Welcome/Call to Order  
*Pamela Cashwell, Secretary, NC Department of Administration*

Opening Remarks/Introductions/Roll Call  
*Pamela Cashwell, Secretary, NC Department of Administration*

Secretary Pamela Cashwell welcomed the Commission and guests. No approval of the minutes and no votes today. No Quorum - Not enough members were present. This meeting is to move forward the discussion about DEI Initiatives.

Roll Call

Secretary Cashwell entertained roll call. Bailey Recktenwald held the roll call for attendance with 7 of 15 present members present. Need 8 to have a quorum.

Members Present: Secretary Pamela Cashwell, Michelle Fullerton, Barbara Rimer, Aleshia Hunt, Christy L. Smith-Foster, Lydia Lavelle, Glenda Farrell

Members Not Present: Fred Yates, Henry Cruz Reyes, Pat Martinez, Jenny Black, Cecelia Surrant, Cristal Figueroa, Paula Kohut, Andrew Spainhour

Announcements/Updates  
*Pamela Cashwell, Secretary, NC Department of Administration*

Secretary Cashwell goes over the main points that are going to be covered throughout the meeting. Bailey Recktenwald will go over the DEI report and Evin Grant will go over the Survey Results as well as have discussions about what needs to be done in the upcoming year.

Before Bailey gives updates on the DEI Initiatives, Secretary Cashwell gives a couple of announcements to be aware of. Some recent proclamations: November was declared as American Indian Heritage Month; November was also veteran and military family’s month. The governor proclaimed several specific days that uplifted and recognized various historically marginalized populations. Some of the proclamations of Governor Roy Cooper: transgender day of Remembrance, Women’s entrepreneurship day, Diwali awareness day and White Cane Safety Day for the blind. Forthcoming proclamations, International Solidarity Day of Azerbaijanis Day, which is a Turkish ethnic group. The North Carolina children of wartime veteran scholarship day is another one upcoming. In
January, Tamal language and culture month, Martin Luther King Junior Day on January 17th, and African American lineages day on January 20th.

After Announcements/Update, Secretary Cashwell passes the floor to Bailey Recktenwald.

**DEI Initiatives Updates**

*Bailey Recktenwald, Policy Development Analyst, NC Department of Administration*

- Bailey Recktenwald discusses Diversity Equity and Inclusion Updates through a PowerPoint called “Highlights for Diversity, Equity, and Inclusion Initiatives Since 2017”
- Priorities recommended by the Commission
  - She briefly refreshed the Commission on the major priorities for DEI:
    - 1. Executive Orders
      - Non-discrimination (Commission on Inclusion)
        - EO 24 was signed in 2017.
      - Paid Parental Leave
        - For state employees for both the birthing parent and non-birthing parent
      - Ban Salary History
        - Especially when making hiring decision since salary history contributes to the gender wage gap.
      - Safe Days
        - For state employees who may be experiencing domestic violence
      - DRIVE Task Force
        - Recruits and retains educators of color
      - Fair chance hiring
        - Also known as banning the box which means there is no longer a box about criminal history that prompted a barrier to enter employment
      - Juvenile Sentence Review Board
        - Review board to look at cases for adults who were tried as juveniles that could be expunged
      - Anti-Conversion therapy
        - Bans state agencies from providing funds to organizations who support or utilize conversion therapy
      - Employment First
        - Employment opportunities for people with disabilities
    - 2. Legislative Orders
      - Consists of both signed and vetoed legislative orders. One of the signed is Freedom to Work Act which bans licensing boards from considering criminal records when they need to do licenses in their professions. A recent legislation that was signed is to raise the age of marriage to prevent child marriage since marriages are allowed at the age of 14.
    - 3. Highly Level Initiatives
      - A list of other initiatives that are being prompted for Diversity, Equity, and Inclusion.

Bailey opens the floor for questions: Barbara Rimer comments on how impressed she was on the report and thankful for Bailey sharing out the information. Secretary Pamela Cashwell informed the attendees that the report needs updates. Glenda Farrell mentions that someone asked for the numbers on the unconscious bias and as of the end of November there are 44,600 completed 14 modules of unconscious bias.
Secretary Cashwell thanks Glenda Farrell for the update. The Secretary introduced Dr. Hollingsworth and asked her to give brief introduction about her background with the Commission.

After introduction, Secretary Cashwell passes the floor to Evin Grant to go over the Survey Results.

**Survey Results Review**  
*Evin Grant, Policy Director, NC Department of Administration*

Evin Grant introduces “Commission on Inclusion Survey Results Summary November 2021”, a slide show with the purpose of identifying feedback on the state of the Commission on Inclusion. 9 out of 15 members completed the survey and 6 redid the DEI exercise from the last meeting. Goal of the Commission on Inclusion is to ensure all North Carolinians of all backgrounds have access to inclusive and equitable opportunities, which emphasizes the importance of discussing these best practices.

Secretary Cashwell thanks Evin Grant for the presentation. Reminds attendees about the goals of the Commission by reading “In furtherance of the goals set forth in this Executive Order, the Secretary of the Department of Administration is hereby directed to establish a commission comprised of members from state government, private businesses and nonprofit organizations to assist DOA and OSHR in carrying out their duties under Section III of this Executive Order and identify additional policies and measures that would promote inclusion and address discrimination, harassment, and retaliation based upon Prohibited Grounds.”

**Subcommittee Breakout and Priority Review**  
*Led by DOA Representatives*

The Subcommittee Breakout groups, consisted of only 2 groups. The first group was the community outreach subcommittee, and the second group was the legislative and policy subcommittee. During the breakout groups, the groups would think about what spaces they would like to work in and utilize.

Secretary Cashwell announced that she had to leave, and that Deputy Secretary Elliott will keep the meeting moving and give the report out.

Glenda Farrell reports on behalf of the first group being the community outreach subcommittee to advocate for fewer committees. Advocate to build the states capacity to deliver and ensure access to culturally sensitive services. They would like to see more definitions of the subcommittees since there different takes on diversity and crisis response. Potentially bringing her top diversity and inclusion person to energize the committee. Barbara Rimer comments that having enough people on a committee would create substantive impact.

Deputy Secretary Elliott reports on behalf of the second group being the legislative and policy subcommittee says that Secretary Cashwell build up on seeing what was accomplished and to look at where are the gaps and where should we go. They went over past issues which brought the point of not losing sight of the issue. A way can be by influencing change throughout the state with policies. The second group had discussion about community outreach by creating forums to break down barriers through them having conversations. Having communication will help people become more open-minded through community outreach that leads them to vote which changes legislation.
A key term that came up a lot in the subcommittee is intersectionality. How should this Commission be structured to have the greatest impact?

Deputy Secretary Elliott opens the floor to anyone in the Commission for discussion. Lydia Lavelle comments that most of the work happen in these meetings when half committee members are on another committee and do not get to participate in the discussions. Barbara Rimer says occasionally there might be a need for a subcommittee to deal with a specific issue.

Closing Announcements/ Updates
Deputy Secretary Elliott

Deputy Secretary Elliott announced that Catherine Rivera moved to Commerce and Bailey Rectenwald is going to DEQ. Both have left impactful work at the DOA and are welcomed anytime to join in on the discussions. Stay safe during the holiday season and remember mental health.

Meeting Adjourned

Next Meeting Date: Wednesday, January 19, 2022 @10 am