**MINUTES OF MEETING**

**North Carolina Commission on Inclusion**

**Wednesday, June 27, 2018**

**NC State University, James B. Hunt Library**

**1070 Partners Way, Raleigh**

**Members Present:** Secretary Machelle Sanders, Chair; Jenny Black; Michelle Fullerton; Paula Kohut; Mayor Lydia Lavelle; Pat Martinez; Dr. Barbara Rimer; Andrew Spainhour; Cecelia Surratt; and Emily Turner.

**Members Not Present**: Dr. Naveed Aziz; Councilmember LaWana Mayfield; and Mayor Fred Yates.

At 10:05 AM, Machelle Sanders, Secretary of North Carolina Department of Administration, called to order the North Carolina Commission on Inclusion. Secretary Sanders re-affirmed the Cooper Administration’s commitment to non-discrimination and inclusion and further detailed the Commission’s purpose, goals, and objectives as set forth in Executive Order 24.

Upon motion made by Barbara Rimer, seconded by Pat Martinez, the Minutes of the April 11, 2o18 meeting were unanimously approved.

Upon motion made by Pat Martinez, seconded by Cecelia Surratt, the Minutes of the May 22, 2o18 conference call were unanimously approved.

Upon motion made by Michelle Fullerton, seconded by Barbara Rimer, the Commission unanimously approved the following: that Secretary Sanders and the Department of Administration’s Public Information Officer, Nan Sanseverino will provide, for Commission review, an expression of the Commission’s thanks for the Governor’s leadership modeling principles of inclusion. Commission members pointed specifically to the Governor’s proclamation of June as LGBT Pride Month and the Governor’s recalling of National Guard troops from the United States’ border with Mexico due to the Federal policy of separating children from their migrating parents.

Nancy Astrike (Division Director, Diversity and Workforce Services, Office of State Human Resources) presented information about how the State Human Resources Act is administered and how the State’s Human Resources function is structured centrally and departmentally. Ms. Astrike also reviewed with the Commission the State’s Organizational Chart, and she presented statistical detail related to the State’s workforce and its demographics. As part of a discussion arising out of Ms. Astrike’s presentation, Michelle Fullerton shared that Bank of America includes voluntary self-reporting of sexual orientation and gender identity/expression, a best practice recognized by many large private employers. Commission members encouraged Ms. Astrike to evaluate the possibility of including voluntary self-reporting of identity information.

Next, Bryle Hatch (Diversity Program Manager, Duke University School of Medicine) presented his program “Cultural Competency” addressing first implicit bias and then defining cultural competency and its role in building an inclusive workforce.

Over a working lunch, Marqueta Welton (Deputy Secretary, NC Department of Administration) provided the Commission with an overview of the State’s procurement and contracting policies, discussing the various processes, including bidding and appeals, and the thresholds defining which process applies. Deputy Secretary Welton also provided an overview of applicable state law.

Next, Munashe Magarira (Associate General Counsel, Governor’s Office) provided an overview of the North Carolina Constitution and the distinctions between the Council of State, established by the State Constitution, and the Cabinet, composed of department heads appointed by the Governor. Mr. Magarira discussed Executive Order 24, focusing on its reach, tasks assigned to Cabinet agencies with authority for the issuance of formal guidance, and the Commission’s advisory role.

Next, Norma Houston (Lecturer in Public Law and Government, UNC School of Government) discussed the formation of two subcommittees of the Commission, one dedicated to the focus areas of Cultural Competency, and the other dedicated to the focus area of Purchasing and Contracting. Each was then tasked with (1) bringing forward recommendations, (2) prioritizing those recommendations, and (3) identifying best practices that are actionable. Finally, Ms. Houston charged each subcommittee with picking a chair, a notetaker, and identifying a work plan which would be reported back to the full Commission during a conference call to be scheduled in August.

Each subcommittee met briefly prior to closing remarks by Secretary Sanders.

The meeting adjourning at 2:00 PM.

Respectfully submitted, Andrew Spainhour