

DEI&B Committee Meeting
5/15/2023 at 3:00 PM

Agenda

- I. Welcome
- II. Action Plan Review
- III. Open Discussion
- IV. Adjourn

2023-24 Board DEI Action Plan

Focus Area	Action	Champions (Board and Staff)	Timeframe	Resources Needed	Updates
Board Governance	Review Board membership	Governance Committee, CEO	Review membership bi-monthly	n/a	The committee reviews membership at each meeting
	Identify Gaps		Gaps identified and recruitment efforts made monthly	Gaps have been identified	
	Develop recruitment plan/steps to address gaps		Membership continues to be tracked and reviewed and discussed		
	Track and Report		Metrics have been established: recruit 1 under 30 and 1 between 30 and 49. This is done. There is still a need for Hispanic representation, faith based and men.		
Client Services	Determine and Monitor Metrics	Programs Committee, CFO, Program Compliance Manager, COO, Planner, VP Planning/Programs			Data Entry position (being currently recruited) and the Internal Compliance Specialist will run monthly reports on the active and wait list clients (month monitor changes and to pivot in addressing needs or creation of additional partners or services.
	Analyze data to include active and waiting clients		Planner, on a regular consistent basis, will compare analyzed findings (active and waitlist) to the census data to identify trends or patterns of underserved demographics and staff or provider representation of diverse groups.		
	Compare to census data		Gaps are being identified consistently, as we develop the AREA PLAN we will identify the gaps through quantitative (reports-e-CIRTS) and qualitative reports (e.g. Client Satisfaction Surveys)		
	Identify gaps		Andrea/Fred and Janet met on 4.5 to initiate discussion related to outreach. Creative, proactive ideas were discussed and regular meetings to occur we plan outreach communication.		
	Develop plan/steps to address gaps to include communications/outreach and providers		Completed in conjunction with the Area Plan- currently in progress		
	Needs Assessment		1. Integrate this activity with the Health Collaborative Building Equity project. The following are some examples of these efforts towards staff recruit and demographic representation. 1. In 2023, create and develop, as part of quality assurance, a standardized checklist that will include metrics / minimum thresholds to meet on demographics of underserved communities/ populations. 2. Put into practice these DEIB focused metrics and expectations for existing ElderSource providers. Build into our provider monitoring a review of provider staff demographic metrics to determine if provider staff demographics mirror the communities/populations they serve. 3. Create and build-in established DEIB metrics that will apply to creating new partnerships and in building out new programs		
Determine and Monitor Metrics				A full report will compile useful information or narrative derived from the Health Collaborative Building Equity project; Area Plan; and planning meeting with team members (e.g. Communications and Planning). Recommendations will be included in the summary of the report.	
Report					
Staff	Analyze staff and applicant demographics	Personnel Committee, COO, Employee Experience Manager	Ongoing	\$2,000 training	Next AAP Plan is being developed and will be presented to committee, once complete. This takes place, annually.
	Identify gaps		Voluntary DEI Demographics Survey is being developed and will be disseminated to capture self-reported staff demographic		
	Identify staff recruitment effort opportunities				
	Develop plan to include staff recruitment and staff DEI training				
Determine and Monitor metrics					
Report					
Communications	Review website, newsletters, annual report, brochures, social media	VP of Communications	Ongoing	\$7,000	Website now features ability for visitor to click on international flag to view content in native language. Website also offers information on how to access materials if special accommodations need to be considered. Website now includes page on agency's DEI efforts. Cost to update: \$100 for web developer. Cost to update: \$300.
	Identify gaps and opportunities such as creation of accessible documents (i.e. translations)		Ongoing	The general ES and SHINE brochures are available in large print and in Braille. Cost \$346.85. Brochures translated to Spanish and Creole: \$960.32. COVID vaccine info flyers translated to Vietnamese, Korean, Chinese, Spanish. ES recently participated in publishing agency efforts in a special editic the Jacksonville Biz Website now includes page on agency's DEI efforts. Cost to update: \$100 for web developer. ES recently participated in publishin agency efforts in a special edition of the Jacksonville Biz Journal. Cost \$5k.	
	Seek and respond to community outreach events that focus on diverse audiences		Ongoing	Spring 2023 outreaches: attended Spanish health fair, Minority Health Fair in Middleburg, Florida Black Expo. First Friday of every month ES is guest black gospel radio program, Senior Rap Line.	
	Seek and respond to advertising opportunities to promote our efforts		Ongoing	Produced an editorial column and advertisement for the Jacksonville Biz Journal special section on DEI. Cost \$5k	
	Develop communications demonstrating commitment to DEI (to include website page)				
	Determine and Monitor metrics				
Report					
Other	Update Procurement Policy and Procedure to address contracting with minority and female owned businesses		January 1, 2022	n/a	Policy and procedure has been updated.