evaluated objectively.

## IV. Annual Assessment

ElderSource conducts an annual survey of employees to assess how we are doing in addressing diversity and inclusion and to seek the input of employees on how we can do better.

## V. Employee Resource Groups

ElderSource has a general Diversity Employee Resource Group (ERG). This ERG meets as needed. An upper management representative is on the ERG as support, but the ERG is staff lead.

The ERG is generally based on providing support, enhancing career development, and contributing to personal development in the work environment. It also provides staff the opportunity to network, support each

other and bring ideas and concerns to Management's attention. Additional ERG groups for particular populations (e.g. LGBTQ, Hispanic, etc.) may be formed at any time by staff.

#### VI. Communications

All employees are expected to embrace the notion of leading with respect, dignity and inclusion and to express it in workplace interactions and through everyday practices.

#### VII. Affirmative Action Plan

ElderSource is required to have an annual Affirmative Action Plan. The Affirmative Action Plan is a tool used by management to create equal employment opportunities for all applicants and existing employees. Using quantitative analysis, affirmative action plans compare the composition of a contractor's workforce to that of other relevant labor pools.

Affirmative action must be taken by covered employers to recruit and advance qualified minorities, women, persons with disabilities, and covered veterans. Affirmative actions include training programs, outreach efforts, and other positive steps.

All practices, policies, and procedures that ElderSource will implement in order to make sure that all qualified employees and applicants have an equal opportunity for advancement, recruitment, and all other aspects of employment are found in an Affirmative Action Plan.

#### VIII. ADA Compliance: see Employee Handbook regarding ADA compliance and accommodations.

#### IX. Interfacing with the Community

Where possible, materials will be translated into Spanish. Where other languages are required, the Helpline staff use the translation line. If a sign language interpreter is required, one will be selected.

Efforts will be made to have the website meet ADA requirements for persons with vision and/or hearing impairments. Efforts will be made to have videos accessible for persons with vision and/or hearing impairments.

ElderSource provides notice of the availability of and procedure for requesting a translator or auxiliary aids or services through our notices in our brochures, etc. and through posted notices. When an individual self-identifies as a person with a disability that affects the ability to communicate or to access or manipulate written materials or requests an auxiliary aid or service, staff will

consult with the individual to determine what aids or services are necessary to provide effective communication in particular situations.

When working with someone with limited English or a hearing impairment, in the event an interpreter is needed, the Chief Operations Officer is responsible for obtaining an interpreter. When communicating via the phone with someone with a hearing impairment, Florida Relay is utilized.

When working with someone with a vision impairment, staff will make every effort to provide materials in large print or read the materials to the client.

When working with someone with manual impairments, staff will assist those who have difficulty in manipulating print materials by holding the materials and turning pages as needed.

#### X. Grievance

ElderSource maintains a strict policy prohibiting discrimination or harassment of employees based on race, color, sex including sexual preference, gender identity and gender expression, religion, national origin, age, disability, genetic information or other protected status by other employees, vendors, clients, or guests.

Employees experience discrimination or harassment should refer to the Non-Discrimination and Harassment Policy and Complaint Procedure in the Employee Handbook.