

Committee Overview

Committee Membership

Kaye Adams (**Dental**), Neelu Hira (**Eye**), Kate Elwell (**Health Promotion, co-chair**), Hosea Ojwang (**HR, co-chair**), Shelly Ellard Turner (**MCTC & Nursing**), Janelle Jones (**Mental Health**), Holly Ziemer / Margaret VanEchoute (**Marketing/Communications**), Jan Smith (**Mental Health**), Yader Madriz (**Nursing**), Zong Yang (**Patient Info & Assistance**), Katie Posey (**Pharmacy**), Margaret Belew (**Physical Therapy**), Sue Park (**Primary Care**), Christopher Litwin (**OSHB**), Dawn Britnell (**Women's/Trans Health**)

Committee Objectives

1. Prioritize the recruitment, retention, and success of diverse staff and volunteers.
2. Support continuous performance improvement among Boynton staff related to equity, diversity, and inclusion.
3. Develop leadership capacity among Boynton staff related to equity, diversity, and inclusion.
4. Establish and strengthen strategies that promote equity, diversity, and inclusion.
5. Provide recommendations to Boynton's Leadership Team related to education, adoption, and implementation of strategies to achieve the committee's purpose.

Meeting summaries (link to minutes):

[February 2018](#): introductions, introduction to committee, structure of the group

[March 2018](#): Brainstorming activities for objectives from Leadership

[April 2018](#): Reviewing charge for the committee

[May 2018](#): Job description template review

[June 2018](#): Discussion: what is the Boynton culture, difference between leader/advocate

[July 2018](#): Patricia Izek, Central HR -- best practices for recruiting/retaining diverse staff

[August 2018](#): Strategic plan prioritization for three years, one year

[September 2018](#): overview of performance appraisals and implicit bias training plan

[October 2018](#): review of implicit bias videos

[November 2018](#): update on position description templates and formalizing process

December 2018: (no meeting held; Kate on maternity leave, Hosea unavailable)

[January 2019](#): feedback on implicit bias training, update on job description templates

[February 2019](#): hiring process update, performance appraisal process discussion

[March 2019](#): *review performance appraisal process and template from working group (not yet occurred at the time of this meeting)*

Strategic priorities:

1. Implicit bias training for all Boynton employees

2. Examine policy strategies from other institutions/groups that promote equity
3. Include equity goals in performance appraisals for all Boynton employees
4. HR practices to promote equity:
 - a. Templated position descriptions/job postings
 - b. Clear expectations regarding equity in the hiring process

Progress Update to Executive Leadership

All-staff implicit bias training

- November 29, 2018
- Stef Jarvi, OED Director of Education; Patricia Izek, Diversity & Inclusion Consultant for OHR

Job descriptions

- All templates will include the same diversity language
- Current draft language
 - Required qualifications: Commitment to promoting a culture that respects and advances diversity and inclusion
 - Preferred qualifications: Experience working with individuals from diverse racial, ethnic, cultural, religious, and socioeconomic backgrounds, and individuals with a variety of identities
 - Detailed job responsibilities: Promote a safe, equitable, and respectful environment in which concerns can be addressed effectively
 - Language will be reviewed annually in January, and updated as needed
- The Committee requests an annual update on changes in applicant pool and hires
 - Collected information: sex/gender, ability/disability, veteran status
 - Desired information: [above +] race/ethnicity,
 - Request: have this information available in December to inform the language review process

Update intranet with resources for supervisors (For Supervisors >> [Hiring Checklist](#))

Performance Appraisals

- Consulted with: OHR Equity, Diversity & Inclusion Consultant; OED Director of Education; SPH; UMN Diversity Community of Practice
- Working group is developing a complementary document, not changing either template
- Optional for staff to self-identify a diversity/equity/inclusion goal (required for supervisors to present this option to staff)
- Leadership, April 10
- Have access to: P&A/Civil Service OSA appraisal form, Labor-represented form
- Need access to:
 - Rating/weighting template
 - Supervisors to provide input, potentially assist working group