

MINUTES

NWS Diversity Management Council Meeting

November 20, 2008

2-3 PM EDT

Roll Call	Cheryl Latif
Charly Wells	Elaine Wilbur
Sabrina Cook	Gena Morrison
Patricia Taylor	Michelle Swinton
Hope Hasberry	Carol Mearns
James Su	Catherine Kenney
Jennifer Kent	Carolyn Willis
January Braxton	Todd Hall
Erik Pytlak	David Murray
Ella Lichtenberg	Paul Trotter

General News: Award presentation for Dr. Stephan Smith.

On November 20, Dr. Stephan Smith was honored for his 10 years of dedicated service as Chair of the NWS Diversity Management Council. Dr. Smith is Chief of the Decision Assistance Branch, Meteorological Development Laboratory, in the NWS Office of Science and Technology. Dr. Smith worked diligently to bring the need for diversity and change to NWS management and employees. Throughout the years Dr. Smith served on the Council focusing his efforts on building a foundation that allows all employees to feel a part of the NWS family. This award was presented to Dr. Smith by our Assistant Administrator, Jack Hayes. Present for Dr. Smith's award was the OEODM staff, including Dr. Jim Su and Stephanie Jones/NOAA's Office of Diversity. "I am grateful for Dr. Smith's ongoing dedication to the NWS Diversity Council," NWS Director Jack Hayes stated. "The time and effort he put into the Council are exemplified by management's increased awareness of the need to embrace diversity."

New Members: The following individuals were present and will become members of the council.

- Paul Trotter
- January Braxton

- Elaine Wilbur from the Central Region has taken the place of Dr. Stephan Smith as Chair of the NWS Management Diversity Council opened by introducing Gena Morrison from the Southern Region as the newly elected Vice Chair to the council. Elaine stated that Gena along with herself will be helping Charly push forward with the objectives that they want to achieve and bring some change into the organization. With welcoming Gena, Elaine said that she hopes everyone will provide support to the both of them as they try to accomplish the goals of the Diversity Council.

Marketing Committee: Charly stated that the marketing committee met and came up with a set of values able to identify a Strategic Marketing Plan for the NWS Diversity Management Council, and that the purpose of the Strategic Marketing Plan is to address new ideas and Best

Practices from the field and the NWSH. The marketing team will help identify what works and doesn't work.

- The following elements were discussed: accountability, which has been discussed in the past and is under the 5-tier plan under the leadership element; it provides that EEO and Diversity shall be mentioned and addressed in every facet of the organization's goals and requirement create award recognition for those nominated at the Regional level who in most instances never reach the NWSH level for recognition; encourage the RD's and along with the OEODM to provide monetary recognition for their efforts in the field; have a Diversity consultant to help with implementing the process at the NWS; develop a curriculum for EEO/Diversity Management and create an EEO/Diversity Management tool box. As the committee continues to meet to discuss the marketing plan, Charly will provide updates on the status.
- Charly continued with the Cline Award stating that a lot of employees at the Regional level never reach the Headquarters level recognition due to the method of elevating the winners for the cline awards. He stated that during the 2009 summit, he wants to recognize those individuals whose names were submitted at the regions and didn't make the cut with an award from OEODM. He stated that we will use the same criteria as the Cline Award for the EEO and Diversity Management categories. Charly said that the nomination process should have begun already as requested previously. If names were submitted to the RD's for consideration to be elevated up to the Cline Award panel, those names should already be in place, so it's just a matter of going back to those individuals and working with the Regional Directors to reach a consensus and extending an invitation to identified employees to the summit. Charly said Steve Khul suggested that we develop a curriculum for managers and supervisors to complete on the EEO and Diversity Management courses. The LMS system is in place and many of those courses have been screened and are available for credit. Managers have to have three courses each year.
- ***Developing Metrics:*** The OEODM staff has been meeting with the AA and DAA to bring them up to date on some of the things that we are doing to move the organization forward in EEO and Diversity Management. Vickie and Jack are requesting that we develop metrics to determine our level of success or failure. We want to massage this process in an effort to bring about the results that they are looking for. Charly will review additional information that he has received regarding setting metric systems, and provide feedback to the council as soon as he can.

Charly stated that he wanted to establish the barometer this year without burning the members out, so what we want to do is establish the appropriate direction to pursue, identify best practices then move forward with new ideas. Please provide Charly with any new ideas that you are interested in as soon as you can. Charly said that he wanted to make sure that there was some sort of formula in place to identify diversity activities, identify the process for the activity - produce the desired outcome – determine the impact on the organization – and discuss the value added based on our initiatives

- ***Leadership Training:*** Charly wants to know priority of specific issues that employees seek to have addressed in the workplace. Charly stated that the whole issue about the training and identifying those who wanted to attend, most of the questions were focused (needs work) on who are selecting the individuals for training, what criteria they are using, and skills are lacking by those not selected. Charly said that there are only a certain number of slots

available, but some managers are not flexible enough to let some of the employees attend, and if so, only a few weather service employees have participated. Managers would have to find replacements for employees while attending the training. Charly would like to suggest centralized funding from the CFO for the training. Dean will present this to the CB during the next meeting.

