



Diversity, Equity, and Inclusion Committee Biannual Report

December 17th, 2023

The following report lists all the goals outlined in the committee's strategic plan as well as all the actions taken towards meeting those goals since the last DEI report. The report is organized by the four focus areas of our strategic plan: workforce diversity, workplace inclusion, sustainability and accountability, and enhanced client support.

Workforce Diversity

Goals:

1. Work with HR to identify and start utilizing diverse recruitment resources.
2. Evaluate the hiring process to identify any areas of equity and inclusion that could be improved.
3. Create a revised version of the yearly climate survey that does not collect any demographic information but does include agency climate questions and evaluations of the hiring and onboarding process to be completed as part of 90 day reviews.

Actions Taken Since Last Report:

1. Goal completed prior to last report.
2. Goal completed prior to last report.
3. We are currently updating the survey as we are updating the climate survey for use in 2024. The new survey will be prepared and shared with Laura and Allison in January of 2024.

Actions YTD:

1. In mid-May, VOC became a member of the Workforce Diversity Network and has since been posting all available job openings to their website. We have also explored posting available positions on Rochester Works' job board and have shared all relevant information with Allison. This is in addition to recruitment resources that were already in use, such as LinkedIn, Indeed, Rochester Chamber, and CCSI.
2. The committee met with Allison on April 13th to discuss VOC's current hiring process including job postings, applications, interviews, and onboarding processes. We discussed a few changes such as including in job listings that both applicable experience and education would be considered, asking applicants if they have any immediate family members who are Veterans rather than just asking if they themselves are a Veteran, and discussed how the DEI committee may be able to assist more in the hiring process in the future.
3. The survey was completed based on the previous climate survey and is now being updated for use in 2024.



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Workplace Inclusion

Goals:

1. Host trainings to educate staff on topics of diversity and inclusion.
2. Acknowledge and celebrate diversity among staff through planned activities and events.
3. Share the staff climate survey annually to gauge staff diversity as well as feelings and attitudes towards DEI at VOC.

Actions Taken Since Last Report:

1. Since July, we have hosted three all-staff trainings: an online disability inclusion in the workplace training through the Employer Assistance and Resource Network on Disability Inclusion, a domestic violence training with a facilitator from Willow Domestic Violence, and a training called Intent vs. Impact with Michael D'Archangelo from the Workforce Diversity Network. We also had a training for staff in supervisory roles focused on supervising a diverse and multi-generational workforce.
2. In honor of Women's Empowerment Day in August, we had staff participate in a trivia activity with questions relating to women's history in Rochester and in the military. In September, we hosted a Hispanic Heritage Month luncheon with food from El Sazón restaurant. In September, we asked all staff to submit a photo of a man that has had a significant impact on their life and share more about that person at our all hands meeting.
3. Goal completed prior to last report.

Actions YTD:

1. We have hosted a total of six all-staff trainings this year and one training for supervisory staff.
2. We have hosted a total of four staff-focused activities this year.
3. The climate survey was shared in January and is currently being updated and prepared to be shared again in January 2024.

Sustainability and Accountability

Goals:

1. Work with senior leadership and agency managers to improve knowledge of respecting and celebrating diversity in staff and accommodate differences and disabilities if disclosed by staff members.
2. Review employee handbook to ensure diversity, equity, and inclusion is embedded in our official policies.



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3. Create an open-door policy to the DEI committee to support and advise staff with any DEI related issues they may encounter in their dealings with clients, other staff, or community partners.
4. Prepare semiannual reports detailing DEI initiatives and accomplishments to be shared with the agency and board of directors.

Actions Taken Since Last Report:

1. We hosted a training for staff in supervisory roles focused on supervising a diverse and multi-generational workforce on September 19th.
2. We have reviewed sections 3, 4, and 5 of the handbook and did not find anything that we felt needed to be added, removed, or reworded.
3. We provide regular updates at our all hands meetings of the committee's activities and also a reminder that all committee officers are available and welcome staff to use them as a resource if the need should arise.
4. This report is being completed for the board meeting held on December 18th, 2023.

Actions YTD:

1. We hosted a training for staff in supervisory roles focused on supervising a diverse and multi-generational workforce on September 19th.
2. We have reviewed all five sections of the handbook and have not found anything that we felt needed to be added, removed, or reworded.
3. We will continue to share regular updates and remind staff that committee officers are available as needed.
4. This report is being completed for the board meeting held on December 18th, 2023.

Enhanced Client Support

Goals:

1. Host trainings to educate staff on topics of diversity and inclusion so they can better serve clients of diverse backgrounds.
2. Improve our public diversity representation through signage in the agency, enhanced outreach materials, and better representation and acknowledgement on social media and our website.
3. Host events celebrating diversity for clients.
4. Host DEI trainings for clients in partnership with the Employment and Training team.



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Actions Taken Since Last Report:

1. See the Workplace Inclusion section for trainings already hosted.
2. In partnership with the Advancement team, several posts have been posted on agency social media pages acknowledging and celebrating diversity focused holidays. We also participated in the city's Pride parade on Saturday, July 15th. See below for a full list of social media posts:
 - a. A social media post was shared in honor of Rochester Pride in July.
 - b. In August we posted recognizing Women's Equality Month.
 - c. In September we posted in honor of Hispanic Heritage Month.
 - d. In October we posted in honor of Disability Employment Awareness Month and highlighted our Employment and Training Services.
 - e. In December we have posted in honor of the first day of Hannukah, and plan to post in honor of Christmas and the first day of Kwanzaa.
3. The committee is hosting a veteran holiday lunch at VOC on Wednesday, December 20th, featuring Christmas, Hannukah, and Kwanzaa dishes.
4. Goal completed prior to last report.

Actions YTD:

1. See the Workplace Inclusion section for trainings completed YTD.
2. YTD, we have posted sixteen individual social media posts with plans to post two more in December. We have also participated in three community events, the Juneteenth parade, the Pride parade, and the Pride Picnic.
3. The committee is hosting a veteran holiday lunch at VOC on Wednesday, December 20th, featuring Christmas, Hannukah, and Kwanzaa dishes.
4. In partnership with the Employment and Training team VOC hosted two client trainings in March. Fernán Cepero hosted a training called Selling Yourself as a Military Veteran, and LAWNY hosted a training on fair housing and legal aid for housing discrimination.