

Health Equity, Diversity and Inclusion Council Meeting

Meeting Purpose:	The purpose of this meeting is to conduct the governmental business outlined in the agenda below. The Health Equity, Diversity, and Inclusion Council (HEDI) serves as an independent advisory body designed to provide analysis, recommendations, and accountability to the Department on specific and external matters regarding diversity, equity, inclusion, and affirmative action as provided in Chapter 230 of the Wisconsin Statutes.
Date:	July 28, 2021
Start Time:	11am
End Time:	1pm
Location:	Zoom https://dhs.wi.zoom.us/j/86592924625
Facilitator:	Langeston Hughes, Cartecia Lawrence

Individuals Attended			
X	Laurie Palchik	X	Angela Zilliox
X	Meghan Elledge	X	Jamye Chapman
X	Sheri Carter	X	Tonya Evans
X	Kelly Terrab	X	Fernando Cano-Ospina
X	Darwin Dick	X	Langeston Hughes
X	Edwin Nyakoe Nyasani	X	Andrea Turtenwald
X	Phung Nguyen	X	Cartecia Lawrence

Agenda:

#	Topic	Time
1	Welcome and meeting overview – Langeston and Cartecia	11:00 – 11:05am
2	Open meetings and public records law overview – DHS Office of Legal Counsel	11:05 – 11:50am
3	Discuss meeting logistics - Cartecia	11:50 – 12pm
4	Break	12:00 – 12:10pm
5	Introduction of HEDI Chair and Co-Chair - Secretary Timberlake	12:10 – 12:15pm
6	HEDI member introductions/icebreaker – Langeston	12:15 – 12:25pm
7	Mission, Vision and Values – Langeston	12:25 – 12:35pm
8	Introduction to HEDI – Langeston	12:35 – 12:50pm
9	Next Steps – Langeston	12:50 – 12:55pm
12	Adjourn	1pm

Notes:

- Welcome and Meeting Overview – Langeston Hughes
 - Public comments and questions should be sent to dhsHEDI@dhs.wisconsin.gov

- Open Meetings and public records law overview – Mark Thompson
 - Mark Thompson presented “Open Meetings and Public Records Law” slides
 - Primary takeaway: Issues related to these fields of law are usually fact specific. The Office of Legal Counsel is available to answer questions related to this field of law.
 - Err on the side of granting public access
 - DHS Administrative staff can assist with public records requests
 - Department of Justice compliance guides: <https://www.doj.state.wi.us/sites/default/files/office-open-government/Resources/OML-GUIDE.pdf>
 - Questions:
 - Are "subgroups" or "workgroups" subject to open meeting requirements?
 - Always refer to the numbers and purpose requirements
 - Should recordings be sent to the DHS Open Meetings email?
 - Recordings can be sent to DHS Open Meetings for posting or can be posted on both the Office of Health Equity and HEDI websites
- Meeting logistics
 - Cartecia Lawrence presented from Article 3 of the HEDI Bylaws (pages 5-7)
 - Council members are encouraged to review HEDI Bylaws in full
 - Meeting cadence to be determined at the next meeting
- Chair & Co-Chair Announcement
 - Chair: Tonya C. Evans, Bureau Director for Milwaukee Enrollment Services (MiES), Division of Medicaid Services
 - Co-Chair: Fernando Cano Ospina, Diversity Services Coordinator for Mendota Mental Health Institute, Division of Care and Treatment Services
- HEDI Member Introductions
 - Langeston C. Hughes, Comprehensive Community Services Program Coordinator, Division of Care and Treatment Services
 - Andrea Turtenwald, Family Relations Coordinator, Wisconsin Office of Children’s Mental Health,
 - Angela Zilliox, Equity and Inclusion Program Manager, Bureau of Human Resources
 - Laurie Palchik, Director of Bureau of Procurement and Contracting, Division of Enterprise Services
 - Meghan Elledge, Attorney, Office of Legal Counsel
 - Sheri Carter, Executive Assistant, Office of Policy and Budget
 - Kelly Terrab, Health Services Management Supervisor, Division of Quality Assurance
 - Darwin Dick, Statewide Administrator, Tribal Affairs Office
 - Edwin Nyakoe Nyasani, Health Records Coordinator, Division of Public Health
 - Phung Nguyen, Quality Oversight Specialist, Office of Inspector General
 - Jamye Chapman, Senior Executive Advisor, Division of Medicaid Services
 - Tonya C. Evans, Bureau Director for Milwaukee Enrollment Services (MiES), Division of Medicaid Services
 - Fernando Cano Ospina, Diversity Services Coordinator for Mendota Mental Health Institute, Division of Care and Treatment Services
 - Karen Timberlake, Secretary Designee
- Introduction to HEDI
 - HEDI Structure
 - Division of Care and Treatment Services and Division of Medicaid Services have two members due to size
 - External positions will be filled as needed moving forward

- As positions within the Office of Health Equity are filled, non-voting members will be added
- Next Steps
 - Look out for the next HEDI meeting invite for early fall
 - Keep in mind the OLC overview of Open Meetings/Open Records
 - Continue to review the bylaws to understand your role/responsibilities
 - Connect back with your office/decision where needed
 - Questions/Comments:
 - As external members from the Governor's Health Equity Council and Governor's Equity and Inclusion council, Secretary Timberlake requests additional assistance to ensure that she is adhering to the open meetings law requirements
 - Will workgroups and action plans be created at the next meeting?
 - A meeting cadence will be created prior to the next meeting as well as a framework for committees
 - Next HEDI meeting will be spent defining committee, assigning work, establishing expectations and determining how to select new members
 - How were the charges derived?
 - There was a HEDI formation workgroup that created the charges
 - Workgroup also referenced the Secretary's office equity pillars
 - What does "oversee" mean in Charge 1? Will the council delegate and assign work?
 - Oversee, in this case, refers to the council's ability to review and provide feedback
 - "Oversee" ensures that the Equity and Inclusion (E&I) plan moves forward and that the work is being completed and that goals are met timely
 - Note: Charges will be discussed in more depth at the next meeting
 - Is the E&I Plan available? Can be made available to council for review?
 - The E&I Plan is on the cusp of final approval
 - When it is approved it will be available on the work web
 - Adjustments were made to the original E&I Plan and it will be finalized and signed off on by Department of Administration and Division of Personnel Management by July 31, 2021
 - Council will use the raise hand feature in order to be acknowledged and called on to speak moving forward
 - Will the council adopt any rules/order for meetings?
 - This will be considered for agenda
 - Will the council establish a formalized structure for agenda setting/building?
 - Tonya and Fernando will prepare meeting processes and protocol for the next meeting

Action Items:

#	Action Item	Description	Owner	Due Date
1	Prepare meeting processes and protocol	Processes for agenda building and meeting protocol will be prepared by the chair and co-chair in advance of the next HEDI council meeting	Tonya and Fernando	Prior to next HEDI meeting
2				

Decision Items

#	Topic	Workgroup Assigned*	Decision: Question and / or Answer	Origin