

CUYAHOGA COUNTY
BOARD OF HEALTH

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Diversity Committee

July 27, 2016

AGENDA

- I. Call to Order
- II. Approval of the Minutes from the 2.24.16
- III. Staffing Diversity Report – Najeebah Shine
- IV. Contractor Diversity Report – Judy Wirsching
- V. Other Business
- VI. Scheduling next meeting
- VII. Adjourn

Committee Attendees: Greg Hall, MD, Chair, Debbie Moss

Absent: Doug Wang, due to illness

Staff Participants: Terry Allan, Najeebah Shine, Judy Wirsching, Becki Burke, Tom O'Donnell

The meeting was brought to order by Dr. Hall at 12:35pm.

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

The minutes from the 2.24.16 Diversity Committee meeting were unanimously approved by the Committee.

DIVERSITY COMMITTEE MEETING
RECRUITMENT DEMOGRAPHICS UPDATE
07/26/2016

New Hires Demographics starting January 1, 2016 through June 30, 2016

- Grant Coordinator 4 External
- Informatician 1 External
- Public Health Nurse 2 External (one full time and one part time)
- Sanitarian-in-Training 1 External
- Summer Students 10 External

Notes:

- 18 employees started between January 1, 2016 and June 30, 2016.
- Of these 18, one candidate was an African American female and one candidate was an Asian male.
- All hires were external.
- 7 External candidates were hired for full-time positions.
- 1 External candidate was hired for a part-time position.
- 10 summer students were hired.

The Committee discussed the value of focusing on the “required” minimum qualifications in the job postings for new hires, rather than the “preferred” qualifications. The thought was that including preferred -qualifications related to advanced degrees could be a potential deterrent for diverse candidates.

Vendor Diversity Report – Judy Wirsching
1/01/16 – 06/30/16

Summary of Vendors

	% Distribution
28 Established Vendors	
1 Diverse Vendor	4%
9 Cuyahoga County	32%
7 Outside Cuyahoga County	25%
16 Ohio	57%
12 Other States	43%

To date, 16 vendors are identified as diverse vendors in CCBH’s accounting system. (We continue to identify existing vendors in our accounting systems that are certified as a diverse vendor).

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Vendor Diversity Goals Established by the Diversity Committee

2016	10%	} % of Expenditures incurred utilizing diverse vendors.
2017	15%	
2018	20%	

Vendor Diversity % as of 06/30/16 is **21%** (Ended 2015 at 14.7%)

Miscellaneous Updates

1. To date CCBH is using the following certified diverse vendor listings to identify potential vendors to do business with:
 - a) Cuyahoga County – Office of Diversity and Procurement - <http://opd.cuyahogacounty.us/en-US/listing.aspx>
 - b) City of Cleveland - <https://cleveland.diversitycompliance.com/>
 - c) CMHA - <https://www.cmha.net/business/vendorsearch.aspx>
 - d) State of Ohio – Department of Administrative Services (DAS) - <http://eodreporting.oit.ohio.gov/searchEODReporting.aspx>
2. By September 30, 2016, the new CCBH website will provide instructions for companies wanting to do business with CCBH on the proper steps.
3. Judy pulls potential bidders from County listing when putting out RFP's & RFQ's and this has increased awards to diverse vendors.

The Committee discussed the section of the web site that was being built to encourage diverse vendors to apply for designation through the Cuyahoga County Procurement and Diversity portal, where we obtain the list of relevant contractors that we focus on to receive notice of opportunities to do business with CCBH. This link to the Procurement and Diversity site, with some lead in language, is scheduled to be completed by the end of September. The complete vendor diversity web page will take longer to complete.

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

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