



Workgroup Charter

Step One: Charter Proposal

Type of Charter – Identify the type of charter that this workgroup will represent.

Type of Charter: Quality Operations Adhoc

Narrative - Describe the purpose, objectives or goals, and background information.

The DEI Workgroup is currently working to implement a 3-year DEI action plan that contains key organizational change recommendations to advance diversity equity and inclusion. The group is currently working on 3 key goals with related action tasks:

Goal I: Implementation of DEI Action Plan

- Complete implementation of short-term recommendations.
- Initiate implementation of intermediate-term recommendations.

Goal II: Coordinate Implementation Process

- Convene and Facilitate DEI workgroup and subgroups.
- Provide updates to CEO.

Goal III: Provide Progress Updates to Key Stakeholders

- Provide leadership and staff with updates.
- Provide board with semi-annual updates.
- Provide community partners with updates.

Statement of Work – Describe the specific activities (in scope and out of scope) of the workgroup.

In Scope activities:

Task 1: Implement 3-Year DEI plan with DEI workgroup and subgroups.

- Subtask 1.1: Develop and facilitate DEI 101 Training for Leadership Team (1st Quarter, FY 2023).
- Subtask 1.2: Develop and facilitate DEI 101 Training (1st Quarter, FY 2023).
- Subtask 1.3: Support development implementation of DEI Staff Communications Plan (1st Quarter, FY 2023).
- Subtask 1.4: Develop and facilitate DEI Facilitation Leadership Training (2nd Quarter, FY 2023).
- Subtask 1.5: Produce DEI Climate Assessment Report with Board Chair and CEO (2nd quarter, FY 2023) and published to SCCMHA website.
- Subtask 1.6: Develop and facilitate Equity Impact Assessment (EIA) Training (2nd Quarter).
- Subtask 1.7: Support development of SCCMHA DEI policies (3rd Quarter, FY 2023).
- Subtask 1.8: Support update of Cultural and Linguistic Competency Training for clinicians (3rd Quarter, FY 2023).
- Subtask 1.9: Support development of SCCMHA recruitment strategy to diversify and fill open positions (3rd Quarter, FY 2023).
- Subtask 1.10: Produce annual DEI Activity Report (4th Quarter, FY 2023).
- Subtask 1.11: Recruit and hire DEI Officer (4th Quarter, FY 2023).

Task 2: Staff, board, and community presentations and updates to report progress on implementation.

Task 3: Project management to ensure project is delivered on time with quality. Monthly meetings with DEI workgroup and CEO.

Out of Scope activities:

Submitter Signature: Sandra Lindsey Date: 11/16/2022

Step Two: Workgroup Design

The following should be completed by the Workgroup Chairperson.

Name	Role	Department	Title
Sandra Lindsey	Chairperson		
Paul Elam	Facilitator		
Charlotte Fondren	Member		
Ernie Ahmad	Member		
Erin Nostrandt	Member		
Fred Stahl	Member		
Jennifer Hunt	Member		
Jennifer Rieck-Martin	Member		
Julie Bitterman	Member		
Kristie Wolber	Member		
Melissa Gutzwiller	Member		
Monique Taylor-Whitson	Member		
Sedarah McCray	Member		
Timothy Ninemire	Member		
Valerie Toney	Member		
*	Recorder		* Paul Elam until DEI Officer is in place
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Other Requirements – Describe any other requirements that may be needed (e.g., consultants, resources).

Paul Elam serves as a consultant to the DEI workgroup.
Workgroup resources are saved on the DEI Teams channel.
Cultural and Linguistic Competency Training will be in alignment with HHS CLAS Standards.

Meeting Plan

Weekly Bi-Monthly Monthly Every other Month Quarterly Other:

1 hour 1.5 hours 2 hours 2.5 hours 3 hours Other:

Step Three: Charter Governance Approval

Charter Governance: OPS SMT QGC CPT Other:

Chairperson Appointment: Sandra Lindsey

Approver Signature: Sandra Lindsey Date: 3/14/2023

Step Four: Annual Review of Charter

Comments (optional):

Chairperson Signature: Sandra Lindsey Date: 11/16/2023