



DRAFT -- WMSWCD Diversity, Equity and Inclusion Committee Meeting Summary -- DRAFT
May 18, 2018, 11:30 am to 1:30 pm, WMSWCD Office

Attending: Jim Cathcart, District Manager, Susan Weedall, Associate Director (Co-Chairs); Terri Preeg Riggsby (Director); Michael Ahr, Ari DeMarco, Scott Gall, Michele Levis, Mary Logalbo, Carolyn Myers Lindberg (via telephone), Randi Razalenti, Ari Sindel, Laura Taylor (Staff)

March 30th Meeting Summary: No changes.

Hiring Practices: Randi shared notes and an exercise from a workshop that she went to called Recruiting and Maintaining a Multi-Cultural Workforce. Topics that were focused on were how to make a job announcement compelling to a diverse group of candidates and how to make an equitable interview process for candidates. Randi also presented a summary from the Debrief of Internship Hiring Process meeting that she attended with Jim, Michael, and Laura. Within the summary were findings from the demographic survey which was given to all applicants, and the post interview survey that was given to candidates who interviewed. The District's equity lens was used in the debriefing meeting to further discuss requirements for the Internship program, and follow up items were given to Michael to bring to the Tech Staff. Once discussed with the Tech Staff, a sub-committee was formed to further meet and use the equity lens to determine what changes may need to take place to the Internship program to make it more equitable. The sub-committee is comprised of Michael, Ari DeMarco, Michelle, Laura, and the District's current interns, Amber Johnson and Ari Sindel. The information discussed from both Randi's workshop notes and the debrief meeting summary will be used to inform the hiring team for the upcoming Communications Coordinator position as well as the sub-committee that will be examining the Internship program requirements. Jim mentioned the need to delay the launch of the Communications Coordinator recruitment to allow sufficient time to finalize the job description.

Training Opportunities: Susan shared information on an Ally Toolkit workshop that she attended that focused on how to have meaningful discussions with racism skeptics. She also shared information on a training that she attended about microaggressions. Susan offered to hand-out information from both these trainings. The Committee will consider what potential opportunities there may be to have a more extensive District learning session on the Ally Toolkit. Susan and Terri will discuss the best method to share this information with Board members. Mary gave a brief overview of the last Common Ground Equity Initiative Peer Learning Cohort meeting that she and Susan attended. Alexis Millet shared a new Leadership and Capacity Framework handout that can be another tool for use by the District. Susan and Mary plan on keeping in touch with other cohort members about what they are learning and implementing to further their knowledge about equity work.

Demographic Data Analysis Update: Mary shared that Coalition of Communities of Color (CCC) was unable to craft a scope of work for a disparities analysis for the District this fiscal year. This plan will focus on developing a framework to use the demographic data (and other data recently compiled) to conduct analysis of disparities and a baseline reference of the District in regard to those that the District serves, its partners, its Board and its staff. The Committee requested that the \$5,000 that was allotted for this work for the 2017-2018 fiscal year be carried over to the 2018-2019 fiscal year to complete this work.

Budget/Cost Center Report: Discussed

Check Out: Mary also announced that CCC is having a Summer Soirée celebration event on June 12th and asked the District to become a sponsor. The Committee was comfortable with a \$500 sponsorship. **Assignments:** Internship Hiring Sub-Committee: consider using equity lens to examine the practice of not redacting school names; Randi: update the hiring schedule for the Communications Coordinator position to reflect a June 11th launch date; Susan: work with Terri to get Ally Toolkit and microaggression information to the Board and staff, and discuss opportunities for more in-depth training. Michele and Jim will go over the final budget numbers in time for the Budget Hearing to determine if the demographic disparity analysis monies can be carried over to FY 2018-19.

Next Meeting: Friday, July 27, 2018, 11:30am to 1:30 pm, WMSWCD Office.