**VA Diversity Council (VADC) Meeting Minutes**

December 2, 2009, 1-3 pm

Conference Room 830, VA Central Office

1. Standing in for the Assistant Secretary for Human Resources and Administration and Diversity Council co-chair John Sepúlveda, Georgia Coffey, Deputy Assistant Secretary for Diversity and Inclusion (ODI), opens the meeting.
2. Diversity Council members and other meeting attendees introduce themselves.
3. Ms. Coffey introduces Stephen Pemberton, Chief Diversity Officer and Vice President of Monster.com, who talks about best/next diversity practices.
4. September 2009 Diversity Council meeting minutes approved.
5. Ms. Coffey introduces Carolyn Wong who talks about the status of the Diversity Council charter.
   1. Paragraph 5: Revised to clarify that simple majority vote is required when voting on recommendations and to add the term “or designated representative.”
   2. Paragraph 10: Revised to clarify that each organization has only one representative on the Council and only one vote.
   3. Paragraph 11: Revised to clarify that members may be retired VA employees and that any work, travel and attendance to VADC meetings is considered “duty time.”
   4. The revised charter will go back to the unions for approval and then on to the Secretary.
6. Ms. Coffey talks about the outcomes expected from today’s business: review documents and share perspectives.
7. Ms. Wong talks about the National Veterans Summit hosted by the League of United Latin American Citizens in part with the American GI Forum. Two representatives from ODI will be in attendance. A recruiter from the Office of Acquisitions may attend. The Office of Acquisitions applied to the Office of Personnel Management (OPM) for direct hire authority but their application was denied. They are currently working to re-present the package to OPM.
8. Ms. Coffey leads a discussion on Veterans employment and the Executive order signed by the President. The goal is to hire more Veterans next year than this year.
9. Ms. Coffey leads a discussion on mandatory critical performance elements for all VA executives, one of which is diversity and inclusion (the other two address EEO compliance and early conflict resolution).
10. Ms. Coffey leads a discussion on the draft of VA’s inaugural Diversity and Inclusion Performance Report intended to measure progress/activities towards achieving the goal and objectives in VA’s Diversity and Inclusion Strategic Plan. ACTION ITEM: Please contact Ms. Wong ([Carolyn.Wong@va.gov](mailto:Carolyn.Wong@va.gov)) or Michael Morgan ([Michael.Morgan3@va.gov](mailto:Michael.Morgan3@va.gov)) with a description of your organization (as it relates to diversity and inclusion) and with fiscal year 2009 accomplishments by Friday, December 5, 2009. Ken Greenberg and Deborah McCallum remind attendees about the review and concurrence process for correspondence packages. Mr. Greenberg provides the Secretary’s guidance on printing/photocopying documents using both paper sides.
11. Ms. Wong discusses TV commercial recruitment by the Healthcare Recruitment and Retention Office. New commercials began airing on Veterans Day.
12. Ms. Coffey introduces Mike Dole, Director of Workforce Analysis in the Office of Diversity and Inclusion, who provides a presentation on MD-715 Part I.
13. Ms. Coffey leads a discussion on the Career Pathways Committee. Dr. Irene Trowell-Harris asked the Ms. Coffey if an overview of the nontraditional internship may be conducted. Ms. Coffey replied in the affirmative and will ask human resources to join in on the conversation concerning the conversion of interns.
14. Ms. Coffey leads a discussion on the training curriculum on EEO, Diversity, and Conflict Management for Managers and Supervisors and on prevention of harassment currently in the contractor development phase. This training may eventually be made mandatory VA-wide but will supplant other training currently required.
15. Ms. Coffey and Roberto Rojo briefly discuss the Cultural Competency Initiative in VHA (both Michael Youngblood and Fernando O. Rivera were not in attendance). Currently this initiative is in the data call level and organizations are now identifying their cultural competency gaps.
16. Ms. Coffey leads a discussion on the Hispanic employment outreach plan (note: targeted *outreach*—not *hiring*). Eventually this plan will be used for all groups but Hispanics are currently the most underrepresented.
17. Meeting adjourned at 2:55 pm.