

MARCH 2022

# HEDI Council General Body Meeting



# Agenda

Topic	Time
Welcome & Agenda Overview	8:30 – 8:33 am
Approval of February Meeting Minutes	8:33 – 8:36 am
Secretary Updates	8:36 – 8:46 am
Motion for Approval of Addendum	8:46 – 8:50 am
Office of Health Equity Remarks- Dr. Michelle Robinson	8:50 – 9:00 am
Subcommittee Updates	9:00 – 9:20 am
Break	9:20 – 9:30 am
Orientation to Destination Workplace Initiative - Kathleen Caron	9:30 – 10:30 am



PROGRESS TO DATE

# CHARGE 1

E&I Plan

# Key Insights

*The Charge 1 Subcommittee selected the top five insights and metrics to be included in the final recommendations report.*

## Insights

Evaluate the **rate at which staff and leadership** from marginalized communities are **choosing to leave** DHS

Evaluating the current workforce and the **representation of marginalized populations** across staff and leadership

Assessing the **level of DEI Integration within the talent review process**

Uncovering possible bias within DHS's talent mobility systems such as promotions and internal recruitment

Deep dive into the **workforce's sentiments** on the value they believe DHS places on DEI

## Metrics

**Turnover**

**Representation**

**Talent Management**

**Internal Talent Mobility**

**Employee Engagement**

## Completed Milestones

- ✓ Selected top five insights and metrics for recommendation
- ✓ Drafted first section of Recommendations Report

## Upcoming Milestones

- Review first draft of report and make updates
- Hold **March Working Session** to review Draft Language

## HEDI Engagement

- Present findings/recommendations to HEDI and solicit thoughts and feedback

# CHARGE 1 E&I Plan

*Upcoming Key Tasks **through June***

Key Milestones	Key Products	Owners	Audience	Date
DEI Metrics Recommendation	DEI Recommendations Report	Subcommittee	DHS HEDI	
Prepare recommendations report to HR of what other data needs to be collected to fill identified gaps in metrics		Deloitte		1/7
Draft language for remaining insights		Subcommittee		3/4
Finalize Language for Report Section		Deloitte		3/18
Recommendations Around Diversity Driven Job Postings	DEI Recommendations Report	Subcommittee	DHS HEDI	
Conduct best practice research for job postings		Subcommittee		3/18
Review 3 diverse DHS job postings		Subcommittee		3/18
Draft language for recommendations		Subcommittee		3/25
Conduct brainstorming workshop to record recommendations		Deloitte		4/1
Finalize Language for Report Section		Deloitte		4/15
Mentorship Program Initial Planning	DEI Recommendations Report	Subcommittee	DHS HEDI	
Review DEI Mentorship Program from Municipal Government		Subcommittee		4/29
Conduct Discussion around changes to be made to this mentorship program		Deloitte		5/6
Develop Draft Playbook Language		Deloitte		5/20
Finalize Playbook		Deloitte		6/3

\* Deloitte to Coordinate





PROGRESS TO DATE

# CHARGE 3 & 4

Budget Proposal & DEI Priorities

# Key Insights

Through group discussion, the Charge 3 & 4 Subcommittees identified several key evaluation criteria categories.

**To create the Evaluation Criteria, subcommittees members took the following steps**

1. Discussed aspects of recommendations that were most important to achieving HEDI goals
2. Reviewed proposed evaluation criteria worksheet and discussed changes
3. Received guidance and approval from HEDI Co-Chairs

Request:	Impacted Group:	DHS Division/Facility	Community	DHS as a Whole
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Evaluation Worksheet				
Requests are required to meet the following two criteria to move forward				
DHS DEI Alignment	This request is in <b>direct alignment</b> with DHS DEI efforts*			✓
Elevates Marginalized Communities	This request's <b>primary focus</b> is elevating one or more marginalized communities			✗

