



Cumberland County

## Diversity, Equity and Inclusion (DEI) Advisory Committee

October 20, 2020 2 p.m. – 5 p.m. at Cumberland County DSS Meeting Room

# DEI Advisory Committee Notes DRAFT

## Attendance

**General Manager/Co-Convener**, Vicki Evans

**General Manager/Co Convener**, Brenda Jackson

**Public Information Office**, Cheribeth Thomas

### **Members Present:**

Al Florez, Alissa Brashear, Alvin Chestnut, Telise Chavis, Annie Thomas, April Kelly, Cynthia McKinley, Denise Schunk, Garry Crumpler, Hardin Brown, Ivonne Mendez, Jared White, Jennifer Green, Vincent Evans, Kelly Moore, Mia Kaleiwahea-Perry, Nora Armstrong, Ricky Hair, Sara Reyes, Timothy Middleton and Tye Vaught

### **Members Absent:**

Anila Ashraf

## Welcome

- Co-Conveners welcomed the members back.
- Committee members went around the room and introduced themselves stating their name and department.

## General Discussion

- Co-Conveners informed members that in their packets they have received an agenda, meeting notes for the 9.25.2020 meeting, meeting schedule for 2020/2021 and a duplicate copy of the Holiday Schedule assignment. Restated that the standing meeting date will be the 3<sup>rd</sup> Tuesday of the month.
- 9.25.2020 meeting notes were approved through consensus.
- Updates were provided on parking lot items:
  - Building racial equity tool, we are not yet at this point. We are having conversation with entities that can help us navigate and facilitate the creation of a strategic plan.

- Intranet page for DEI Advisory Committee
- Training opportunities/resources for the DEI Advisory Committee are being researched.

## Practical Exercise - Breakout Session

- Co-Conveners reviewed Holiday Schedule assignment charge to either recommend keeping the current holiday schedule, adopt proposed alternative schedule as is, or recommend their own alternative holiday schedule.
- Members were given instruction to divide into groups to review the Holiday Schedule Assignment. Groups needed to appoint a facilitator for the discussion, a scribe to document their discussion and someone to report out. The groups would then, through consensus, come up with one recommendation from their group to present to committee.
- Committee counted off and members divided into groups to review and discuss the Holiday Schedule Assignment.

## Practical Exercise – Report Out

- After break, the groups then came together to share their group discussion and holiday schedule recommendations.
- DEI reached a consensus that they do not recommend the proposed county holiday schedule.
- The recommendations of the groups were as follows:
  1. Keep the current County Holiday Schedule with no changes
  2. Keep the current County Holiday Schedule but change the names of religious holidays ex. changing Christmas to Winter Holiday and either ...
    - A. adding one floating day
    - or
    - B. take away Good Friday to add one floating day
  3. Maintain twelve (12) paid County holidays.
    - A. Ten (10) of these would remain static and would be consistent throughout Cumberland County Government:
      - 1) January 1 - New Year's Day
      - 2) Martin Luther King, Jr. Day
      - 3) Memorial Day
      - 4) July 4 - Independence Day
      - 5) Labor Day
      - 6) November 11 - Veterans' Day
      - 7) Thanksgiving
      - 8) Day after Thanksgiving
      - 9) December 25th – Christmas Day
      - 10) December 26<sup>th</sup> – Day after Christmas
    - B. Two (2) of these will be “floating” holidays to be administered as follows:
      - 1) Current employees receive two per year. Newly hired employees hired before July 1 will receive a floating holiday to be used between January 1 and

June 30 and one to be used between July 1 and December 31; newly hired employees hired July 1 or after will receive one floating holiday to be used between July 1 and December 31.

- 2) Current employees shall request their two floating holidays by December 15<sup>th</sup> for the very next calendar year to allow for supervisors and department heads to plan; newly hired employees will make their request during onboarding.
- 3) Department heads must approve the employees' requested holidays in advance of being taken.
- 4) It is mandatory for all employees to take their approved floating holidays each year.
- 5) Upon termination or end of year, floating holidays will not be paid or carried forward.

On the current holidays of Good Friday and Christmas Eve, County will be open to the public but at a decreased capacity. Some services may not be available to the public on those days. In all cases, if the day of the holiday falls on a Saturday, the holiday will be recognized on the preceding Friday; if the holiday falls on a Sunday, the holiday will be recognized on the following Monday.

## Next Meeting

- Homework was assigned for committee members to review the three holiday schedule recommendations.
- Co-Conveners reviewed the next steps for the next DEI meeting: Review and discuss the holiday schedule options, update committee on training options, and schedule meeting with Executive Steering Committee about intranet page.

## Adjourned

- Committee members reminded of the next meeting date, time and location.
- Meeting was adjourned.