

NWS Diversity Management Council Meeting
2:30 p.m. ET, Wednesday, Feb 15, 2017 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 including:

Hope Hasberry	Jenifer Prieto	Wendy Levine
Dave Rowell	Ian Morrison	Jason Wright
Mary Dunbar	Mirta Jackson	Pete Hill
Cheryl Latif	Carolina Walbrun	Margi Garner
Delyne Kirkam	Shari Mutchler	Earl Breon

The following agenda items were discussed:

Diversity Council Business:

- 1) **Council Representatives and Council Charter:** Dave reported that he, Delyne and Pete were working closely together to ascertain the Council is properly represented, especially in regard to HQ offices post-HQ-reorganization. Pete, Dave and Delyne are/have been actively seeking the correct persons to be representatives on the Council. The Council's Charter is being updated to reflect the current Divisional office structure. In addition the proposed changes to the Charter will include new language indicating that other persons (from other Diversity Resource Groups, e.g. DIMAC, Ambassadors, etc...) can be invited onto the monthly council call by the Council Chair and the OEODM Director. Dave noted that this has been a key practice of his to ensure transparency and information flow. The draft updated charter will be shared with all council representatives this week for feedback/input due Feb 28. The updated charter, and new Council members, should be finalized on the next Council Call.
- 2) **AA Fireside Chat :** Dave pointed out the Dr. Uccellini's latest Fireside chat was focused on Diversity. Diversity activities were highlighted, especially in the area of youth and STEM, by the Shreveport and Cheyanne WFOs. Hope added the talk was very outreach and student focused.
- 3) **July MIC/HIC Meeting:** Dave asked OEODM if Diversity was being represented at the upcoming MIC/HIC meeting. Pete responded – yes, unconscious bias will be presented to the group.
- 4) **DIMAC report:** Pete reported that he had recently meet with the Director of NOAA Civil Rights who is very interested in restructuring representation to be more representative of line offices and less top heavy.

NWS Diversity Management Council Meeting
2:30 p.m. ET, Wednesday, Feb 15, 2017 Minutes

5) **GMWG** report: Dave and Hope reported the following:

- The NWS Code of Conduct is still awaiting final approval.
- GMWG and OEODM are working together to finalize a Web site for Women's history month in March – "31 days of WoW" (Women of Weather), with posted stories for each day and scheduled events including 2 webinars: Empowering (women in)The NWS; and Lactation. The Lactation presentation will also likely be converted to a CLC module. This is a current topic as Mary Erickson and Dan Sobian announced at AMS the signing of a MOU which states that any office with 10+ employees must provide a space for lactation needs.
- Dave is working out the details of a possible Women's Leadership workshop at NCEP in May.

6) **Shift Work Team** – as reported by Jason:

- The team meet this month but no new outcomes
- Mary E. and Dan. S. are scheduled to meet this month to pick up the issue, with the team's input and recommendations.

7) **Ambassadors**

- Delyne noted that, while not necessarily an Ambassador activity, Todd Hall was going to get the Diversity Training Team back together to pick up the team's work. Neither Dave or Pete were aware of this. The team would operate as a Council sub-committee and thus Dave will reach out to Todd to discuss the team's direction and goals. [Action Item Dave]

8) **Council Social Media :**

- Dave indicated that while Aaron Sorenson, Earl Breon (with assistance by Delyne and Jason) had been carrying the load for diversity news articles, Facebook etc... for a couple years, he wanted to identify them formally as the Council's Social Media Team (sub-committee) with Delyne guiding their efforts on behalf of the Council.
- Hope suggested, and Dave concurred it was a great idea, that the Council's Social Media team report on the Council call those hot/top items that appear in the Diversity Matters Facebook page.

9) **Local Office event notification**

- Dave reminded all Council representatives that it is their primary responsibility to the Council to share/report their region's/office's activities to the Council (and thus OEODM), and to ensure information from OEOEM or the Council gets out to field and office Focal Points.
- Cheryl Latif asked about reporting procedures, specifically if NOEES is still to be used.
- Pete reminded all that he and his office has a responsibility to report MD-715 information to NOAA Civil Rights quarterly. Everyone needs to do better in reporting upcoming and completed diversity activities.
- Hope noted the NOEES reporting system online interface no longer worked.

NWS Diversity Management Council Meeting
2:30 p.m. ET, Wednesday, Feb 15, 2017 Minutes

- Pete will work with his staff to create a method of reporting activities, likely a Google Doc. OEODM will create a draft form and solicit input from all Council representatives and Focal Points to ensure it's user friendliness. [Action Item Pete/OEODM]

Region and HQ Reporting:

- 10) **ERH:** Cheryl Latif – nothing else to report
- 11) **SRH:** Jason indicated that Marsha Green will be representing SR Diversity efforts; however she is fairly new and very busy. Jason is working with her to bring her up to speed. She and her team will be working very soon to put up a webpage, google docs, or whatever is determined to be needed. Jason will be contacting all offices in SR to ensure that a Diversity Focal Point and alternate are identified at each.
- 12) **CRH:** - As reported by Jenifer
- Jenifer is getting together with Jason to get advice on creating a CR Diversity website.
 - The CRH Diversity team is meeting next month to share ideas; outcomes will reported to the Council
 - CR has a Google spreadsheet for CR diversity activities which will be used until OEODM finalizes new procedures.
 - Dr. Ucellini will be visiting the Topeka WFO next month at which time Jenifer will meet with him and report on the CR Diversity Program and mentoring efforts.
 - Delyne wanted to thank Jenifer for the wonderful one-pagers Jenifer creates and disseminates (other Council members likewise acknowledged their appreciation of Jenifer's efforts)
- 13) **WRH:** - As reported by Caroline :
- Caroline is acting as the temporary WRDAC chair until Brooke returns.
 - The WRDAC should have its Charter finalized this month.
- 14) **ARH** – Mirta J. indicated AR had nothing to report
- 15) **PRH:** - Ian M.
- The PR Diversity team Charter is ready and awaiting approval.
 - The team is developing a newsletter
- 16) **National centers:**
- Shari (AWC) – AWC had a group outing to watch the movie Hidden Figures, and had a group discussion about the film afterwards.

NWS Diversity Management Council Meeting
2:30 p.m. ET, Wednesday, Feb 15, 2017 Minutes

17) HQ :

- Mary D. reported on OEODM training activities slated for 2017
 - There are vendors known to OEODM that can be made available to WFOs on request
 - OEODM will be sponsoring Conflict Resolution training, email Mary for details
 - OEODM will be presenting a training for new managers. This will be held in an HQ conference room, but also broadcast. The broadcast/webinar can be attended by any manager. Contact Mary for details
 - Pete will be presenting new employee training (webinar) next week, again open to others – contact Pete.
- Pete also noted that if anyone has a diversity topic he/she wishes to present (in a webinar) to the agency to contact his office.
- Pete also reminded Council call participants of Benjamin Friedman all-hands email requesting that anyone interested in assisting on one of the 3 teams working the NOAA D&I Strategic plan contact him.
- Pete also noted that NOAA was looking for ‘feel good’ stories for social media outlets.

18) NWSEO: Jason had nothing further to report

No further activity was reported or discussed.

Meeting adjourned