- ***EEO& Diversity Conference:*** Charly reminded everyone that Hope has been working diligently putting together the agenda for the conference. Charly stated that we have a draft agenda in place that we are still working, and had asked the senior managers to get back to OEODM by December 19th with estimated numbers so that Hope and James can proceed with hotel arrangements. It was decided to have the conference at a centralized location under the DAA's advice. After looking at several locations with this in mind, we settled on Atlanta, GA. Based on the feedback from the vendors we'd like to stage the summit during the last week in April or the first week in May.
- The planning committee is in the process of looking at three hotels to stage this event. Monday will be the travel day; with early registration will be from 3:00 pm – 5:00 pm. Once arrangements have been finalized, copies of the agenda will go out to everyone. Charly asked for everyone to start thinking of topics that you would like to see discussed. Professional speakers and subject experts from the outside will present at the conference, so if you have any burning issues on education and training, and you may know of someone who can better address your concerns, please forward your information to Charly and Hope.

Award presentations will be given out on the last day of the conference for the nominees selected at the Regional level for EEO & Diversity Management recognition, as well as individuals who have worked diligently over the last couple of years towards EEO and Diversity Management. The award categories are: Outstanding EEO Manager, Outstanding Supervisor/Manager, Outstanding EEO Focal Point, and Diversity Focal Point. Charly said to please submit names for these awards as soon as possible, and use the definition and descriptions as laid out in the Cline Award.

- ***Setting Dates for the new Fiscal Year:*** Hope is developing a calendar of meetings for the upcoming year based on what the council has done over this past year. Charly stated that if council members felt as though we were having too many meetings, or we should cut down on the number of meetings, please let him know as soon as possible. He said that the idea is to move this process forward and not let it die. Charly shared that foundation set by Stephan Smith should continue as much as possible, so if you have ideas that you would like to have the council discuss, please provide Charly with that information.

Erik Pytlik stated that his issue with scheduling was the sudden cancellations because his schedule is pretty tight and then suddenly there's a cancellation. Carol Willis said that she would prefer that the meetings are held during the middle or earlier in the day. Charly stated that he would try to work out a schedule that would work for every one considering the regions.

- ***Online Diversity Management Tool (Score Card):*** Charly began by expressing his thanks to everyone who responded and participated, in particular, Jose, Erik and Carol; because these individuals looked outside of the "BOX" The score cards were assessed by diverting a numerical number into verbal feedback and given a score based on the two. Charly said that he

was trying to provide everyone with a snapshot of the expansion of our online tools. Charly said that he would send out copies of the assessment of the online tools. The score card is part of the expansion, which at the end of your score card, allows you to plug in variables based on your personal input and provide a score for your responses. Charly is working with Jason Taylor to complete this process. The first phase was a snapshot of the tool; the second phase will be a more in depth version. Charly said that the score card was something that he wanted to make sure that he had input to add to the variables. Charly apologized if the instructions were unclear, but he meant for them to be that way and will provide additional instructions as to how to effectively use this tool by mid-January. We will eventually expand this tool to the focal points. Erik stated that a better explanation for each criterion without getting too wordy would be helpful, but other than that felt that the tool was positive.

- ***Reinforcing Alternative Committee Members:*** Charly stated that he would like to have everyone submit alternate names to attend our regularly scheduled meetings when members are absent. Charly said that he will be sending out messages to the Division Chiefs at Headquarters to submit names of alternatives for the Diversity Council meetings. Charly said the AA and DAA are interested in the progress of the council and the direction, and he wants to make sure they are getting the best and worst of what the committee is doing.

Round Table Discussion:

Carol Mearns is in the process of replacing the Hispanic and Women's Employment Program Manager. Hopefully a selection will be made soon.

Carolyn Willis had a local activity called "Diversity Day" with a very large turnout. She will forward the information of the speaker to the committee for the summit as a possible speaker.

Elaine Wilbur attended the Women in Science Conference in Topeka, KS for middle school females. Elaine said that she will be exploring ways to bring a student onboard as a possible STEP student in the future.

Closing Remarks:

- The summit agenda will go out as soon as it is complete.
- Volunteers are needed to assist with the summit. Please forward your name and areas of interest to Hope and Charly as soon as possible.
- Charly will send out additional instructions on the Measurement Tool by mid-January.
- Submit alternates for council members as soon as possible.
- Sabrina will provide more information on the Disability Mentoring Day activities planned for 2009.