

**OPEN MEETING MINUTES**

Name of Governmental Body: DHS Health Equity, Diversity, and Inclusion Council		Time Started: 8:30am	Time Ended: 10:30am	Attending: Tonya C. Evans, Karen Timberlake, Kymberly Parado, Phung Nguyen, Edwin Nyakoe-Nyasani, Kelly Terrab, Laurie Palchick, Laura Varriale, Darwin Dick, Michelle Schroeder, Andrea Turtenwald, Sheri Carter, Langeston Hughes, Maddison Bruer, Sachi Koulgi, Kathleen Caron, Shannon Molony, Karen Odegaard, Dr. Michelle Robinson
Date: 7/14/2022				
Location: Virtual (Zoom)			Presiding Officer: Tonya C. Evans	

**Minutes**

<p><b>1. Welcome and agenda overview</b></p> <ul style="list-style-type: none"> <li>Tonya gave a quick welcome and agenda overview</li> </ul>	8:30 – 8:33 am
<p><b>2. Approval of May Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>Tonya called for a motion to approve the meeting minutes from the last meeting</li> <li>Langeston motioned for approval</li> <li>Michelle seconded approval</li> <li>Meetings were approved</li> </ul>	8:33 – 8:36 am
<p><b>3. Secretary Updates</b></p> <ul style="list-style-type: none"> <li>Sec. Timberlake reminded group that there are several moving parts to implementing these recommendations</li> <li>Introduced Donna Wong as part of the PMO team</li> </ul>	8:36 – 8:46 am
<p><b>4. Remarks from Dr. Robinson</b></p> <ul style="list-style-type: none"> <li>Health Equity Solution strategic planning                             <ul style="list-style-type: none"> <li>Planning is off to a start, conducting some activities to establish foundation for 3-5 year plan for OHE</li> <li>Improve capacity to assess existing services</li> <li>Redesigning services to align</li> <li>Coordination and facilitation of efforts across agency</li> <li>Strategic plan to be established by early September</li> </ul> </li> <li>Disability Pride Month Celebrations                             <ul style="list-style-type: none"> <li>Encourage the team to attend</li> <li>These will be recorded</li> </ul> </li> <li>Emerging Leaders of Color Fellowship – Dr. Robinson is mentoring a mentee                             <ul style="list-style-type: none"> <li>Mentee is visiting August 12<sup>th</sup></li> </ul> </li> <li>Serenity Rooms                             <ul style="list-style-type: none"> <li>Goal is to have one at each facility across the State</li> <li>Looking to do a launch and ribbon cutting ceremony</li> </ul> </li> </ul>	
<p><b>5. Stay &amp; Grow Presentation- Kathleen Caron</b></p> <ul style="list-style-type: none"> <li>Employee Engagement Dashboard is being powered through Tableau</li> <li>Designed to give the user the ability to “slice and dice” data</li> <li>Kathleen gave HEDI Council a live demonstration and walk through of the dashboard</li> </ul>	9:58 – 9:20 am
<p><b>6. DERP (DHS Employee Recognition Project Team)</b></p> <ul style="list-style-type: none"> <li>Wish for HEDI to strengthen the message of employee recognition as diverse, equitable and inclusive cultural shift for DHS</li> </ul>	9:21 – 9:41 am

<ul style="list-style-type: none"> <li>• Recommendations:             <ul style="list-style-type: none"> <li>○ Employee Recognition platform on MS Teams</li> <li>○ Integrate Employee Recognition into onboarding and annual review processes</li> <li>○ Encourage and standardize regular, individualized meetings between supervisors and direct reports</li> </ul> </li> <li>• Additional Recommendations             <ul style="list-style-type: none"> <li>○ Creating a mentorship program</li> <li>○ Create system of repeatable process that helps employees feel heard and offers validation</li> <li>○ Create a system of sharing that allows bureaus, facilities, offices, understand projects across the spaces and share knowledge</li> </ul> </li> <li>• Ask from HEDI             <ul style="list-style-type: none"> <li>○ Support DERP recommendations</li> <li>○ Observe overlaps between DERP and HEDI recommendations and identify opportunities for collaboration</li> </ul> </li> </ul>	
<p><b>7. Closing Remarks</b></p> <ul style="list-style-type: none"> <li>○ Annual meeting is on August 11<sup>th</sup></li> <li>○ At annual meeting, <b>there will be a vote on maintaining the current meeting cadence</b> (every second Thursday of the month)</li> <li>○ Tonya gave overview of 2022-2023 Charge objectives: All Charges will be responsible for acting as an advisory body for recommendation implementors as well as accountability trackers.</li> <li>○ Tonya gave overview of accountability tracker</li> </ul>	<p>9:42 – 10:00 am</p>

Prepared by: Sachi Koulgi on 7/14/22.

These minutes are in draft form. They will be presented for approval by the governmental body on: 8/11/2022