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

January 16, 2013, 1-3 pm

VACO, 810 Vermont Avenue NW, Conference Room 830

I. Welcome by Rafael Torres, Acting Assistant Secretary for Human Resources and Administration

(HRA), and VADC Co-Chair.

a. Assistant Secretary for HRA John Sepúlveda resigned effective September 30, 2012. b. Mr. Torres will now serve as Acting Assistant Secretary and Acting VADC Co-chair.

c. Mr. Torres intends to fully participate in future meetings.

II. Operational discussion by Georgia Coffey, Deputy Assistant Secretary for the Office of Diversity

& Inclusion (ODI), and VADC Co-Chair.

a. Introduction of attendees in person and on the phone. b. October 3, 2012, VADC Meeting Minutes approved.

III. Discussion by Ms. Coffey.

a. The Corporate Executive Board recognized VA’s Diversity and Inclusion Indices.

b. On October 11, 2012, Secretary Shinseki signed a memorandum establishing a FY 2013 goal that 3% of new hires will be people with targeted disabilities.

c. The first quarter data shows that of total VA hires to permanent and temporary positions,

300, or 2.77% were individuals with targeted disabilities. The National Cemetery Administration (NCA) led with 24.59%, the Veterans Benefits Administration’s (VBA’s) total was 4.03, the Veterans Health Administration’s (VHA’s) total was 2.52%, and VA Central Office’s (VACO’s) was 2.55%.

d. On board data for the end of the first quarter shows VA at 1.88%. NCA is at 2.27%, VBA

is at 2.34, VHA is at 1.86%, and VACO is at 1.51%. e. Data Calls

i. Diversity and Inclusion Strategic Plan (DISP) Quarterly Reports: expect call for

October 2012 through December 2012 accomplishments shortly.

ii. VA’s Diversity and Inclusion Annual Report Call: waiting for VACO staff office submissions.

IV. Yvonne Rannels, ODI, reported on the Secretary’s Third Annual Diversity and Inclusion

Excellence Awards Program.

a. The Secretary has not yet approved the finalists but the Chief of Staff has selected an option for presenting the awards other than holding a traditional VACO awards ceremony.

b. A higher-level representative will present the awards on location at the award recipient’s field facility or duty station; the Secretary plans to videotape a congratulatory message that would be shown at that presentation.

c. Ms. Rannels will keep the Council updated via email.

V. Thomas Middleton, Analyst, ODI, presented findings from preliminary analysis of ODI’s ongoing initiative related to applicant flow data collection. The results of the analysis demonstrate the capacity for using these standard methodologies as a trigger analysis tool.

VI. David Williams, Director, Workforce Analysis, ODI, discussed ODI’s analysis of the Census 2010 civilian labor force (CLF) data. 2010 CLF was based on U.S. citizens only; 2000 CLF was based on U.S. and non-U.S. citizens.

VII. Carolyn Wong reported on National Center for Organization Development (NCOD) proposal. ODI

worked with NCOD to provide official voting VADC members with a business case and cost benefit analysis of the study approach options, minimal or optimal. Members electronically voted as to which option (minimal or optimal) they preferred. Vote results: six optimal, four minimal (18

members did not cast a vote). ODI is proceeding with an unfunded request with the HRA Strategic Management Group based on the optimal request with the minimal as a fall-back back in the event of budget cuts.

VIII. Nanese Loza, Equal Employment Opportunity Specialist, ODI, discussed the VA Corporate Recruitment Outreach Group Committee and a list of upcoming recruitment events, the event support request template, and the VA Corporate Outreach and Recruitment Strategic Planning Work Group Charter.

IX. Arlene González, Equal Employment Specialist, ODI, discussed the Hispanic Employment Program (HEP), the VADC Hispanic Work Group, and statistics regarding Hispanics in the VA workforce.

a. VA’s HEP Plan is a Federal model for the Office of Personnel Management.

b. ODI is currently hosting monthly teleconferences for Hispanic Employment Program

Managers.

X. Nanese Loza discussed the Lesbian, Gay, Bisexual, and Transgender (LGBT) Committee’s activities:

a. Working to establish a share point site to share best practices, resources, and link individuals who work on LGBT programs/initiatives.

b. Developing a FAQ sheet that will provide responses to all of the questions the group has received via the workgroup email and collaborating with the Inquiry Routing & Information System (IRIS) to place the FAQ sheet on VA’s main webpage to ensure Veterans’ inquiries are addressed.

c. Creating LGBT Special Emphasis Program (SEP) Starter Kits to assist field facilities with

establishing and implementing official SEPs.

d. Developing a Public Relations Campaign to highlight LGBT employees as being part of the rich diversity that makes up VA’s workforce.

XI. Dr. Carrie Tuning, MyCareer@VA Contract Officer Representative, Learning Consultant, Career

& Technical Training, VA Learning University, and Carolyn Kurowski, MyCareer@VA Program Lead, Senior Vice President, Federal Management Partners, provided an update on the MyCareer@VA initiative. The MyCareer@VA Web site has been updated with new jobs, functionality, and design. Training modules are offered for supervisors on incorporating career development to retain top talent, having developmental conversations with direct reports, and guiding others through the career development process.

XII. Audrey Oatis-Newsome, Director, VHA EEO/Affirmative Employment Office, and Sherron Jernigan, EEO Manager, VHA, discussed VHA’s Virtual Mentoring Program and provided a demonstration of VHA’s EEOAEO Survey. ODI expressed interest in utilizing this tool VA-wide.

XIII. Meeting adjourned at 3:00 pm. The next meeting is scheduled to be held April 17, 2013.