



## Meeting Minutes

(Individual action items are denoted in BOLD.)

### I. Welcome & Introductions

**Members Present:** Renee Chalmers (Chair), Shawne Farmer, Nate Mahanes, Sterling Wilder, Christian Wiscovitch

**Members Absent:** Cheryl Toler (Excused)

**Staff Present:** Traci Blido, Lori Cumbo

Renee welcomed attendees and promptly started the meeting at 10:35 am. This meeting was recorded via MS Teams.

### II. Approval of 12-15-21 Meeting Minutes

The motion was made by Nate Mahanes, and seconded by Shawne Farmer, to approve the December 15, 2021, meeting minutes. The motion was unanimously approved.

### III. Outcomes of Committee Thus Far

- a) On behalf of the committee Renee thanked Christian for his efforts in translating the VCW orientation script into Spanish. Christian worked with Tim Saunders, CVWDB Outreach and Business Services Coordinator, to translate existing online orientation script for the Virginia Career Works Central Region located at <https://www.vcwcentralregion.com/wp-content/uploads/Orientation-Script-Spanish-Translation.pdf> . Christian spoke briefly about his efforts to translate the text into information that would be easily understood by those who's primary language is Spanish.

Nate recommended Christian work with Tim to make an audio recording in Spanish that could be dubbed over the existing English-speaking version. The committee agreed this would be a good idea and Christian agreed to help.

## Diversity, Equity and Inclusion Committee Meeting

Date: January 19, 2022



**Renee will reach out to Tim Saunders about this impending project.**

### IV. Homework Check In (12-15-21)

#### a) Members & Prospective Members:

- Renee's contact Shawne Farmer, Executive Director of Interfaith Outreach, joined the committee and was present at this meeting.
- **Renee and Sterling stated they would attempt to reach out to Ethel Reeves with Lynchburg City Schools.**
- **Traci was unsuccessful in her efforts to invite her DSS contact but will continue her efforts.**
- **Christian/Nate discussed having the DARS DEI Consultant come speak at an up coming meeting to share DARS initiatives and provide thoughts and suggestions to the committee.**
- **Nate stated he will reach out to the owner (Jennifer ?) of Little Otter Flower Farm in Bedford, VA . (Nate explained Little Otter employs individuals with disabilities.)**

#### b) Mission & Vision

#### c) Resources

### V. Closing Comments

#### a) Homework for next meeting:

- Login to your LinkedIn Learning account and complete the course titled "Diversity, Inclusion and Belonging" with Pat Wadors. (Length – 47 Minutes). Be prepared to discuss takeaways.

## Diversity, Equity and Inclusion Committee Meeting

Date: January 19, 2022



- Login to the Virginia Career Works Central Region website at <https://www.vcwcentralregion.com/>. Review the website for ADA and EO features. Were you able to locate the Accessibility Menu? Would you know how to access TDD: VA Relay Services? Were you able to find the link to local EO and ESL policies on the website? Would you understand how to file an EO complaint with the Central Virginia Workforce Development Board based on reading the local policy? Based on your current knowledge and understanding, what features of the website stuck out to you as being strengths? What suggestions for improvements would you make?
- The next meeting is schedule for 2/16/22 from 10:30 to 11:30 AM and is tentatively scheduled as an **in-person** meeting. A location has not been selected. **Do you have a preference for meeting location?**
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**VI. Adjourn-** There being no further business, the meeting adjourned at 11:30 AM.