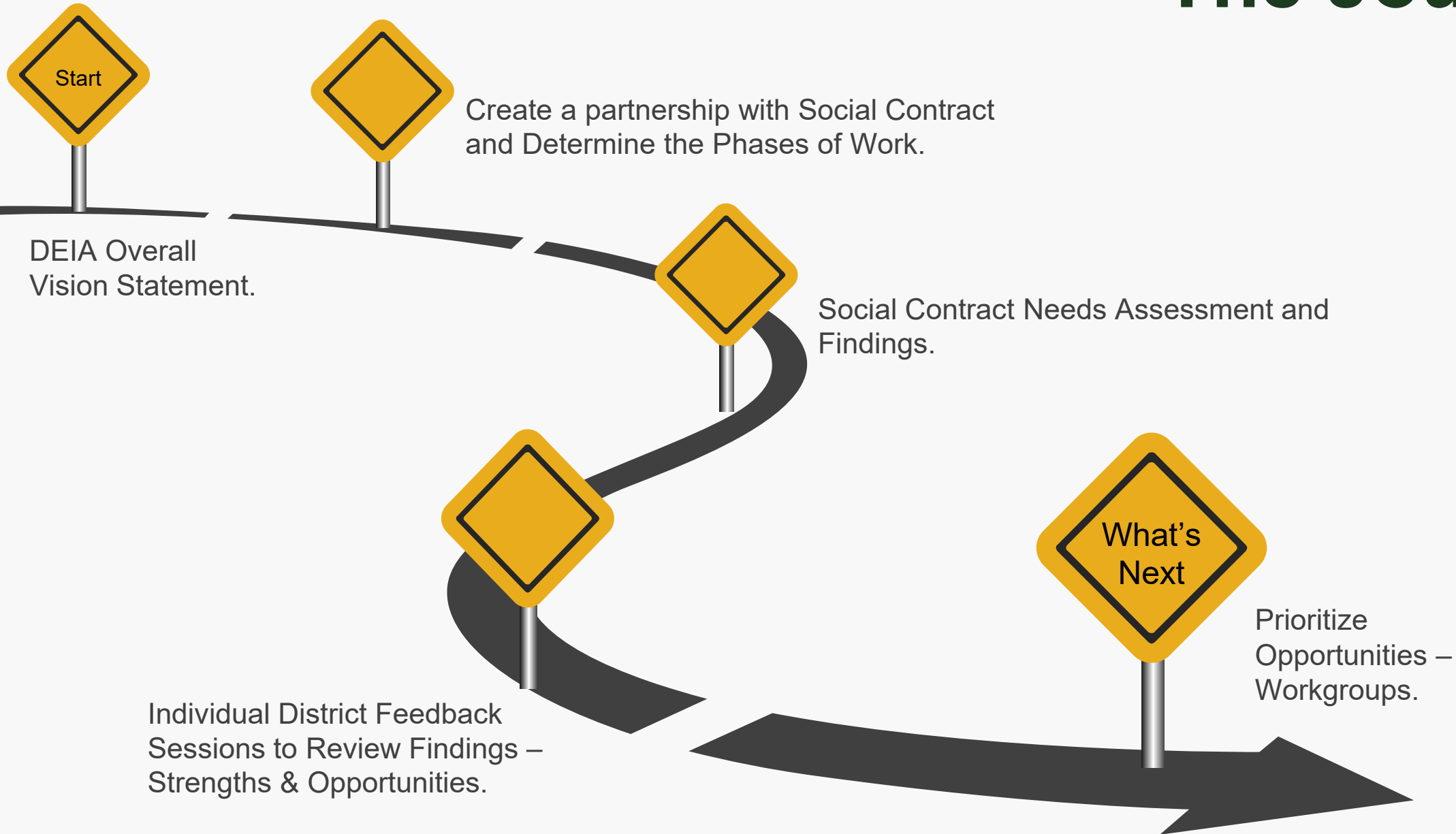


Diversity, Equity, Inclusion, and Accessibility Journey and Introduction of Workgroups

The Journey





DEIA Overall Vision Statement

All staff and participants have a sense of belonging & feel welcomed here at HireAbility. Our diverse staff reflect the communities that we serve. Our strong connections with multicultural communities and community partners ensures engagement, successful outcomes, and career pathway opportunities for participants from diverse backgrounds.

DEIA Opportunity: 4 Workgroups

Develop a workforce that reflects the diverse populations we serve.

Effectively reach all populations that are eligible for our services.

Ensure staff have access to the tools and knowledge and feel competent to serve all participants in a culturally appropriate way.

