

OPEN MEETING MINUTES

Name of Governmental Body: Agency Equity and Inclusion Advisory Committee (AEIAC)			Attending: Sheri Carter, Dei Fleary-Simmons, Kirsten Johnson, Phung Nguyen, Debra Standridge, Shavana Talbert, Jesse Wielgat, Donna Wong
Date: 8/15/2024	Time Started: 11:30 AM	Time Ended: 11:50 AM	
Location: Virtual			Presiding Officer: Jesse Wielgat
Minutes			

Welcome, Agenda Overview <ul style="list-style-type: none">Jesse Wielgat	11:30 – 11:31 AM
Approve July Minutes <ul style="list-style-type: none">Motion: Sheri CarterSecond: Phung NguyenAll Approve	11:31-11:32 AM
Discussion on Expanding Membership <ul style="list-style-type: none">Jesse and Racheal spoke to other agencies.<ul style="list-style-type: none">Other agencies want to make sure they have buy-in from all divisions before work is referred out to workgroups.Front-end approval opposed to back-end approval.What level would the division representative be?<ul style="list-style-type: none">Someone who can communicate to staff.Take feedback back to leadership teams.Assistant DA or Office DirectorWhich divisions and offices should be added<ul style="list-style-type: none">All divisionsExecutive level officesWould they be voting members?<ul style="list-style-type: none">YesWho were members before?<ul style="list-style-type: none">HEDI came immediately before the AEIAC.Before HEDI there was an Affirmative Action Advisory (AAA) Committee, but the membership varied over time. All divisions and facilities were represented, but membership was based on who was nominated to the committee.What is the intent?<ul style="list-style-type: none">Statute only mandates that a committee exists, not who serves on the committee. The DOA handbook encourages high level membership, but it is not prescriptive as it provides guidance to agencies of various sizes and organizational structures.Discussion<ul style="list-style-type: none">This changes the quorum requirement and the time commitment. The new people would have to make a commitment to attend.We could have 30 minute meetings for the remainder of 2024 and then one hour meetings in 2025 when the committee meets every other month.Carve out time for voting in the time frame.Decision: Add representatives from all 5 divisions plus one total member from the executive offices (OPIB, Tribal Affairs, OIG, Area Administration). Adding 6 members to bring total membership to 15.	11:32-11:48 AM
Vote to Approve Bylaws <ul style="list-style-type: none">Motion: Sheri CarterSecond: Dei Fleary-SimmonsAll approve	11:48-11:49 AM

Public Comments <ul style="list-style-type: none">No public comments were received	11:49-11:49 AM
Future Meetings <ul style="list-style-type: none">Onboarding at next meeting. Expectations from the DOA Bureau of Equity & Inclusion.Goal to have all new members in place by the September 12 meeting.Monthly meetings until the end of 2024, then every other month in 2025.September 12, 2024 – next meetingAdjourn:<ul style="list-style-type: none">Motion: Dei Fleary-SimmonsSecond: Kirsten JohnsonAll approve	11:49-11:50 AM

Prepared by: Donna Wong on 8/15/24.

These minutes are in draft form. They will be presented for approval by the governmental body on: September 12, 2024