

## DEI Committee Agenda 3/5/24:

Facilitator: **Whitney Robinson**

Notes taken by: **Audra Winn**

**PRESENT:** Niloufar Shoustari, Tara Flippo, Whitney Robinson, Shai Lev-King, Shanie Romero, Aviva Rabins, Shawn O'Connell, Jean Jacks, Sara Boisvert, Audra Winn

**ABSENT:** Cathy Demars, Paul Carlan, Kalab Bekele

- i. minutes approved from 2/6/24-- moved by Tara Flippo, second motion by Sara Boisvert
- ii. Community Building Activity (Tara): **World Map:** everyone invited to participate in placing their birthplace on the map and where they were with initial insights/learning/experiences of DEI issues.

### I. Updates (Tara):

- o Language Interpreter Services (email sent with lengthy update)
- o Reminder: 2<sup>nd</sup> Annual DEI Survey, March 1-April 5
  - Aviva: can we incentivize people for taking the survey to help motivate responses? Jean reminded that every center has a budget for small parties/prizes throughout the year—*send any ideas on this (within a zero-minimal budget) to Tara in the next 2 weeks*
- o Required Implicit Bias training coming in May (in person and Zoom options)
- o Required pronoun training in the Fall on Zoom or self-paced

### II. New member application discussion and vote (Allison Fogg) (Whitney)

-Vote: unanimous for bringing Allison onto the committee

next steps: Tara will invite Allison and work on orientation with her.

### III. DEI Committee Retreat Discussion. (Whitney)

Your Co-chairs & Coordinator are suggesting we meet in Sept and fold the regular meeting into a Sept Retreat 1:30-4:30 or 2:00-4:30 with optional dinner afterward. We would need to change time with schedulers and block off the new time ASAP. Reminder the time for retreat is voluntary.

- o **What would we like to cover this year?** Possibilities could include more case studies around micro interventions, self-care and work life balance when engaged in DEI work, picking a DEI Pearl from the last year we want to discuss/explore further, ???
- o **Is there anything from last year that was helpful or you would like to change about our in person time together?**
- o --Niloufar: more time together would be better, more education/topics discussed

- --Jean: more time to target any issues that sit wrong with people during the retreat itself
- --co-chairs and Tara answered questions from Shai and Aviva about PTO- No- this is part of the work day for anyone on the comm.
- Niloufar: more on applications of DEI matters to health care, how to deal with situations, bias, microaggressions toward patients/providers, and how to gain the trust of marginalized patients.
- **Location: GHC again—TBD.** The greatest number of us are concentrated at GHC.
- Suggestion: Make community building time at the beginning shorter as we are folding in an icebreaker into our meetings (20-30 minutes max)
- sidebar: Pride events highlighting our involvement together in both May and June. Shawn and Shai both organizing.

IV. Patient story with legal name coming through for a transgender patient on printed forms/records vs. "First name used" (Shanice & Tara)

Should we create a recommended sign/statement for clinical spaces letting patients know that we are obligated to use a legal name associated with insurance and official ID. Once the legal name is changed with insurance, we can update EMR.

This sign could also acknowledge that we want to use the correct pronouns for our patients which is why we ask for them. However, sometimes we make mistakes. Please remind us if the wrong pronouns or names are used so we can make sure the patient's EMR is correct and improved.

-feedback on where to have signage or documentation of this---Shawn, Whitney, Audra, Shanice on ideas for communicating both with reception and from reception, providers, and staff on how to sensitively and consistently speak on this issue. **Action:** send emails with ideas for this to the DEI comm during this month so we can make a good consensus on how to offer our advisement to nursing/HCMs where possible.