Strengthen our existing communication loops to ensure staff are informed and can contribute.

Workgroup Members

- **Consists of 8-12 Members**

That represent multiple levels and roles in the organization and include content experts if applicable.

- **Project Charter Lead**

Responsible for most of the work and product development. This person will organize meetings, set agendas, develop the charter plan, and develop the products and processes as needed.

- **Steering Committee Support**

Supports the lead in implementing their work, communicates information to and from the steering committee, and facilitates connects when charter work intersects.

- **Charter Group Members**

Attend and engage in the charter group meetings, provide ideas and input, assist on tasks, gather input and ideas from their local teams. This will be about a 4-hour per month commitment over about 12-months.

- **Social Contract SME Subject Matter Expert**

Someone who can provide a DEIA lens while conducting the work.

Workgroup Tasks

1. Workgroup Kickoff, and introductions.
2. Create a schedule for workgroup meetings (recommend monthly).
3. Brainstorm and research new ideas.
4. Develop objectives and timelines to support the overarching goal.
5. Establish roles, responsibilities and check-ins for each objective.
6. Implement the work to complete objectives.

**Goal:
Develop a
workforce that
reflects the
diverse
populations we
serve.**

- Lead: Hib Doe.
- Steering Committee Support: Will Pendlebury.
- Social Contract SME: Whitney Wideman.
- Partner Participants: DHR Talent Acquisition Specialist.
- Potential Objectives:
 - Review and maintain job descriptions and the interview process to ensure a process that promotes diverse applicants.
 - Refine the process for interns and employees with work visas.
 - Build relationships with education and national partners to reach more diverse candidates.
 - Build welcoming spaces that encourage staff to bring their authentic selves to the HAVT community.
 - Develop a plan to highlight and celebrate existing diversity at HAVT.

**Goal:
Effectively
reach all
populations
that are
eligible for our
services.**

- Lead: Denee' MacKenzie.
- Steering Committee Support: James Smith.
- Social Contract SME: David Hanson.
- Partner Participants: VCIL, Vermont Refugee Resettlement Program, Association of Africans Living in Vermont.
- Potential Objectives:
 - Identify community organizations that we are and are not connected with.
 - Develop an outreach plan to organizations and their participants or communities.
 - Develop a plan to continue to intentionally include BIPOC participants in the new marketing materials.
 - Develop a plan for reviewing minority population engagement.

**Goal:
Ensure staff
have access to
the tools and
knowledge and
feel competent
to serve all
participants in a
culturally
appropriate way.**

- Lead: Heather Batalion.
- Steering Committee Support: Liz Harrington.
- Social Contract SME: David Hanson.
- Partner Participants: Karen Proctor, Kelly Decker.
- Potential Objectives:
 - Develop DEIA training plans and connect the concepts specifically to disability and VR frameworks.
 - Develop a plan for cycle of training to reinforce, build/rebuild, expand understanding of DEIA topics.
 - Explore opportunities for districts to approach the work.
 - Develop training that reviews disability etiquette.
 - Develop training plans that focus on marginalized populations that we serve.
 - Improve training access for non-English speakers.

**Goal:
Strengthen our
existing
communication
loops to ensure
staff are
informed and
can contribute.**

- Lead: Amanda Arnold.
- Steering Committee Support: Catherine Knott.
- Social Contract SME: David Hanson.
- Partner Participants: Karen Proctor.
- Potential Objectives:
 - Increase presence/access to CO in local offices.
 - Establishing best practices for meetings that include purpose, goal, and avenue for communication.
 - Training for supervisors about mindfulness of communication approaches and needs of staff.
 - Strengthen our existing communication loops that encourage dialog with a variety of opinions/perspectives and make sure information and dialogue continues beyond those spaces.

Leading Change Course

Karen Proctor is working with HireAbility VT to design this course. Cohorts will launch in January of 2024. Some objectives:

- Gain insights about equity-centered leadership practices.
- Learn about effectively leading and navigating complex change
- Apply leadership principles and practices to current work opportunities and challenges.
- Connect with peer leaders and collaborate on solutions to the organization's equity-related initiatives.
- Be able to articulate their leader identities, philosophies, and practices.

Next Steps

- ■ We will be using a form to track interest in participating. We hope staff from both Hire Ability VT and VABIR will participate. Workgroup Leads will reach out to supervisors for final approval.
- We aim for a November launch for all the workgroups.
- Karen Proctor will be doing her Leading Change Course early next year.
- Questions? Please reach out to Liz Harrington, Catherine Knott, Will Pendlebury, or James Smith.