



Diversity, Equity, and Inclusion (DEI) Council Charter

Sponsor: Dr. Carrie Horn

Office Chair: Tessa O'Connell

Meeting Logistics:

Date:	1st Wednesday of the month
Time:	12pm-1pm (lunch will be provided)
Location:	J103 Conference Room, Molly Blank

Council Mission:

The Diversity, Equity, and Inclusion Council (DEI Council) works to create a climate of respect, understanding, and value for every patient and staff member at National Jewish Health.

Council Purpose:

National Jewish Health has established a Diversity, Equity, and Inclusion Council of employees, including faculty and senior leaders, who will support the organization with diversity, equity, and inclusion (DE&I) programs and initiatives.

The council will foster an environment that advances the mission of National Jewish Health and supports a workforce and culture that is inclusive and respectful of the backgrounds and cultures of our patients, coworkers, and community.

Council Goals:

The council will determine and publish goals for distinct JEDI (justice, equity, diversity, and inclusion) change.

Progress of goals will be reported annually through the quality committee (at a minimum).

The overarching goals are to establish a presence and affect positive justice, equity, diversity, and inclusion (or JEDI) change through:

- The education of National Jewish Health staff, including all domains of the institution, such as research, clinical, and administrative support.
- The engagement of both the internal and external National Jewish Health community by:
 - a. External- participating in local events such as PRIDE and Juneteenth
 - b. Internal- planning and hosting DEI events and celebrations throughout National Jewish Health
- Providing consistent communication among all domains of the institution, including internal and external stakeholders, via the dissemination of regular media content.

Membership shall include the following:

- Officers:
 - Chair (aka Director, DEI and Learning Development)
 - Executive Sponsor(s)
- Council Members (each council member must also serve as lead/co-lead(s) of a committee):
 - 1 member of the faculty research
 - 1 member of clinical faculty
 - 1 member of facilities (housekeeping, kitchen, plant services, etc.)
 - 1 member of HR
 - 1 member non-clinical administration
 - 1 member of clinical support staff
 - 1 APP
 - 1 member of admission and contact center
 - 1 member from Health Initiatives
 - 1 member from public relations/media
 - 1 member from non-faculty research
 - 1 member from Morgridge
 - 1 member from pro-Ed
 - 1 member of the library
 - Additional memberships (not to exceed 5)
- Committee members
 - The number of committee members and their roles or responsibilities is up to each committee lead and/or co-lead(s)

Officers and Council Members

Council is responsible for organizing DEI events, trainings, speakers, creating and distributing media content, establishing and maintaining external partnerships within the local community, planning and participating in external DEI events and celebrations, planning and running the yearly DEI awards, and having a presence in the community that we serve. We will do this by:

- Officers and council members will meet every other month
- Council members will serve a term of one year and may indicate annually if they wish to serve longer during the month of June
 - Members will be asked to “check in” every June to evaluate if they are still interested in being on the council and have the ability to attend council meetings, special activities, presentations, and subcommittee meetings hosted by the DEI department
 - Council members will notify the chair if they need to step down from the council at any time
- Council members and officers cannot be on an improvement plan while serving
- Council members may apply by emailing Tessa O’Connell ([oconnell@njhealth.org](mailto:connell@njhealth.org)) their name, department, which position they are applying for, and why they want to be a member
 - Membership application must also include supervisor sign-off or approval communicated to Tessa O’Connell in whatever way is most appropriate

- Officers and council members are responsible for ensuring the direction of work is aligned with the goals of the Council
- Members will be responsible for coordinating meetings or reporting activities and disseminating minutes/information to their respective units/work locations
- Contribute to the writing of the Council’s annual report
- Council members will lead or co-lead at least one committee
 - Committee leads and/or co-leads are responsible for:
 - Reporting committee progress to the Council at bi-monthly meetings
 - Establishing all rules and regulations of their committees (including meeting times, meeting frequency, norm, etc.)
- Council members will co-plan and/or co-lead at least two activities or initiatives within their committee over the course of the year
 - Members are also highly encouraged to help other sub-committees as needed
- All council members will attend all council meetings, their subcommittee meetings, and at least 2 special DEI activities per year OR complete DEI tasks in lieu of
 - For example, completing four newsletters per year fulfills this requirement for the newsletter subcommittee

