

**NWS Diversity Management Council Meeting**  
**2:30 p.m. ET, Wednesday, Jan 18, 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  | Todd Hall      |
| Dave Rowell     | Teresa Murphy   | Jason Wright   |
| Mary Dunbar     | Mirta Jackson   | Pete Hill      |
| Sabrina Johnson | Brooke Bingaman | Kim Montgomery |
| Shari Mutchler  |                 |                |

The following agenda items were discussed:

***Diversity Council Business:***

**1) Activities of the **GMWG** as reported by Dave R.:**

- The WMO Women's Leadership Workshop in Rome was a great success. Was well received by the participants (30 women Hydrologists from 30 different countries), has proven itself successful to them, and help increase the number of female participants to the Hydrology Commission. It is hope the same can be replicated with in the NWS. Once possibly is an event at NCEP in late May.
- The GMWG (Dave & Michelle) will be making a presentation at AMS.
- The NWS Code of Conduct is in the final approval process.
- (as reported by Hope) 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 (e.g. webinars)
- The group is also looking at means to host Discussion Circles

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

- Because of the transition from DAA Laura to DAA Mary a presentation scheduled for the AMS Annual Meeting was postponed until likely late February.
- Jason reiterated the cooperation between NWSEO and NWS in the team's recommendations.

**3) **Mental Health Website** – as reported by Jason:**

- When presented with the draft mental Health website NWS Comms indicated a number of changes were necessary to proceed. Jason will work those changes in conjunction with OEODM.

**4) **NWS Diversity Tab on NWS Insider page****

- Dave articulated his concern that with the switch from a separate quarterly Diversity Matters newsletter to utilizing the Diversity tab on the Insider page to post diversity articles momentum was lost and posting greatly decreased. Dave encouraged all, especially Ambassadors, to utilize the Insider space (as well as Diversity Matters Facebook page) as a place of voice and information sharing concerning anything Diversity and Inclusion.

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- Some questions arose as to process in getting articles posted to Insider. It was noted that it was largely a matter of utilizing the posted Insider guidelines, but Dave indicated he would clarify with Aaron S. [Action item Dave]
- Hope indicated she could send out reminder email to call for articles. [Action item Hope]

**5) Ambassadors**

- Dave suggested and asked for agreement on making an effort to recruit new/additional ambassadors to bring new life to the program and maybe address additional focus areas. Most of the Council agreed.
- Dave will work with Pete on draft language that could get posted to Diversity Matters outlets (Facebook & Insider). [Action item Dave and Pete]

**6) DIMAC - as reported by Pete**

- The DIMAC took a time out to get acquainted with the new Director of NOAA Civil Rights – Kenneth (Kenny) Baily.
- Strategies going forward are getting a review and possible redesign to foster more employee involvement so the program is not exclusively top driven, including the strategic plan and associated tactics.

**7) Local Office event notification**

- Dave initiated a dialog stating he, the vice-chair and OEODM(Pete) are requesting that regional representatives to the council make it a practice to keep apprised of all local office events scheduled in their regions and report those both to the Council (on the Council call) and directly to OEODM
- A question was raised by Todd H. pertaining to the process and utilizing previously used reporting mechanisms. Further discussion indicated that different regions had different understandings of reporting procedures including the use of obsolete methods in some cases.
- Jenifer of CRH indicated that her region does have an online form for such; and it was suggested by Dave that Google docs would be another solution.
- Dave, Delyne and Pete/OEODM will work together to hash out proper procedure for regional representatives to report both upcoming and completed local office diversity events [Action Item: Dave, Delyne, Pete]
- In closing Dave again iterated his and Delyne's interest in bettering the communication flow from field to region to council to OEODM and in reverse; and noted the large and necessary role played by regional council representatives in that [Action item all Council members]

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**8) 2017 issues and field feedback**

- Dave brought to the council a number of concerns brought to his attention from persons in the field largely related to lack of diversity training opportunities outside of Silver Springs – especially Unconscious Bias training and conferences.
- Pete indicated that it is a shared concern of his office but budget is the root of the shortcomings. Pete then indicated his office is making some efforts to make more training available and turned the discussion over to Mary D.
- Mary reported:
  - She is assembling a number of training programs (Bullying, reasonable Accommodation, unconscious bias, EEO ...). And Dr Uccellini will be taking this information to the AMS meeting.
  - Such training is also being taken to NCEP.
  - OEODM purchased Go-To-Training software with the intent of using that platform to enable broader dissemination of these types of trainings.
  - Diversity and EEO training can be tailored to each individual office.
- Pete also said that any field office wanting to do unconscious bias training locally should contact him directly.
- Pete also reminded the Council that while on the topic of training No Fear training was due for all employees.

***Region and HQ Reporting:***

9) **ERH:** - no representative in attendance/nothing to report

10) **SRH:** - no representative in attendance/nothing to report

11) **CRH:** - As reported by Jenifer

- Jenifer has gathered and prepared a local office activity listing (available online) and presented it to CRH RD Chris Strager.
- The CRH Diversity team is meeting next month and will be preparing a newsletter.
- NWS WFO LaCrosse will be hosting a Leadership and Diversity workshop May 8-10

12) **WRH:** - As reported by Brook B. and Todd :

- The most recently scheduled WDAC meeting had to be postponed due to flooding in Ca. The meeting is being rescheduled for the beginning of Feb.
- The WDAC will be working on their Charter , and identifying activities that can be utilized by their local offices.

13) **ARH** – Mirta J. indicated AR had nothing to report

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14) **PRH:** - no representative in attendance/nothing to report

15) **National centers** – Kim Montgomery reported for NCEP:

- On Feb 1 NCEP is hosting a leadership and diversity event
- Vice Admiral Brown gave a great talk to NCEP staff on the link between leadership and culture.

16) **HQ :**

- Sabrina reported that all new EEO posters have been sent out to all offices and only 1 office indicated non-receipt (since resolved)
- Hope noted she will be at AMS and is a member of the AMS Board of Women Minorities.

No further activity was reported or discussed.

Meeting adjourned