

## Members: 27 Agencies

Imelda Ang	LaToya Holmes-
Juan Alaniz	Ware/Evette
Marika Barto/Curtis	Jasper/Dae
Bennett	Shogren
Tia Bertrand	Jarrold Irvin
Becky Daniels/Amy	Kristin Kaphan
Zurfluh	Karen Moton-Tate
Gerri Davis/Kaylene	Audrey
Wright	Pitchford/Amber
Rocky Dimico	Coleman
Kirsten Donovan	Debbie Robinson
Mandy Garcia	Denise Ross
Lori Gonzalez	Marisa Sanchez-
Jenifer Graf	Reed
Joshua Gray/Jasper	Kristy Snow
Marino	Christy Sterling
Anne Hansen	Juwariyah Sou
Jaime Hollis	Adrian Thompson
	Jessica Zinda

## Co-Chairs:

Wendy Endress, DES/WSD  
Cheryl Sullivan-Colglazier, OFM/SHR

## Executive Sponsors:

Cindy Guertin-Anderson, DES/WSD  
Assistant Director, OFM/SHR

## Partnership:

Office of Equity  
WA DEI Council  
WA Training and HR leaders  
State Business Resource Groups  
Various state Commissions and  
Councils

## Charter:

### Washington State Diversity, Equity and Inclusion (DEI) Committee on Learning & Training

#### Purpose:

This Committee is charged with guiding the development of timely and informed training and targeted learning for our agencies to effectively increase knowledge and skill in the workforce to center the work of diversity, equity, and inclusion as we achieve our goal of being an anti-racist state that is grounded in equity and belonging.

After achieving the initial deliverables, the Committee has identified new deliverables to assist the enterprise in state government's pro-equity, anti-racism work. This includes learning that supports knowledge and behavior resulting in diversity, equity, inclusion, and belonging being centered in workplace culture.

*No policy, no matter how well written, can be implemented with fidelity or effectively without adequate training and learning tailored to the workforce receiving it.*

#### Authorizing Sources include:

Governor Inslee's Directive on Inclusive and Respectful Work Environments, 4/19/18  
Executive Order 22-02, [Achieving Equity in WA State Government](#)

#### Guiding Values, Principles, and Practices

In alignment with the DEI Council, our work will be guided by the following values and principles:

- Ensuring accessibility and other forms of inclusion to increase belonging
- Commitment to engaging in the work of anti-racism where we acknowledge racism is present and oppression and privilege exists
- Diversity of thought - Ensure the thoughts can and will be shared.
- Safety – Build trust with clear boundaries so voices are invited.
- Clear focus on goals – Results orientated.
- Leadership commitment – Understand, action (take training).

- Culture of understanding and voice.
- Be comfortable in our discomfort.
- Assume good intention/Consider impacts
- Equity vs. Equality
- Trust & Support

Our approach will focus on strategies and practices proven to increase implementation and learner success:

- Think beyond stand-alone training and apply an integrated approach to learning tools and training.
- Use data. Examples include data from the Employee Engagement Survey inclusion index and the HR Management Report to understand the current state of the workforce and identify potential improvements related to training.
- Our deliverables are accessible, and an equity mindset will be applied.

#### **Deliverables:**

- Recommend an approach to required training beyond the initial foundational training. This includes what training “counts” toward achieving the expected compliance standard. Beyond compliance, the training must be grounded in advancing employees knowledge and skill in progression in the enterprise DEI competencies.
- Provide guidance on training tracking approaches for beneficial enterprise data.
- Provide guidance on how to integrate diversity, equity and inclusion (DEI) into other trainings, so that DEI is how we operate and not seen as a separate initiative.
- Develop tools and guidance on approaches to DEI training to build enterprise-wide consistency and resources in achieving our goals.
  - Provide resources to agencies on how to prepare for the foundational training and support what was learned for culture change after the training.
- Provide ongoing advice, in partnership with the DEI Council, to DES WLP and OFM SHR on DEI training implementation and success.
- Community of practice. Ongoing engagement where we share information, achievements, challenges to learn from one another and benefit the agencies and work we represent.

## **Deliverable Workgroups**

Required DEI Training

Expectations and Tracking  
Compliance

Integration of DEI in Other Training

Tools & Guidance

Training Advisory

## **Membership:**

Each agency is encouraged to have a participant to the DEI Training Committee. We want to ensure agency voice as we develop recommendations that will impact the enterprise.

- Agencies may have more than one representative to encourage inclusion and expand diverse perspectives.
  - One agency will not have more than 3 representatives.
  - When voting, only one representative can vote to ensure one agency who might have more representatives isn't overrepresented in decisions.
  - Representatives are responsible for ensuring their other representatives are kept up to date on committee or workgroup progress to ensure continuity of participation.
  - An agency may not have more than one representative on a workgroup unless approved by the Committee chair(s). (*Approval would be related to workload, special expertise, etc.*) This helps us achieve a balance of representation across workgroups and not having overrepresentation in some.
  - When an agency is choosing additional representation consideration will be given to diverse voice and lived experience, areas of expertise, succession and development, and commitment to be able to carry out the expectations of the Committee and workgroups.
  - Agencies wishing to have more than one representative will provide their request to the chair(s) with explanation of why they are making the request and how they will meet the expectations if approved.
- Chair(s) is responsible for monitoring the balance of influence in meetings and decision making. This is especially true if an agency has more than one representative present.

## **Role of Participant:**

- Engage peers in discussion on enterprise issues to represent the full enterprise perspective
- Represent your agency direction while bringing your perspective and lived experience to our work
- Actively participate in the work of the Committee
- Do the work of DEI as we do our committee work
- Support Committee decisions in and outside of meetings

## **Decision Making Approach:**

The committee will strive to make every decision using a consensus-based process. Votes will be given with a thumbs up for full agreement, with a thumb to the side indicating support to move forward, and a thumbs down if the committee member cannot support moving forward with the decision.

If consensus is not found on the first vote, a discussion will be had to hear the voice of the member(s) unable to support the decision and to see if adjustments can be made to reach consensus. If the committee cannot reach consensus after the same issue has been raised, discussed, and voted on three times, the committee will move to a majority rules vote.

## **Schedule:**

*Full Committee Meetings – Every other month, 2<sup>nd</sup> Wed. of the month, 2:30-4:00 pm*

*Workgroups – TBD by workgroup leads depending on project needs and timelines*

*Deliverables – Project specific*

*Leads work with co-chairs to specify timelines*