

NWS Diversity Management Council Meeting
2:30 p.m. ET, Friday, Apr 18, 2018 Minutes

The meeting was called to order at 2:30 pm Eastern Time, led by Council Chair Dave Rowell. Thanks to all who were able to attend:

Wendy Lavine	Delyne Kirkham	Marsha Green
Dave Rowell	Mirta Jackson	David Cook
Jason Wright	Sabrina Johnson	Todd Hall
Ian Morrison	Jenifer Prieto	Hope Hasberry
Jennifer Kitsmiller	Brooke Bingaman	Margi Garner
Christina Heyse	Kim Montgomery	

The following agenda items were discussed:

Diversity Council Business:

- 1) **Council Face-to-Face:** Dave, Delyne and Pete had a phone discussion concerning Mirta's proposal for a face-to-face Diversity Management Council representatives meeting. The Council agrees totally with such a proposal. Pete/EODMD is trying to make it happen in consideration of budgeting.
 - o In addition to a Council face-to-face Pete/EODMD is pursuing funds for bringing in staff from the field to attend the **bi-annual NOAA D&I summit**. Dave noted his strong support of such as a matter of inclusiveness.
- 2) **Council (Brown bag) Learning Sessions.** As proposed by Mary D. and Delyne, Council members would (voluntarily) attend a second monthly conference call for the purpose of sharing information on, or training of, a topic. These to be presented by Council representatives themselves in a rotating order. To push the issue Dave will work with Mary and Delyne to generate a sign sheet for Council reps to indicate a topic and date they wish to present. All Council representatives should be thinking of topics to sign up for [**Action Item Dave, Delyne, Mary, and all Council Representatives**]
- 3) **Outreach/Recruiting:** On the previous call Dave had indicated his interest in gathering best practices for outreach specific to recruiting. Sabrina noted that she is the outreach manager and was in fact starting an effort to gather best practices in K-12 outreach herself. Subsequent to the last Council call Dave, Sabrina and Mary Fairchild (Comms) had a conference call to discuss practices and support tools (e.g. toolkits for those doing recruiting outreach). At this time Sabrina is taking the lead in this effort. A list of persons currently doing outreach is being gathered and ideas for possible toolkit etc.. being explored.

Affinity Groups, Panels, Team - Reporting:

- 4) **Training team:** Todd reported the team is progressing well. They have narrowed down the course by some 40%; narrowed down to those whose content will be reviewed and cross-reviewed. It is hoped to have a curriculum/course listing by FY19. Dave asked Todd to thank each team member on behalf of himself and the Council for their diligent work.

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- 5) **Council Social Media Team:** Earl was not present, but Hope reported that at present podcasts are held up pending a contract to transcribe all Podcasts for 508 Compliance. It is hoped a contract can be signed soon.
- 6) **Ambassadors** – nothing to report
- 7) **GFWG** – nothing to report

Region and HQ Reporting:

- 8) **ERH:** No representative/No report
- 9) **SRH:** Nothing to report
- 10) **CRH:** Jenifer P. reported that
 - she held a conference call with C.R. Diversity Focal Points to discuss plans, ideas, newsletter articles, NOEES reporting, etc... .
 - Jenifer also noted that Central region Focal Points were making good use of a Google spreadsheet to share activities.
 - New shift scheduling options are being explored
 - The CRH diversity newsletter is being prepared.
 - An unconscious Bias activity has been done in multiple offices and has been received well.
- 11) **WRH:** Jennifer K. reported that
 - TheWRDAC is pursuing the “This is what an NWS employee looks like” campaign, and working it with Earl for multiple means of dissemination. They are making videos, posters, etc... ; and are trying to be as diverse as possible with highlighted employees. Hope suggested that the NWS Careers website would be a good place where these profiles could be linked.
 - W.R. is also perusing activities and flyers for Pacific Islander month and LGBT awareness month.
- 12) **ARH** – David reported that
 - AR is contracting training classes for the Tsunami Center (Workplace conflict, communications, ...) and hope to expand training to other AR offices/institutions.
 - Mirta – the AR Sexual harassment survey wording is still being worked to meet approval
- 13) **PRH** – Ian noted that PR:
 - PR now has a Google Site approved by PR is will be populating it with content in the near future.
 - PR is working with WRDAC one one-pagers etc...

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14) **NCEP**, as reported by Kim M. – they are preparing the (summer) intern program to include some type of diversity training.

15) **HQ offices:**

- Wendy for COO: COO/AFS has a contractor now looking at/analyzing results of the Focus groups that had been conducted.

16) **EODMD**

- Hope encouraged everyone on the call to reach out and encourage everyone in their offices and regions to complete the mandated sexual harassment training. Dave reminded everyone that as mandated training supervisors should be responsible for seeing that their employees complete the training. A number of Council members asked Hope for a report of those for whom the training is still not completed.
- Hope noted that Apr 26 is NWS Kids Day. It was pointed by Delyne and Hope that participation is optional at the discretion of office managers.
- Hope reported that the bi-annual FEVS survey is being readied and will be sent to 20% of NWS employees.
- Hope reported that 40-50 new Pathways interns will soon be hired
- Comms will begin using a new tab on the Insider page to announce training offerings vs all-hands memo releases. The Council will receive notifications of D&I trainings and Dave assured EODMD that Council representatives will email notifications to Focal Points to better get the word out.

17) **NWSEO** – Jason – NWSEO is still working to form a D&I team

Additional notes, comments:

No further activity was reported or discussed.

The next call is scheduled for May 16.

Meeting adjourned