

Birmingham VA Medical Center
Diversity and Inclusion Council
Charter

1. Last Reviewed/Updated:

2. Mission/Purpose:

- a. VAMC Birmingham's Diversity and Inclusion Council vigorously supports and promotes attaining a diverse workforce while demonstrating inclusiveness through retention, promotion and demonstrating belongingness of all gender, religion, ages, color, and ethnicities while promoting ICARE values.
- b. All Council activities will align with the VA core values of Integrity, Commitment, Advocacy, Respect and Excellence (ICARE) and this Council will report to the Facility Leadership Board. The ICARE values provide a baseline for the standards of excellence to which the Council is committed.

3. Reporting Relationship/Communication:

- a. The Council will report to the facility Executive Leadership Board at each scheduled meeting; no less than quarterly. Reporting will include an overview of Council and Committee activities and any issues requiring resolution.
- b. Committees aligned under the Diversity and Inclusion Council will report no less than quarterly. Reporting will include an overview of Committee activities and any issues requiring resolution. An annual reporting schedule will be maintained on the Diversity and Inclusion Council SharePoint at:
<https://dvagov.sharepoint.com/sites/birmingham/exec/eoc/Administrative%20Executive%20Council%20AEC/Forms/AllItems.aspx?id=%2Fsites%2Fbirmingham%2Fexec%2Feoc%2FAdministrative%20Executive%20Council%20AEC%2FOrganizational%20Health%20Committee%2FDiversity%20and%20Inclusion%20Sub%2DCommittee>
- c. Topics requiring a decision or situational awareness will be reported during the next regularly scheduled meeting.
- d. Urgent topics, defined as requiring immediate decision, will be discussed with the chairperson to determine the appropriate course of action (i.e. out-of-Council decision, ad hoc meeting, etc.). The urgent topic, along with actions taken, will be reported during the next regularly scheduled meeting.

4. Goals/Responsibilities:

a. Goals:

- 1) The Diversity and Inclusion Council is committed to promoting diversity and inclusion in the workplace and to ensure an environment free from discrimination in the recruitment and retention of employees.

b. Responsibilities/Key Tasks:

Responsibilities	Key Tasks
<p>Assist with the recruitment and retention of employees respective to programmatic goals and objectives:</p> <p>Customer Service:</p> <p>Educate Medical Center Staff:</p>	<ul style="list-style-type: none"> • Attend job fairs with Human Resources to enhance recruitment activity. • Maintain membership and activity with internal and external groups relative to program goals. • Identify barriers to employment and collaboratively work to remove them. • Host medical Center events to explore and preserve diversity and inclusion in the workplace, such as Diversity Day, Women's History, etc. • Act in the capacity of ambassador of the Diversity and Inclusion Council in the course of their work

5. Membership/Roles:

Membership	Roles
<p><u>Chairperson:</u> EEO Program Manager</p>	<p>The role of the chairperson is to:</p> <ol style="list-style-type: none"> 1) guide the Council in setting of goals and objectives; 2) guide actions so that goals and objectives are reached; 3) ensure that action items are followed up; and 4) represent the Council at the Facility Leadership Board.
<p><u>Facilitator:</u></p>	<p>The role of the facilitator is to:</p> <ol style="list-style-type: none"> 1) set meeting agendas; 2) ensure the yearly calendar of meeting dates/times/locations; 3) assist with tracking of action items for follow up; and 4) ensure that meeting minutes are documented timely, posted, and shared.
<p><u>Recorder:</u> Secretary</p>	<p>The role of the recorder is to:</p> <ol style="list-style-type: none"> 1) document and maintain all meeting minutes for the Council; 2) submit meeting minutes to the Council chairperson for review and approval; and 3) publish meeting minutes to the Council membership following approval by the Chairperson.

<p><u>Members: Medical Center Director</u></p>	<p>Full and active attendance is essential to the proper and effective functioning of the Council. Members are to be actively engaged, and contribute to Council activities to fulfill the outlined general and specific objectives.</p>
<p><u>Special Emphasis Program Managers</u></p> <ul style="list-style-type: none"> • Minority Veteran Program Coordinator • Federal Women's Program • Asian American / Pacific Islander • Disability Employment Program • Hispanic Employment Program • Black Employment Program • Lesbian Gay Bisexual Transsexual Intersex Program • American Indian./ Alaska Native Employment Program 	<p>The role of the Medical Center Director is to share their vision of the council's roles and responsibilities and offer guidance for implementation to meet the facility's performance measures and ensure the continued success of the program.</p>
<p><u>Service Partners</u></p> <ul style="list-style-type: none"> • Office of Whole Health / Veterans Experience • Women's Veterans Program • Compensated Work Therapy (CWT) • Spinal Cord Injury Coordinator • Transitional Care Management Coordinator • HR Special Placement Coordinator 	<p>The role of the Special Emphasis Program Manager:</p> <ol style="list-style-type: none"> 1) Serve a term of 2 years, however may be extended by mutual agreement. 2) Establishing contacts in the community Related to their programmatic areas. 3) Meet with current employees in pursuit of promotions within the facility. Assist with the preparation of application materials and perform mock interviews when requested. 4) Identifying barriers to employment and actively pursue remedies 5) Increase staff awareness. 6) Promote a diverse and inclusive working Environment for all medical center staff. 7) Hosting annual station wide activities to increase awareness. 8) Attend or review training sessions either face to face or electronically as applicable. <p>The role of the Service Partner:3</p> <ol style="list-style-type: none"> 1) Identifying barriers to employment for Their population group and work collaboratively to overcome those barriers. 2) Identifying potential employment candidates from within the medical center's patient population and/or community. 3) Providing guidance to the council related to their respective programs as it impacts recruitment and retention of candidates for employment 4) Providing case management of the new employees as they transition into the

