

## Member Agencies:

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*(If you do not see anyone from your agency listed as a member, and your agency would like to participate, contact one of the council support staff listed)*

## Executive Sponsor:

[Micheala Doleman](#)

## Centralized Services and Policy Support:

- Office of Financial Management State Human Resources
- Department of Enterprise Services

## Staff Support:

[Tammy Pitre \(OFM\)](#)

[Walt Jones \(OFM\)](#)

## Schedule:

Monthly, 1<sup>st</sup> Wednesday, 9:00 – 11:00am,  
Department of Health

## Charter

### Washington State Diversity, Equity and Inclusion (DEI) Council

The council is the state's Workforce Diversity, Equity and Inclusion advisory and coordinating group. Working collaboratively with others, the council leads supports and promotes strategic diversity, equity, and inclusion efforts across state government focusing on the state's internal workforce to serve Washington State.

### Purpose

- Promote DEI as foundational to the work of the state.
- Provide recommendations on statewide diversity, equity and inclusion policies and strategies.
- Provide input on issues and initiatives brought to the council internal and external groups.
- Provide feedback on strategies, and development activities for diversity, equity and inclusion practitioners across the state.
- Ensure representation from all state agencies for the sharing of information to and from the council and agencies.
- Capacity building statement needed – Excitement (Build up the capacity of the state workforce).
- Elevate Best Practices between entities.

### 2019 - 2021

- Provide ongoing feedback and recommendations on proposed new and current DEI related functions.
- Continue DEI Annual Summit to provide key strategic leadership and capacity building role to actively engage the employees of the state.
- Create structure, i.e. Bylaws etc. for DEI council.
- Provide feedback on updates on all DEI Executive Order's.

### Role of Participant:

- Engage peers in discussion on enterprise issues to represent the full enterprise perspective.
- Actively participate in council meetings.
- Bring and support ideas.
- Represent the voice of executive leadership and serves as the entity liaison to the council.
- Identify and promote best practice.

# Washington State Workforce Diversity, Equity and Inclusion Council (DEI) Bylaws

## I. Membership

### A. Responsibilities

The DEI Council must engage a wealth of voices and perspectives in order to achieve its purpose. Therefore, the DEI Council membership will consist of representatives from all agencies and state higher ED institutions, and will consist of one primary and one alternate member per organization.

- a. Member Responsibilities and Expectations expectations/responsibilities?
  1. Representation at 75% of the meetings annually (entity).
  2. Commitment and action to continually learn and grow knowledge and skills related to DEI.
  3. Ensures two-way communication between council and organization.
  4. Attend meetings and participate.
  5. Commitment to hearing, understanding and promoting best practices to both the council and back to the entity they represent.
  6. Meet with your home agency leadership periodically to inform them (update, best practices, resources and training opportunity) and ask for direction on moving DEI forward.

### B. Executive Leadership Team

- a. 2 Co-Leads for each committee
  1. Events Subcommittee
  2. Employee Engagement (or Employee Attraction and Development) Subcommittee
  3. Partner Engagement Subcommittee
- b. Executive Sponsor
- c. OFM State HR assigned staff person

### C. Subcommittees Roles and Responsibilities

- a. DEI Council Leadership Team shall be composed of two co-leads for each of the below listed subcommittees:
  1. Events Subcommittee (Rubi/Marika): This subcommittee will coordinate the execution of the DEI Summit, and any other future events, to include but not limited to the following activities: Vendor/contractor/presenter identification and engagement; venue reservations; ADA accommodations;

logistics planning; sponsorship solicitations; budget tracking and outreach. OFM staff will support the subcommittee by assisting with budget tracking, as well as the contracting and budgeting processes.

2. Employee Engagement Subcommittee (Cheryl Sullivan-Colglazier/ Parfait Bassale *(if needed)*/ future CLO DES volunteered): This subcommittee will work with stakeholders on reviewing, finalizing and supporting the implementation or recruiting strategies and DEI trainings across the enterprise.
  3. Partner Engagement Subcommittee (Dr. Karen Johnson/ Ha Nguyen/Mark Adreon): This subcommittee will establish and sustain engagement with the Equity Office and the leadership of the statewide Business Resource Groups, in order to ensure awareness of the work happening at the Council and identifying opportunities for collaboration and amplification of effort in DEI spaces or within our organizations.
- b. Leadership team meetings will occur bi-monthly.
  - c. Initially, the first co-lead will agree to a one-year commitment and the second co-lead will agree to a two-year commitment. After the first co-lead's commit ends, all co-leads thereafter commit to a two-year commitment, to insure there is an overlap of experience.

## **II. Bylaw Amendments**

Any member of the DEI council may propose an amendment to the Bylaws. The decision to consider a proposed amendment requires a consensus of those present at the meeting and moved forward (as a motion). Then opened up for full discussion and voting for pass or fail by a majority vote.