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

September 7, 2011, 1-3 pm

VACO, 810 Vermont Avenue NW, Conference Room 830

1. Welcoming remarks and introductions by Georgia Coffey, Deputy Assistant Secretary for the Office of Diversity and Inclusion (ODI), and VADC Co-chair.
2. June 1, 2011, VADC Meeting Minutes approved.
3. Yvonne Rannels, Program Specialist, Training and Communications Team, ODI, reported the status of the VADC Report to the Secretary. Comments are due to her via email two weeks from this meeting date (comments due by Wednesday, September 21). The goal is to publish 30 days after the end of the fiscal year.
4. Ms. Rannels reported the status of the Secretary’s Annual Diversity & Inclusion Excellence Awards Program.
	1. The winners have been selected and approved by the Secretary.
	2. The awards program has been postponed due to the Secretary’s availability.[[1]](#footnote-1)
5. Carolyn Wong, Director of Training and Communication, ODI, and James Blockwood, Chief of Training and Development, ODI, gave updates on two potential training resources the VADC could use: the Covey Diversity Course and the Hubbard Diversity Profile.
6. Christy Compton, VA’s National Program Manager for People with Disabilities, ODI, and team lead, report on the activities of the VADC Disabilities Committee:
	1. More members are requested. Please contact Ms. Compton at Christy.Compton@va.gov.
	2. Ms. Compton conducted a lot of training this summer on reasonable accommodation (RA) and schedule A hiring.
	3. ODI is working to roll out an RA tracker.
	4. Ms. Compton is updating the RA centralized fund memo.
	5. Ms. Compton briefed on the data call for Disabled Veterans Affirmative Action Program,
	6. Ms. Compton briefed all to identify Reasonable Accommodations Coordinators
	7. She is requesting that VADC members review the Disability Program Web page (<http://www.diversity.va.gov/programs/pwd.aspx>) and let her know if anything is missing.
7. Ms. Wong, team lead, and Michael Morgan, Writer/Editor, ODI, reported on the activities of the Diversity and Inclusion Strategic Plan and Annual Performance Report Committee and the Executive Order Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce.
	1. One meeting to date was held.
	2. VA will have to publish an updated VA Diversity and Inclusion Strategic Plan within 120 days of the publishing of the Government-wide Diversity and Inclusion Strategic Plan.
	3. The U.S. Office of Personnel Management has a new Office of Diversity and Inclusion (<http://www.opm.gov/diversityandinclusion/>).
8. Ms. Coffey, team lead, and Sue Dyrenforth, National Center for Organizational Development (NCOD), reported on the activities of the Emerging Issues in Diversity and Inclusion Committee and on exploring disparate perceptions of fairness and empowerment by gender and race/ethnicity within the VA workforce and Senior Executive Service.
	1. One meeting to date was held.
	2. The motion to proceed with NCOD conducting further analysis contingent upon the availability of ODI funds was made and passed.
9. Ms. Rannels, team lead, reported on the activities of the Diversity and Inclusion Communications Committee.
	1. One meeting to date was held. Meeting minutes were included as part of the materials for the VADC quarterly meeting.
	2. More members are requested. Please contact Ms. Rannels at Yvonne.Rannels@va.gov.
	3. Ms. Rannels discussed what she believed to be the original intent of this Committee:
		1. To use the expertise on this Committee to communicate any messages from the VADC throughout VA as the Council sees fit.
		2. To create and communicate diversity and inclusion messages on behalf of the Council.
	4. Ms. Rannels will proceed with featuring the “Best Practices” stories of those who submitted nominations for the Secretary’s Diversity and Inclusion Excellence Awards Program on *Diversity News*.
	5. Ms. Rannels would like for her committee to reconvene before they decide on what other projects to take on.
10. Ms. Agramonte proposed the creation of a Lesbian Gay Bisexual and Transgender (LGBT) Committee of VADC members and field volunteers. There was some question as to whether this would be a Veterans resource group or an employee resource group. Ms. Agramonte made a motion to establish such a Department-wide group but the point was made that there was no vote to establish the other Committees.
11. David Williams, Director of Workforce Analysis, ODI, presented the Diversity and Inclusion Index. The motion to implement these recommendations on a pilot basis was made and passed.
12. Mr. Williams briefed on the Equal Employment Opportunity Commission’s (EEOC’s) Management Directive 715.
	1. The call memo was signed August 16 by the Assistant Secretary for Human Resources and Administration.
	2. This year each agency will submit this report to EEOC electronically. There was a question as to whether each Administration would also have to make their submissions electronically.
13. Thomas Middleton, Management Analyst, ODI, presented on ODI’s efforts to proactively evaluate Adverse Impact for VA’s development programs including the Senior Executive Service Candidate Development Program and the Leadership VA program. The purpose of Adverse Impact analysis is to ensure the selection process is free from barriers. His analysis indicated lower-than-expected application rates for both programs, particularly for historically underutilized groups.
14. Meeting adjourned at 3:00 pm. The next meeting will be held December 7, 2011.
1. The new date of the awards ceremony (to be held jointly with the Secretary’s Second Annual Alternative Dispute Resolution Excellence Awards) is Friday, October 21, 2011, at 1 pm in VA Central Office’s G.V. “Sonny” Montgomery Veterans Conference Center, room 230. [↑](#footnote-ref-1)