<ul style="list-style-type: none">• Clinical and non-clinical service representatives• AFGE Representative	workforce.
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6. Schedule, Agendas, and Minutes:

- a. Schedule: The intent is for the Diversity and Inclusion Council to meet monthly. However, it is recognized that scheduling conflicts may arise at different times so the minimum requirement is to hold at least eight (8) meetings per calendar year. Ad hoc meetings may count toward this requirement.
- b. Agenda: The agenda will be disseminated at least 5 days in advance of the meeting. Agendas will include a review of old business that includes all action items from the previous meeting. The agenda will also include a mechanism for reviewing all chartered committees, workgroups, etc. A copy of the agenda with reporting schedule is provided in Attachment A.
- c. Minutes: Minutes will be recorded by the secretary, disseminated for review, and approved no less than 30 days from the meeting date or prior to the next meeting, whichever is less. All councils and committees will submit their meeting minutes (with attachments) through the respective Chair to the Medical Center Director for approval.
- d. Storage of Minutes and Attachments: An electronic scanned copy of the signed minutes for each meeting will be saved to the Diversity and Inclusion Council's SharePoint site. All attachments will be saved along with each set of minutes. The original (unsigned) minutes will be saved electronically (along with all attachments) and maintained by the Council Recorder.
- e. Diversity and Inclusion Council SharePoint Site:
<https://dvagov.sharepoint.com/sites/birmingham/exec/eoc/Administrative%20Executive%20Council%20AEC/Forms/AllItems.aspx?id=%2Fsites%2Fbirmingham%2Fexec%2Feoc%2FAdministrative%20Executive%20Council%20AEC%2FOrganizational%20Health%20Committee%2FDiversity%20and%20Inclusion%20Sub%2DCommittee>

7. Meeting Process:

- a. A minimum quorum of seven (7) voting members will be required to make the proceedings of the meeting valid, inclusive of the chair. A designee may serve as a voting member.
- b. Majority vote is required for a motion to pass. Voting members will consist of Special Emphasis Program Managers and Service Partners. The Chairperson, or their designee, will have the tie-breaker vote. In accordance with VA policy, final authority rests with the Medical Center Director.
- c. Decision points or documents will be presented during the meeting for discussion and vote either verbally or in writing.

- d. Action items will be captured in the minutes and followed up in subsequent meetings until closed.
- e. Decision Documents: Presenters are asked to provide sufficient information to the Council as required for making a decision (e.g. description of the issue, proposed and alternate courses of action to correct the issue, positive and negative impacts, required resources, projected return on investment, implementation timeline). For major programmatic decisions requiring higher level approval, the Executive Decision Memo (EDM) format will be used. This template is located on the Governance Structure SharePoint site at:
<https://vaww.v09.r03.portal.va.gov/sites/hunt/dir/gd>.

8. Annual Budget and Spending Authority: Not applicable.

9. Subcommittees or Work Groups: The Diversity and Inclusion Council will establish workgroups and functional teams that aid in achieving the goals and objectives of the organization and the purpose of the Council. All workgroups and functional teams will be responsible for the measurement of success in the key processes assigned to them.

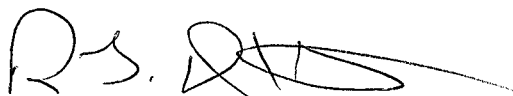
10. Evaluation and Accountability:

- a. The Chair is responsible for ongoing evaluation of compliance with this charter.
- b. Attendance goal is 90% for voting and non-voting members. Members are required to attend meetings or to designate a suitable qualified person to attend and participate for them.

11. Applicable Governing Documents:

Executive Order 11478, Equal Employment Opportunity in the Federal Government

12. Charter submitted by:



Rick De Filippo
Chair, Diversity and Inclusion Council
EEO Program Manager

July 22, 2019

13. Charter approved by:



Stacy J. Vasquez
Chair, Facility Leadership Board
Medical Center Director

July 22, 2019

Diversity and Inclusion Council Agenda

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| I. Call to Order and Announcements | Chairperson |
| II. Approval of Minutes | Chairperson |
| III. Open Action Items | Presenter |
| VI. Reports | |
| <u>Monthly</u> | |
| SEPM Program Updates | |
| Disability Employment Program | Program Manager |
| Federal Women's Program | Program Manager |
| Hispanic Employment Program | Program Manager |
| Black Employment Program | Program Manager |
| American Indian /Alaska Native Program | Program Manager |
| Asian American / Pacific Islander Program | Program Manager |
| Lesbian Gay Bisexual Transgender Intersex Program | Program Manager |
| Recurring Reports | |
| Performance Measures | Service Partner |
| Job Fairs-VECs Coordinator | Service Partner |
| Targeted Disabilities-HR Special Placement Coordinator | Service Partner |
| Veteran Employment –Minority Veteran Coordinator | Service Partner |
| <u>Quarterly</u> | |
| EEO /AOE Report | Council Chair |
| <u>Annual</u> | |
| Overview MD-175 Report | Council Chair |
| V. Old Business | Presenter |
| VI. New Business | Presenter |
| VII. Open Discussion | Presenter |
| VIII. Adjournment | Chairperson |