

OPEN MEETING MINUTES

Name of Governmental Body: DHS Health Equity, Diversity, and Inclusion Council			Attending: Janaiya Banks, Maddison Bruer, Sheri Carter, Darwin Dick, Tonya C. Evans, Andy Forsaith, Lena Haasl, Langeston Hughes, Sachi Koulgi, Edwin Nyakoe-Nyasani, Laurie Palchik, Kymberly Parado, Shireen Ohadi-Hamadani, Dr. Michelle Robinson, Michelle Schroeder, Kelly Terrab, Andrea Turtenwald, Laura Varriale, Jesse Wieglat, T.R. Williams, Ashley Wilson, Donna Wong
Date: 8/11/2022	Time Started: 8:30am	Time Ended: 10:10am	
Location: Virtual (Zoom)			Presiding Officer: Tonya C. Evans

Minutes

1. Welcome and Agenda Overview <ul style="list-style-type: none"> Annual meeting welcome Tonya and Langeston gave a quick welcome and agenda overview Ice breaker activity 	8:30 – 8:40 am
2. Opening Remarks <ul style="list-style-type: none"> Dr. Michelle Robinson Dr. Robinson said she is excited to move forward our work on equity and inclusion whether internally or externally Last year OHE and HEDI were created to provide critical infrastructure for equity and inclusion Recognize, respect and respond to protect all Wisconsinites Described the difference between HEDI and OHE Dr. Robinson said she met regularly with the Chairs to support HEDI HEDI provided actionable recommendations 	8:40 – 8:45 am
3. Opening Remarks <ul style="list-style-type: none"> T.R. Williams T.R. spoke to the importance of continuously working on making DHS a gold standard place of work for all people and identities. T.R. highlighted the accomplishments of the past year: <ul style="list-style-type: none"> Four subcommittees 50 plus working sessions 17 recommendations on how DHS can work to strengthen DEI practices across the workplace and beyond T.R. said some of the recommendations are underway, some have a clear path, and some require a significant lift 	8:55 – 9:00 am
4. Presentation of Recommendations <ul style="list-style-type: none"> Charge 1 Recommendations – Ashley Wilson <ul style="list-style-type: none"> Equity & Inclusion Plan <ul style="list-style-type: none"> Improve recruitment and retention DEI metrics Improve job posting Develop a mentorship program Charge 3 Recommendations – Sheri Carter and Edwin Nyakoe-Nyasani <ul style="list-style-type: none"> Budget recommendations <ul style="list-style-type: none"> Text Translation Ombudsperson program Community Comms Advisory Group Charge 4 – Laurie Palchek <ul style="list-style-type: none"> Other DEI requests/recommendations submitted by employees 	8:45 - 9:25 am

<ul style="list-style-type: none"> • Celebrating diversity through DHS events • Collaborating with communications on topics such as more gender inclusive language on forms and pronoun use in email signatures • Diverse representation to increase sense of belonging through developing a program in OHE to provide mentorship, counseling and leadership for employees • Charge 5 – Kelly Terrab and Darwin Dick <ul style="list-style-type: none"> • Training and education <ul style="list-style-type: none"> • Looked at 77 trainings • 10 formats • Evaluated the trainings and selected 8 • Trainings recommended <ul style="list-style-type: none"> • Discussing culturally sensitive topics (leadership) • Creating an inclusive community (leadership) • Tribal affairs training (leadership and staff) • Empowering people to break the bias habit (leadership and staff) • Diversity, inclusion and you (leadership and staff) • Health equity series (external staff) • What to say when someone calls you a racist (staff) • A procurement path to equity (staff) 	
<p>5. Q&A with Langeston</p> <ul style="list-style-type: none"> • Why did we create the HEDI? <ul style="list-style-type: none"> ○ We created the HEDI to serve as an independent entity, separate from divisions, offices, and the Secretary's Office, designed to provide analysis, recommendations, and accountability to DHS on internal and external matters regarding equity & inclusion. • Who serves on the HEDI? <ul style="list-style-type: none"> ○ We have 1-2 representatives from each office/division The nominations process occurs each year, with the current members eligible for returning to serve on the council. This past year we also had non-voting members serve on the Subcommittees that developed the recommendations for each Charge you saw earlier in this presentation. • How do I connect with HEDI or serve as a representative? <ul style="list-style-type: none"> ○ If you're interested in serving on HEDI, contact your Division Administrator and send your interest via email to the HEDI mailbox. If you wish to share ideas or comments with HEDI for consideration, reach out to your office or division representative that serves on HEDI or reach out to the mailbox. • What is the timeline HEDI operates on? <ul style="list-style-type: none"> ○ HEDI formally launched in June of last year and plans to operate on a yearly basis, making recommendations and/or monitoring recommendation implementation. The Annual Meeting to report on HEDI activities will occur each July or August. • Is there a Charge 2? <ul style="list-style-type: none"> ○ Yes, the second Charge is related to the affirmative action under Chapter 230 of the Wisconsin Statutes. HEDI will focus efforts on recommendations for Charge 2 in future years. • Who does HEDI collaborate with? <ul style="list-style-type: none"> ○ HEDI collaborates with many groups and individuals across DHS, for example the OHE, OPIB, the Stay & Grow team, the OS, and many more. We also collaborate with the Governor's Health Equity Council when applicable. You'll learn more in the partnership panel to come. 	9:25 – 9:35 am

