



Summer 2021

Health Equity, Diversity and Inclusion Council (HEDI) Onboarding

Welcome & Meeting Overview

5 minutes

Agenda

1 [5 minutes] Welcome & Meeting Overview

2 [45 minutes] Open Meeting Overview

3 [10 minutes] Meeting Logistics

4 [10 minutes] Meeting Break

5 [5 minutes] Chair & Co-Chair Announcement

6 [10 minutes] HEDI Member Introductions

7 [10 minutes] Mission, Vision, and Values

8 [15 minutes] Introduction to HEDI

9 [5 minutes] Next Steps

Open Meeting Overview

45 minutes

Meeting Logistics

10 minutes

Meeting Break

10 minutes

Chair & Co-Chair Announcement

5 minutes

HEDI Member Introductions

10 minutes



Ice Breaker Activity

Please share...



Your Name



Your Department / Office and Your Position at DHS

HEDI Members

Langeston C. Hughes

Andrea Turtenwald

Angela Zilliox

Darwin Dick

Edwin Nyakoe Nyasani

Fernando Cano-Ospina

Jamye Chapman

Kelly Terrab

Laurie Palchik

Meghan Elledge

Phung Nguyen

Secretary / Deputy Secretary

Sheri Carter

Tonya Evans

Mission, Vision, and Values

10 minutes

Mission, Vision, and Values

VISION: DHS, where equity and justice are embedded as the cornerstone of our work to serve all communities, allowing each Wisconsinite to live their best life.

MISSION: To protect and promote the health and safety of all Wisconsinites, DHS commits to identifying, dismantling, and improving institutional structures that inflict and ignore racism, discrimination, and trauma among marginalized communities and centering our work around our core values.

VALUES:

Recognize

- Acknowledge racial and social injustice
- Understand how systemic barriers/root causes create health disparities
- Own DHS's complicity and role in this broken system
- Celebrate diversity and promote representation

Respect

- Honor cultural traditions
- Empower all voices
- Give authority to the voices of our partners and those with lived experience, and share power with them
- Foster diversity, equity, inclusion, and safety