DEI Council Meeting Norms and Expectations

- Councils will meet on the first Monday of the month 12:00pm-1:00pm
 - Tessa will show up at 11:30 in case anyone wants to come early and discuss issues, concerns, or questions before the meeting begins
- Members must attend at least 80% of Council meetings to retain their Council membership
- If a member expects to be absent from a meeting, the Chair is to be made aware before the date of the meeting
- It is the responsibility of the absent member to obtain and share within their respective work group any information discussed and materials disseminated within a missed meeting
 - Council members must designate someone to stand in for them prior to all absences.
- All discussions will be productive and must align with council goals
 - This is not an opportunity to air personal grievances. If you wish to do this, please set up a meeting with Tessa O’Connell (oconnellt@njheath.org)
- Anything that is said during the council meeting is open to the public and will be communicated via regular department reporting and annual reports
 - What happens here does NOT stay here. Again, if you have a private issue, please set up a meeting with Tessa O’Connell
- Come prepared to report on your committees’ accomplishments, activities, and progress
- To add items to Council meeting agendas, all materials or items you wish to add must be emailed to Tessa O’Connell (oconnellt@njhealth.org) at least one week before the meeting, or they will be added to the following month’s agenda
- Meeting Norms
 - Brave Space norms
 - Calling people “in” not “out”
 - Come prepared

- Be on time
- Be passionate
- Be a problem solver, not a problem maker
- Be present
- Stick to the agenda

Committees:

- **Activities, events, and celebrations (internal)**
 - Required subcommittee: Annual DEI awards
- **Activities and partnerships (external)**
 - Examples include Pride, Juneteenth, etc.
- **Administrative**
 - Tasked with goal tracking, data tracking, DEI survey, budget management, taking meeting minutes, etc.
- **Media**
 - Tasked with the timely distribution of DEI-related information to
 - Required committee: Newsletters
 - At least four newsletters must be distributed per year on a quarterly basis, but there can be more often if the sub-committee desires and if the distribution is consistent (for example, if you want to create a newsletter each month, you must create a newsletter every month)
- **DEI Guest Speakers (coordinate with Patty George)**
- **Training and Workshops (Tessa is the lead on this Committee)**
 - Help with the implementation and execution of training and workshops throughout NJH
- **Regulatory**
 - Main purpose is to align council work with external regulatory and legal requirements (like TJC)
 - Required Subcommittee (may coordinate with the media committee if desired): Development and submission of an annual report due at the end of each June to the quality committee
 - At a minimum, this is to include a report of all activities and accomplishments over the past year

Future committees may include (but will not be implemented until all the above committees are in place):

- Research
- Partnerships with external healthcare organizations
- Clinical DEI
- Policies, working with ADA to help with culturally responsive patient care and services specific
- TBD (requests can be made for additional subcommittees)

As a member and/or officer of the DEI council, I promise to:

- Attend the DEI orientation/101 training by January 2024
- Commit to at least one year of service
- Attend all the scheduled Council meetings to the best of my abilities
 - If I cannot attend, I will let the Council Chair know in a timely manner and will appoint a responsible person to represent me and communicate all relevant information back to me
- Model my commitment to DEI at National Jewish Health in my daily interactions
- Adhere to all meeting norms
- Lead/Co-Lead at least one subcommittee
- Do my best to help with DEI events as needed

Please sign below to indicate you have read the entire DEI council charter and agree to all the information contained herein.

Applicant Signature _____ Date _____

Supervisor Signature of Approval

Please have your direct supervisor sign below to indicate you are approved to join the DEI Council and participate in all commitments and activities described in the Council Charter. Supervisors can also email approval to DiversityandInclusion@NJHealth.org, but please remember to include the name of the applicant in the email.

Applicant Supervisor (please print name): _____

Supervisor Signature _____

DEI Council Application



DIVERSITY & INCLUSION
 Knowledge • Mindfulness • Behavior

Please complete all areas of the application below and submit it to DiversityandInclusion@NJHealth.org, or submit it to the black folder outside room M106D (first floor, BB, Office of Human Resources).

NAME:

TITLE:

DEPARTMENT:

WHAT COUNCIL MEMBER POSITION DO YOU HOPE TO FILL (Select from the list of “Council Members” on the second page of the document):

EMAIL:

PHONE:

ARE YOU ON A PERFORMANCE IMPROVEMENT PLAN?

What COMMITTEE(S) ARE YOU INTERESTED IN LEADING/CO-LEADING (select as many as you are interested in, you will not have to be on all of them)?

Internal Activities, Events, and celebrations

External Activities, Events, and celebrations

Media

Administrative

DEI Speakers

Trainings/Workshops

Regulatory

Why do you want to serve on the Diversity, Equity, and Inclusion Council (space continued on next page)?

I promise I have filled out this application truthfully and to the best of my knowledge.