Categories / Score	0-1	2-3	4-5	Score Per Category
Impact	<b>Sustainability</b> This request does not include an element of sustainability	This request has an <b>element</b> of sustainability but may require additional approval or resources in the upcoming years	This request has a <b>strong element</b> of sustainability and has the potential to continue autonomously	
	<b>Moral &amp; Energy</b> This request would have a minor impact on workplace/community moral	This request would have a <b>considerable impact</b> on workplace/community moral	This request would <b>significantly increase</b> workplace/ community moral and energize staff and/or the community around DEI progression	
Urgency	<b>Timeline</b> This request would take a large amount of time to put into action	This request would take a <b>considerable amount of time</b> to be put into action, but is still feasible	This request could be implemented in a <b>short amount of time</b> (i.e., 1-3 months)	
Traction	<b>Past Performance</b> This request has never been successfully implemented at another similar department/external organization	This request is <b>similar to</b> another successfully implemented initiative at another similar department/external organization	This request has been <b>successfully implemented</b> and sustained by another department, external organization or municipal government	
	<b>Previous Investment</b> This request does not have any previous investment	This request has picked up <b>some interest</b> and investment from various stakeholders	This request has <b>strong investment</b> behind it	
	<b>Maturity</b> This request is brand new	This request is <b>somewhat thought out</b> but there is no structure or plan	This request is mostly thought out and there is a <b>structured execution plan</b>	

\* DHS DEI Pillars and/or Mission, Vision, and Values

# Key Insights

*Through group discussion, the Charge 3 & 4 Subcommittees identified several key evaluation criteria categories.*

## ***Characteristics of a Top Recommendation for the 2021-2022 Cycle***

Would have a significant, positive impact on workplace/ community moral and energize staff and/or the community around DEI progression

Has been successfully implemented and sustained by another department, external organization or municipal government

Recommendation and its benefits could be realized in a shorter amount of time (i.e., 1-3 months)

Has been thought out and includes a detailed structured execution plan, that can be implemented with little additional planning.

Has strong support from various stakeholders, including other staff members, the community, or leadership. It has some pre-determined money, resources, and/or social capital attached to it.

### **Completed Milestones**

- ✓ Finalized evaluation worksheet
- ✓ Completed draft survey in Alchemer

### **Upcoming Milestones**

- Receive approval and feedback from OS & OHE by **March 4<sup>th</sup>**
- Send Email to Department Heads by **March 11<sup>th</sup>**
- Open Survey on **March 14<sup>th</sup>**
- Hold **March Working Session** to review timeline and next steps

### **HEDI Engagement**

- Present up to 5 selected requests to HEDI for feedback and aid in narrowing down to 3



# Charge 3 & 4

*Upcoming Key Tasks **through April***

Key Milestones	Key Products	Owners	Audience	Date
Email Request	Email Request	Subcommittee	Division Leads	
Confirm email request by HEDI Co-Chairs		Subcommittee Lead		2/22
Gain Approval from OS		Deloitte		3/4
Gain Approval from OHE				3/4
Send out email to Division Leads	List of Division Leads & emails			3/11
Request Survey	Request Survey	Subcommittee	Division Leads, Recommenders	
Build evaluation criteria format	Evaluation Criteria	Subcommittee	Subcommittee & HEDI	3/4
Finalize Survey in Alchemer		Deloitte		3/9
Develop Scoring Template in Excel				3/11
Send out Survey to Division Leads				3/11
Open Survey				3/14
Monitor & Collect Responses		Subcommittee		
Close Survey Collection		Survey Owner		3/25
Organize Collected Requests	Collection Template	Deloitte	Subcommittee	3/30
Conduct Scoring Workshop to Narrow Down on the Top 25% of Responses	Evaluation Criteria	Deloitte	Subcommittee	4/8
Conduct Discussion Based Evaluation Workshop to Narrow down on Top 5 Recommendations	Evaluation Criteria	Deloitte	Subcommittee	4/15

