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

March 3, 2010, 1-3 pm

1575 I Street, NW, Conference Room 250C

1. Standing in for the Assistant Secretary for Human Resources and Administration and VADC 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. December 2009 minutes approved.
4. Ms. Coffey introduces Mr. Willie Hensley, Principal Deputy Assistant Secretary for Human Resources and Administration, who provides opening remarks.
5. Ms. Coffey introduces Ms. Carolyn Wong, Director of Training and Communications, ODI, who announces the VADC Charter has been finalized and is being reviewed by the Secretary.  Note: The Charter was approved by the Secretary on March 23, 2010.
6. Ms. Coffey talks about development of the standardized diversity and equal employment opportunity training.  This is estimated to be complete by September 30, 2010.  A presentation on the training will be given at the next VADC meeting.
7. Ms. Coffey introduces Ms. Carolyn Hunt and Ms. Paula Malloy, who talk about VA Learning University training initiatives and the Leadership Competencies Task Force chartered to complete VA leadership competencies.  These competencies will guide the professional development of VA’s current and future leaders.
8. Ms. Coffey announces there is no date yet for the Diversity and Inclusion Excellence Awards Program.  This program may be combined with the Office of Resolution Management’s Alternate Dispute Resolution (ADR) awards program.
9. Ms. Wong announces that the Secretary’s EEO, Diversity, and No FEAR Policy will be updated to include the Genetic Information Nondiscrimination Act.
10. Ms. Coffey and Mr. Hensley introduce Dennis May, Director of the Veterans Employment Coordination Service (VECS), who discusses Veterans employment:
	1. The Executive Order establishing the Federal Veterans Employment Initiative can be found at <http://edocket.access.gpo.gov/2009/pdf/E9-27441.pdf>.
	2. A Federal Interagency Council has been established.  Secretary Shinseki co-chairs this council.  Mr. Sepúlveda is part of a lower-level steering committee.
	3. VA’s Veterans Employment Coordination Service (VECS) serves as a model for the rest of the Federal government.
	4. The goal of the program is to hire more Veterans than the previous year; there is no set number of Veterans we must hire.
	5. Veteran numbers are included in the Human Capital Management Report.
	6. There is a new Federal Veteran employment information gateway: [http://www.fedshirevets.gov](http://www.fedshirevets.gov/).
	7. There was discussion as to helping Veterans write resumes.
	8. Kudos to Kevin Hanretta, Deputy Assistant Secretary for Operations Security and Preparedness, for their Veterans hiring initiative.
	9. Mr. Hensley reports that Veterans comprise approximately 31% of VA’s workforce but there is more work to be done.
11. Ms. Coffey introduces Ms. Tinisha Agramonte, Director of Outreach and Retention, who discusses:
	1. VA’s Reasonable Accommodation Directive is with Labor-Management Relations for bargaining with the unions.
	2. The new Recruitment and Selection Guide published by ODI will be available shortly.
	3. VA’s 2010 Nontraditional Internship Program Guide is now available (<http://www.diversity.hr.va.gov/docs/2010_Internship_Guide.pdf>).  Centralized funding for internships is being discussed.
12. Mr. Hensley discusses the Human Capital Investment Plan.
13. Ms. Agramonte discusses the Hispanic Employment Plan.  She sees the need for two goals: corporate branding and targeted outreach.
14. Mr. Fernando Rivera, VADC Medical Center Director, discusses a cultural competency initiative.
15. Timothy Foreman discusses VA contracting program for Veteran-owned small businesses.
16. Ms. Coffey announces that VA has applied for the 2010 DiversityInc Top Federal Agencies for Diversity.  Note: VA was one of five agencies ranking in the 2010 DiversityInc Top Federal Agencies for Diversity announced on March 10 during a two-day conference hosted by DiversityInc in Washington, DC.
17. Follow-Up: VADC members are to consider what they want the Council to focus on over the next 12 to 18 months.  Members should come prepared to discuss this at the next meeting.
18. Other agenda items tabled.
19. Meeting adjourned at 3:00 pm.