

Cuyahoga County Board of Health Diversity Committee
3/26/14 Meeting Minutes

Committee Members Present: Dr. Greg Hall, Chair, Debbie Moss
Members Absent: Dr. Glavin

Staff Present: Terry Allan, Najeebah Shine, Tom O'Donnell, Kevin Brennan

Attachments: Meeting Agenda, Articulation of the Roles of the Diversity Committee of the Board, the staff Culturally and Linguistically Appropriate Services (CLAS) Committee, Revised CLAS Goals for 2014 and the Race Demographics for the CCBH Workforce are attached.

Dr. Hall called the meeting to order at approximately 12:00pm, immediately following the monthly Board of Health meeting.

The committee was joined by several members of the CLAS Committee to discuss the attached articulation of the respective roles and responsibilities of the Diversity and CLAS committees. Attending were Monica Baker (Chair), Nichelle Shaw, Annie Dunham and Maurice Cole. The CLAS committee presented their revised goals for 2014:

1. Addressing **Accreditation Standard 11.1.45A** to Incorporate CLAS standards and Health Equity Principles into the development of agency wide, policies, processes, programs and interventions.
2. Develop a process for establishing a **Community Forum** based advisory council to inform and improve CCBH service delivery to all populations. A community forum may be used as a means to engage diverse community leaders, stakeholders and residents to establish the advisory council.
3. Establish a **Cultural Competence Plan**, which will be inclusive of professional development and educational opportunities. This will serve to enhance and improve the workplace climate as it relates to cultural competence and diversity.

During a discussion of the Articulation document and the above goals, it was agreed that this was a reasonable approach to the work. The two committees will meet twice a year to review progress.

Web Presence

Kevin Brennan described options for creating a link from the dropdown menu on the ccbh.net homepage or some type of "button" that links website viewers to the work of the diversity

committee. Kevin noted that Version 2.0 of the homepage is currently under construction and that he will work to incorporate these concepts into the new design.

Contractor Survey Update

Judy Wirsching reported that she has been working with the County Office of Procurement and Diversity to develop a Contractor Survey Form through which we can collect information on the diversity of our contractor pool. Judy discussed several certifications that are offered by Cuyahoga County (Minority Contractors, Female-owned businesses, etc) that identify the various federal categories of contractors. The committee made several suggestions on wording for the form, and Judy plans to incorporate the thoughts of the committee and continue her work with the Office of Procurement and Diversity to develop a final version of the form that can be used to collect this information and will report back to the committee.

Recruitment Update

Najeebah Shine reported on the status of recruitment activities to increase the pool of diverse and qualified applicants for job opportunities at CCBH.

According to the US Census Bureau (2012 estimates), the current demographic makeup of the county is as follows:

White	64.8%
African American	30.2%
Hispanic or Latino	5.1%
Asian	2.8%
American Indian and Alaska Native	0.3%
Native Hawaiian and Other Pacific Islander	0.1%

The Recruitment Goal is that the workforce of CCBH matches the racial demographics of Cuyahoga County. The current makeup of the CCBH workforce is 82% White, 14% African American and 4% Hispanic or Latino. This information and the specific demographics for each service area are attached.

Over approximately the last six months, there were six position postings that resulted in four external new hires and two internal promotions. Of the four external new hires, two were African American females and two were white females. For the two internal promotions, both were white females.

The next meeting of the Diversity Committee was scheduled for June 25th, 2014, immediately following the Board meeting.

The meeting was adjourned by Dr. Hall at 1:10pm.

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Cuyahoga County Board of Health Diversity Committee AGENDA

March 26, 2014

- I. Introduction of the Culturally and Linguistically Appropriate Services (CLAS) Committee
- II. Review the respective roles and responsibilities of the two committees – Terry Allan
- III. Proposed approach to creating a web presence – Kevin Brennan
- IV. Contractor survey update – Judy Wirsching
- V. Recruitment update – Najeebah Shine
- VI. Other Business
- VII. Schedule next meeting
- VIII. Adjourn

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Terrence M. Allan, R.S., M.P.H. Health Commissioner

Articulating the Roles of the Board Diversity Committee and the Culturally and Linguistically Appropriate Services (CLAS) Committee

Board Diversity Committee

The Board of Health established the Diversity Committee, comprised of members of the Board and authorized under Rule 13 of the Board Bylaws, to assure the racial diversity of the recruitment, retention and procurement processes of the Board of Health. These functions represent Administration Service Area responsibilities and impact how we interact externally. The Diversity Committee is staffed by the Health Commissioner, the Director of Organizational Development, the Chief Fiscal Officer and the Administrative Counsel.

Culturally and Linguistically Appropriate Services (CLAS) Committee

- The CLAS Committee was created by the Health Commissioner to focus on internal functions of the agency that relate to organizational cultural competence, policy and training of staff (coordinated with Human Resources) in order to improve cultural competence and service delivery. In terms of policy, the agency wide focus on Accreditation will require the CLAS committee to focus on Accreditation Standard 11.1.4A as a near term responsibility. This standard requires the development of CLAS and Health Equity policies, as articulated in the measures and required documentation. These activities all support CCBH Workforce Development functions related to organizational cultural competence and consequently, the CLAS Committee goals should reflect these agency priorities, which will require a revision of the current CLAS goals.
- Culturally competent service delivery is both a quality improvement and business imperative that should be incorporated at every level of our organization. The assessment of our agency's cultural competence can inform our organizational learning and lead to continuous service and management improvements.

Additional Important Connectivity Considerations

- The CLAS Committee goals discuss a Community Forum as a means to best engage our diverse racial and ethnic community. A discussion at the Board Diversity Committee meeting scheduled to occur immediately following the March 2014 Board meeting will include discussion on framing this work to productively connect the work of both committees.
- It would be appropriate for Monica Baker, who is the current Chair of the CLAS Committee, to participate in the agency Quality Improvement Committee, to report on the progress of the CLAS work, connecting with agency leadership in setting related agency priorities.
- Monica Mitchell will meet quarterly with Terry Allan to track the work of both committees to assure alignment
- Health Equity training for all staff will occur this year as part of our strategic planning work
- The goals of the committee should focus on organizational cultural competence to improve service delivery and enhance our methods of maintaining and enhancing organizational partnerships among diverse cultural groups to improve health outcomes.

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