\* Deloitte to Coordinate



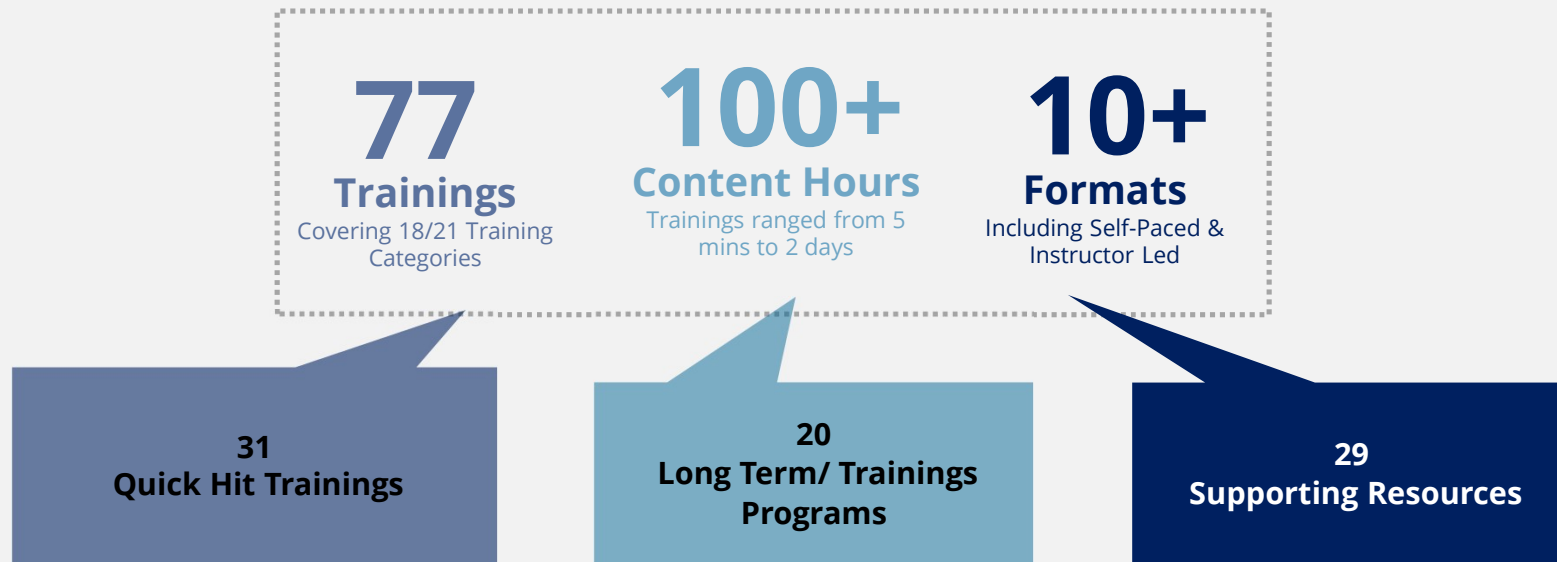
PROGRESS TO DATE

# CHARGE 5

Training & Education

# Key Insights

*The Charge 5 Subcommittee spent weeks researching 21 DEI Training Categories including specific goals pulled from the E&I plan*



Completed Milestones	Upcoming Milestones	HEDI Engagement
<ul style="list-style-type: none"><li>Collected all individual research spreadsheets</li><li>Compiled and Sort Training Entries</li></ul>	<ul style="list-style-type: none"><li>Build Evaluation Criteria Worksheet</li><li>Hold <b>March Working Session</b> to review top trainings and begin developing selection method</li></ul>	<ul style="list-style-type: none"><li>Present up to 10 selected trainings to HEDI for feedback and aid in narrowing down to up to 8</li></ul>

# Charge 5

Upcoming Key Tasks *through June*

Key Milestones	Key Products	Owners	Audience	Date
Training Research		Subcommittee	Subcommittee	
Sort and synthesize findings for workshop		Deloitte		3/2
Select top 5-8 trainings to satisfy objectives		Subcommittee	HEDI Council	
Develop draft evaluation checklist		Deloitte		3/18
Finalize evaluation checklist	Evaluation Criteria Checklist	Subcommittee		3/25
Conduct prioritization session using evaluation checklist to identify top trainings	Prioritized Training List	Subcommittee Lead & Deloitte		4/1
Develop one-slider for each trainings to present to HEDI Council	Subcommittee Members			15-Apr
Conduct Voting Exercise with HEDI Council to Narrow down to 7-8 trainings	Subcommittee Members			15-Apr
Conduct Further Deep dive into Selected Trainings as Necessary	Subcommittee Members			6-May
Draft Report with Selected Proposals	Deloitte			20-May
Finalize Report with Selected Proposals	Subcommittee Members			3-Jun



ORIENTATION TO DESTINATION WORKPLACE INITIATIVE

**Kathleen Caron**