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

June 3, 2009, 1-3 pm

Conference Room 530, VA Central Office

1. Georgia Coffey, Deputy Assistant Secretary for Diversity and Inclusion and co-chair of the VADC, introduces the Honorable John Sepulveda, Assistant Secretary for Human Resources and Administration.
2. Mr. Sepulveda offers opening remarks.
3. VADC members and meeting attendees introduce themselves.
4. Discussion of the name change from Diversity Advisory Council to Diversity Council.
5. The VADC Charter discussion:
	1. Ms. Coffey clarifies that the unions are invited to participate in the Council.
	2. The Charter will be reviewed by the unions and will be moving forward to the Secretary.
6. Carolyn Wong, Director of Training and Communications, ODI, will be sending out minutes from the last VADC meeting electronically. Voting on approval of those minutes will be deferred.
7. Ms. Coffey introduces Tinisha Agramonte, Director of Outreach and Retention, ODI.
8. Ms. Coffey introduces Mike Dole, Director of Workforce Analysis, who presents data on the declining rate of diversity hiring in VA.
9. Mr. Dole introduces a new major effort to encourage all VA employees update their profiles in Employee Express.
10. Ms. Coffey reiterates VA’s five-year Diversity and Inclusion Strategic Plan and that each Administration/Staff Office will be required to produce a report (performance review) that will be rolled up into a larger report produced by ODI. Ms. Wong will electronically distribute the draft template for implementation of the Plan. Mr. Sepulveda discusses the Secretary’s commitment to diversity and to reflect the diversity of the Veterans VA serves. Mr. Sepulveda reiterates that he is the Chief Human Capital Officer and will be looking at how VA can develop and manage, deploy, and facilitate the growth of VA’s workforce.
11. Ms. Coffey reiterates that ODI will begin collecting quarterly reports from each Administration/Staff Office on the implementation plan.
12. Ms. Coffey introduces Fernando Rivera, VADC Medical Center Director, who speaks about operationalizing the Diversity and Inclusion Strategic Plan in VHA and a recent initiative to create a metric for assessing gaps in cultural competence. Mr. Rivera will share the link to the universal health services report prepared by Acting Under Secretary Dr. Cross.
13. Mr. Sepulveda and Ms. Coffey clarify that ODI’s Workforce Analysis team can be used as a resource for obtaining statistical help.
14. Ms. Coffey brings up the Best Practices in Outreach and Retention Guide produced by ODI.
15. Ms. Agramonte speaks about VA’s nontraditional internship program. Discussion about the Workforce Recruitment Program (WRP) for college students with disabilities. VA’s goal is 21 WRP interns; currently VA is at 15.
16. Representing Nevin Weaver, Director of VISN 8, Malcolm Porter, EEO Manager, VISN 8, discusses the Community Prosperity Partnership (CPP) between VA, the League of United Latin American Citizens, and the American GI Forum and VISN 8’s attempt to increase the Hispanic applicant pool by partnering with local schools and universities. VISN 8 recruiters will attend the LULAC Conference in San Juan. Discussion about the mentoring and networking aspects of CPP. The Memorandum of Understanding will be signed in Puerto Rico at the LULAC Conference.
17. Alice Muellerweiss, Associate Deputy Assistant Secretary for IT Human Resources and Career Development, announces the Office of Information Technology will recruit for 400 positions this year and 400 next year.
18. Gail Wegner, Deputy Director for Veterans Enterprise, discusses the possibility of having the Small Business Office to partner with the Diversity Council and the importance of having Federal agencies spend money with small businesses.
19. Meeting adjourned.