<ul style="list-style-type: none"> • What is the Equity & Inclusion Plan? <ul style="list-style-type: none"> ◦ Charge 1 focuses on the Equity & Inclusion, also known as the E&I Plan which was developed in response to Governor Ever's request for each Department to develop a plan that addresses diversity & inclusion. The Equity & Inclusion Plan is a review of comprehensive workforce analysis to establish goals / strategy / techniques to build an infrastructure and culture at DHS committed to equity and inclusion, and includes an analysis and ideas for improvement of DHS leadership diversity • Will every recommendation HEDI proposed be implemented? <ul style="list-style-type: none"> ◦ The Secretary's Office will determine the feasibility and prioritization for the recommendations from HEDI. From there, each recommendation selected will be assigned an owner. Exactly which recommendations will be implemented has not yet been determined. • How do I stay informed about the work of HEDI and other DEI efforts? <ul style="list-style-type: none"> ◦ We will share links and the mailbox for reaching HEDI and learning more. You can also visit the OHE workweb page to learn more about their efforts. More information about recommendations will be shared as implementation occurs. 	
<p>6. Life of a Recommendation (Tonya)</p> <ul style="list-style-type: none"> • Each subcommittee put in an immense amount of effort the past several months to develop their recommendation. • Although the process of developing a recommendation varied across each Charge, the subcommittees followed a similar blueprint to narrow down on their select recommendations. • Generally, there were six steps in the process: Initiation, research, brainstorming, design, review and finalization <ol style="list-style-type: none"> 1. Initiation: Establish a collective understanding of the objectives, develop a general project plan and determine a meeting cadence for each group 2. Research: Conduct external research on DEI best practices to better understand existing options for improving DEI, within the guardrails of the Charge objectives 3. Brainstorm: Identify gaps between the DHS current state and future state according to external research 4. Design: Develop tailored recommendations based on DHS needs with respect to DEI and experiences of marginalized groups 5. Review: Review and refine recommendations and request feedback from HEDI Council 6. Finalization: Prepare recommendations report for DHS 	9:35 – 9:40 am
<p>7. Partnership Panel</p> <ul style="list-style-type: none"> • Andy Forsaith (OPIB): What changes have been made or will be made to OPIB's budget process to facilitate an increased emphasis on DEI related proposals? <ul style="list-style-type: none"> • Two broad areas. Guidance to Divisions for submitting budget proposals • Incorporating HEDI charge 3 recommendations in budget process • Andy Forsaith: How can we as staff, help move DEI-related proposals along and impact their chances of making it through the budget process? <ul style="list-style-type: none"> • Next steps in budget process are that OPIB writes issue papers, the Secretary is briefed, it is advanced to the state budget office. Then, if included in the Governor's budget they go through the legislative process. We get lots of questions and we need your help developing responses to the questions we get in the legislative process. • Dr. Robinson (OHE): How do you envision OHE and HEDI working together now that HEDI has submitted their recommendations report? <ul style="list-style-type: none"> • HEDI provides a connection to staff representing the organizations in the agency. Likely opportunity to serve on implementation workgroups. Accountability partner. • Jesse Wieglat (BHR): What are some efforts that BHR is taking to prioritize DEI in the workplace and how can HEDI be a partner in these efforts? <ul style="list-style-type: none"> • Three things in BHR: recognizing need to make improvement, strong partnership with OHE not working in silos, using the recommendations as a 	9:40 - 10:00 am

<p>filter for how to prioritize work, HEDI provides a good connection to employees.</p> <ul style="list-style-type: none"> • To All Three Panelists: Which recommendation are you most excited to see be implemented in the coming years? <ul style="list-style-type: none"> • Andy: Charge 1 recommendations. Employees is where it all starts • Dr. Robinson: data recommendations. What is not known is not acted upon. • Jesse: data recommendations. Integral to the work we need to do 	
<p>8. Future of HEDI Overview (Tonya)</p> <ul style="list-style-type: none"> • Tonya spoke about the future of HEDI and plans for the next year • It is important to implement the current recommendations before continuing to develop new recommendations • Given the importance of seeing these recommendations through to implementation, our focus for next year will be on helping our current recommendations across the finish line. The following are the steps that will be taken over the next year by the HEDI Council and each subcommittee. <ul style="list-style-type: none"> • Secretary & OPIB to make selections around which recommendations to be implemented this year • Recommendations are assigned a 'home' to carry out implementation • HEDI Subcommittees pass on knowledge and recommendations to implementation teams • Subcommittees act in an accountability & advisory capacity 	10:00 - 10:10 am

Prepared by: Donna Wong on 8/11/22.

These minutes are in draft form. They will be presented for approval by the governmental body on: October, 13, 2022.