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

December 1, 2010, 1-3 pm

1575 I Street NW, 4th Floor Conference Room (Room 400)

1. Welcome and introductions by Georgia Coffey, DAS for ODI, VADC Co-chair. Announcements: Mr. Willie Hensley is now on detail; Mr. Ralph Torres is now acting ADAS for HR&A and VADC Co-chair; Rosa Franco is now acting DAS for ORM.
2. September 1, 2010, VADC Meeting Minutes Approved.
3. Ms. Coffey introduced the draft executive order to establish an interagency council on diversity and inclusion and some of VA’s suggestions in response to the proposal, which included the ability for agencies to designate a representative for the council who occupied a position beyond Secretaries or their Deputies. Ken Greenburg will ensure VADC members receive a copy of VA’s final submission.
4. Michael Morgan, Training & Communications, ODI, requested members continue to turn in submissions for VA’s Diversity & Inclusion Annual Performance Report until mid-January. So far, ODI has only received submissions from:
	* + 1. Office of Diversity and Inclusion
			2. Board of Veterans Appeals
			3. Office of Inspector General
			4. Center for Women Veterans
			5. Office of Employee Discrimination Complaint Adjudication
			6. Veterans Health Administration
			7. American Federation of Government Employees
5. Carolyn Wong, Director of Training & Communications, ODI, discussed the following in regards to the Secretary’s Diversity & Inclusion Excellence Awards:
	1. Establishing sub-criteria: there will now be a disability component added to criteria number two (a flexible and inclusive work environment). It was also proposed that organizations have the ability to be recognized (such as a medical facility).
	2. Composition of rating panel: broad representation from across VA is needed.
	3. Eligibility of EEO professionals: it was proposed that no separate category is needed and that this instead become spelled out in the sub-criteria.

Brenda Martin will provide the names of last year’s ratings panel members.

1. Perdita Johnson-Abercrombie, EEO Manager, provided NCA quarterly diversity updates which included:
	1. NCA’s Sacred Trust video (available in English, Spanish and Closed Caption) received the “Golden Eagle Award” from CINE.
	2. Presidential Memorial Certificates available in Braille.
	3. Five MSNs received MD-715 analysis training.
	4. NCA sponsored 24 Non-traditional interns.
		1. There was a discussion about the diversity internship program, ODI’s centralized fund for interns, and how to convert these interns (using the Student Temporary Employment Program, the Student Career Experience Program, or the Federal Career Intern Program).
	5. Held the first Workforce Diversity Strategic Plan Retreat.
	6. Increase in the number of Organizational Climate Assessments in fiscal year 2011.
	7. Conducted over fifteen EEO training sessions.
	8. Completed NCA’s first Technical Assistance Review.
	9. First HR/EEO Consortium planned for February 2011.
2. Gwendolyn Gantt provided VBA quarterly diversity updates which included:
	1. 100% participation online training, October deadline met.
	2. St. Louis Phase 4 upcoming for EEO pilot.
	3. MOU established with ORM so that mediation is automatically offered to anyone seeking EEO counseling.
	4. VBA had 11 interns in fiscal year 2009, 22 in fiscal year 2010.
	5. VBA new hires for fiscal year 2010 included 167 White females, 70 Hispanic females, and 15 Asian females. \*“New hires” refers to only those within the underrepresented groups (White females, Hispanic females, and Asian females) and is not reflective of the new hires of the total VBA workforce. In fiscal year 2010, VBA hired 115 Black males and 64 Black females.

Matt Bessell, VHA EEO LGBT SEPM, would ask that we consider reaching out to Native Americans.

1. Lisa Red, Director of Diversity, provided VHA quarterly diversity updates which included:
	1. Formed a VHA Diversity and Inclusion subcommittee with the primary objectives to:
		1. Develop cultural competency.
		2. Positively impact workforce diversity and inclusion.
		3. Engage leadership.
	2. Focus is on data-driven initiatives.
	3. Executive leadership engagement:
		1. Cultural competency tracer assignment.
		2. Cluster meeting table discussion.
	4. VHA executive career field performance measures.
	5. On the horizon:
		1. JCAHO cultural competency standards.
		2. D&I community of practice.
2. Georgia Coffey led an open forum.
	1. David Williams, Director of Workforce Analysis in ODI, reported that he is pulling data for the multigenerational task force led by Andre Castillo.
	2. There was discussion about the Federal Asian Pacific American Council (May 2011) and Society for American Indian Government Employees (June/July 2011) awards and whether these awards can be tied to the VA Diversity and Inclusion Awards and if a synchronization calendar can be created so that VADC members can know when nominations are due, etc. \*ODI is preparing this calendar and will distribute to VADC members shortly.
	3. There was discussion about ODI’s centralized fund for reasonable accommodation.
	4. There was discussion about adding ORM hot topic updates to the next VADC meeting agenda.
	5. There was discussion about the possibility of establishing a VA-wide communication network for interns, including a FB page and monthly telecom meetings to share experiences, discuss concerns, etc. \*ODI has initiated discussion on establishing such a network.
	6. Tinisha Agramonte, Director of Outreach & Retention, ODI, introduced a new VA Diversity & Inclusion Internal Memorandum of Understanding which will be discussed further at a future VADC meeting.
3. Meeting adjourned at 3 pm. The next meeting will be held March 2, 2011.