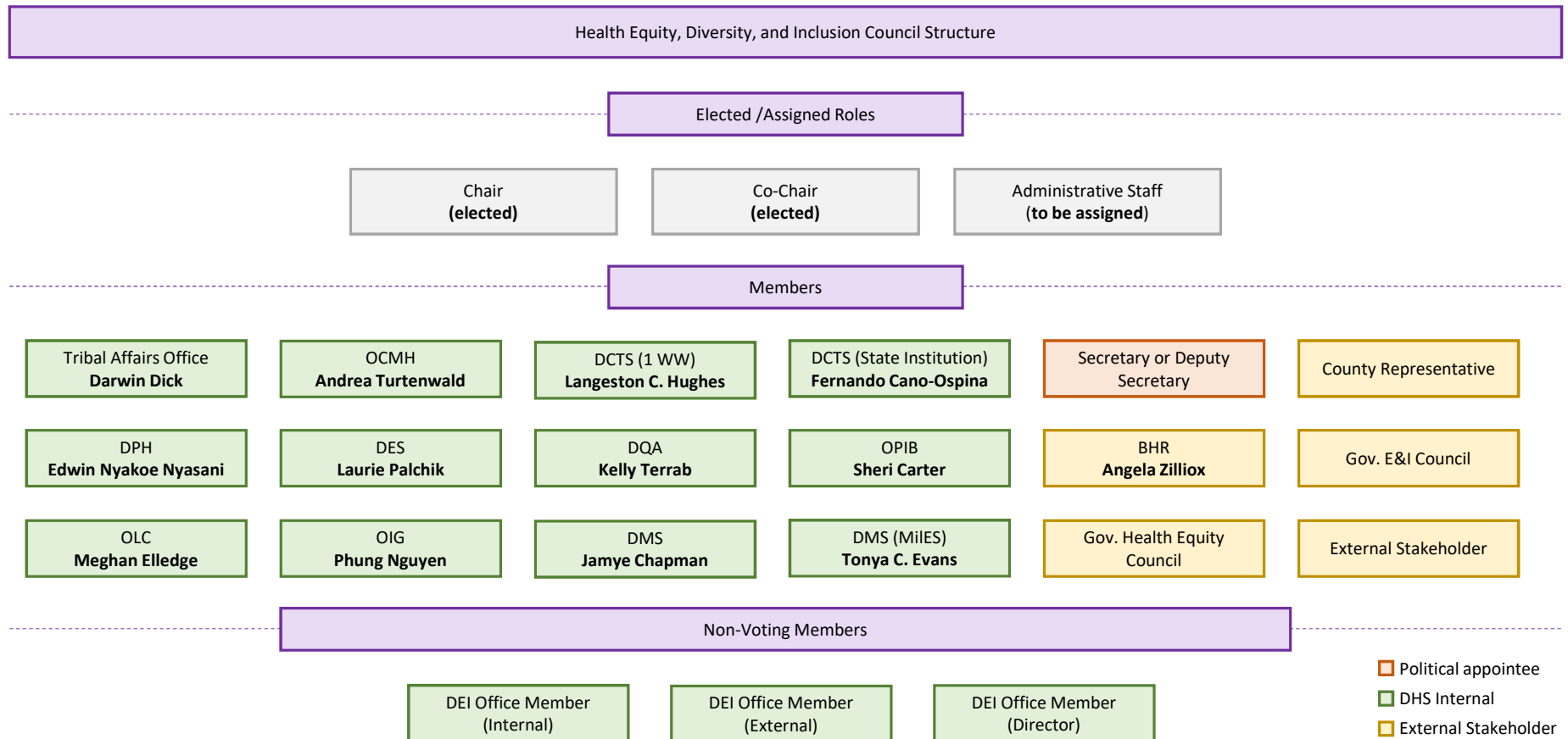
Respond

- Promote cultural humility and linguistically responsive services
- Support transformation to address health disparities
- Reimagine and redesign – use focused approaches to restore health to marginalized communities that are the target of racist and discriminatory policies and practices
- Celebrate, elevate, and share successes

Introduction to HEDI

15 minutes

HEDI Structure



HEDI Charges

- **Charge 1:** Overseeing the E&I Plan Implementation, including:
 - The review of comprehensive workforce analysis to establish goals / strategy / techniques
 - Analysis and Improvement of DHS leadership diversity
- **Charge 2:** Meet requirements of affirmative action under Chapter 230
 - As required under s. 230.06 (1) (j), Stats., advise the secretary concerning programs designed to ensure equal opportunity to all employees, applicants for employment and clients of the agency
- **Charge 3:** Request and vote to select (and revise as needed) up to three recommended budget proposal from non-committee members for submission to the OS for consideration in the DHS budget
 - E.g., voting on a recommended budget proposal to increase division-led training for DHS staff on health equity goals
 - Note that we encourage budget proposals that are cross-divisional in nature and / or further the DHS Equity Pillars
- **Charge 4:** Request and vote to select (and revise as needed) up to three items related to DEI a year for the committee to analyze / review in order to provide formal and direct recommendations or materials to the department.
- **Charge 5:** Support education and training on diversity, equity and inclusion by:
 - A) Identifying trainings for the Department's executive management and all staff related to racial equity and health equity.
 - B) Recommending trainings and resources to for external stakeholders, such as healthcare providers, pertaining to diversity, equity, and inclusion in alignment with Secretary's Office goals.

Responsibilities of Members

- **Attend all scheduled Committee meetings**
 - If a member is unable to attend a meeting, they are expected to notify the Chair and Co-Chair with adequate advanced notice. If member attendance drops below 80% of annual meetings then the member will be required to have a conversation with the Chair and / or Co-Chair and about their ability to fulfill the responsibilities of membership. The Chair and Co-Chair can consult with the Division Administrator on whether a replacement is needed and may establish their own requirements for attendance.
- Provide service by **performing assigned tasks**, participating in **ad-hoc subcommittee activities** as deemed necessary, serving as a **voting member**, and being a **responsible participant in discussions**.
- Serve as an **active liaison between their office / division and HEDI**, actively using their role to champion and move forward equity-related work
- Understand and act in accordance with the **requirements of a Governmental Advisory Body** (e.g., open meeting requirements).
- Place a request to the appropriate Division Administrator and Chair / Co-Chair to be released from committee responsibilities if no longer able to fulfill responsibilities.
- Anyone who intends to step down from HEDI should notify the Chair and Co-Chair and their Division Administration at least one month in advance of leaving their position

Responsibilities of the Chair

- Provide **leadership**
- **Coordinate the agenda** for HEDI meetings
- Adhere to **open meeting requirements** and the **requirements of a Governmental Advisory Body**
- **Call and conduct HEDI meetings**, facilitate group discussion and dynamics, maintain topic, propose resolutions, and provide feedback
- At various times, the Chair may **request other department employees to serve on workgroups** to offer expertise and guidance on behalf of HEDI
- **Delegate** various responsibilities to members but retain overall responsibility.
- **Assist with subcommittee / workgroup activities**
- Serve as the **HEDI representative** and attend department wide meetings or delegate attendance to another committee member
- Maintain a **Plan of Work** to ensure that the Charges of HEDI are met on an annual basis
- Submit the **annual report**, per the bylaw requirements

Responsibilities of the Co-Chair

- In the absence of the Chair, **conduct Committee meetings** and **carry out the other duties of the Chair**.
- **Assist**, as requested, with all duties of the Chair.
- **Monitor member attendance** status and performance of ongoing responsibilities and report any concerns to the Chair.
- Work with any members who step down to back-fill positions; ensure that **open membership positions are filled in a timely manner**. Monitor **annual membership discussions** with divisions / offices to make sure those conversations take place.
- **Support the Chair in ensuring that the Charges of HEDI are met** on an annual basis; flag any concerns about not meeting the charges.
- Review the **HEDI onboarding handbook** annually and update as needed. Note that the Council can determine the onboarding process they wish to use, but must maintain a handbook, detailing history of development, bylaws, E&I Plan, charges, and guidance on HEDI, to support onboarding.

Next Steps

5 minutes



Next Steps

Look out for the next HEDI meeting invite for early fall

Keep in mind the OLC overview of Open Meetings

Continue to review the bylaws to understand your role and the responsibilities / expectations for HEDI

Connect back with your division / office where needed