VHA Under Secretary for Health Diversity Advisory Board Conference Call
October 13, 2006
Minutes

Members Present: Ms. Joy Hunter, Ms. Francine Fraser, Ms. Rosalyn Cole, Ms. Lucretia McClenney, Dr. David Lee, Ms. Michelle Blakely, Ms. Deborah Thompson, Chaplain Michael McCoy, and Mr. Steve Borden for Mr. Vincent Ng
Member Excused: Mr. Gabriel Perez, Ms. Rita Reese, Mr. Guy Richardson, Ms. Linda Watson, and Mr. Vincent Ng
Special Guest: Dr. Robert Means, Ms. Genna Gallegly
Staff: Mr. David Rabb

TOPIC	DISCUSSION	ACTION	ACCOUNTABILITY/ TARGET DATE(S)
Review of August 2006 Minutes	Minutes were reviewed and approved.		
Budget	In the absence of Ms. Reese, Ms. Hunter led the discussion related to DAB FY 06 and FY 07 Budgets. The FY 06 Budget reflects expenditures, and travel and contract funds as of 10/13/06. There are no contract funds remaining for FY 06. Travel funds remaining in the FY 06 will be transferred to the FY 07 travel funds account. The FY 07 Budget was reviewed for funds available and projections (See attachment).	Ms. Reese will provide budget update at DAB November Face – to-Face Meeting.	Ms. Reese November 2006
Diversity Learning Map	Dr. Bob Means and Ms. Genna Gallegly were invited on the conference call to provide an update regarding the rollout plans for the VA Diversity Learning Map. Dr. Hunter praised Mr. Means and Ms. Gallegly for being champions of the Diversity Learning Map and helping to develop the Diversity Learning Map.		
	The Diversity Learning Map will become a component of the new National Mandatory Supervisory Training Program (Module 7). Dr. Means stated that he is working with Diane Gorsek in EES to distribute the Maps to facilities requesting the Map for the Mandatory Supervisory Training Program.	Dr. Means will continue to work with Ms. Gorsek to have the Diversity Learning Map as a resource in the Mandatory Supervisory Training Program	Dr. Means October 2006

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Diversity Learning Map (Continue)	Ms. Gallegly reported that in addition to the 400 Diversity Learning Maps packets that are earmarked for the National Mandatory Supervisory Training Program, with the support of end-of-year funds, 1000 Diversity Learning Maps packets will be available to facilities in the field.		
	Dr. Means stated that within the next six weeks, participants/program evaluation data on the Mandatory Supervisory Training Program—Module 7, Lesson 1—will be available and should provide feedback regarding the Diversity Learning Map.	Dr. Means will obtain program evaluation feedback on the use of the Diversity Learning Map in the Mandatory Supervisory Training Program and provide that Information to the DAB.	Dr. Means/Mr. Rabb December 2006
	Initial roll-out distribution plans were discussed: 1) Announce on the National Hotline Conference Call, after the distribution plan has been finalized, the targeted groups that the Diversity Learning Maps will be sent to in the field (e.g., education service representatives, diversity committees, etc.,)	Schedule future time when DAB Co-Chairs can be on the National Hotline Conference call.	Ms. Watson Ms. Hunter
	2) Coordinate distribution of the Learning Map with Stephanie Lombardo (NCA), and Dorothy Mackay (VBA).	Follow up on distribution coordination with NCA and VBA.	Ms. Gallegly October 2006
	3) Obtain feedback from chairpersons of VISNs Diversity Councils, Committees/ Boards. Ms. Gallegly agreed to be on the conference call.	Obtain input and feedback regarding distribution of the Diversity Learning Map.	Ms. Watson Ms. Hunter Mr. Rabb October 2006
VISNs Diversity Network Conference Call	Mr. Rabb reported that a conference call with DAB Co-Chairs and chairpersons of VISN Diversity Boards/ Councils/Committees is being arranged for October 24, 2006. The purpose of the call is developing working relationships and open lines of communication.	DAB Co-Chairs will conduct the conference call and provide feedback to the DAB.	Ms. Watson Ms. Hunter October 2006

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LEAD Coordinators Conference Call	Mr. Rabb has coordinated for the DAB Co-Chairs to be on the January LEAD Coordinators Conference Call to discuss the VA Diversity Learning Map.	DAB Co-Chairs will need to schedule their time for the LEAD Coordinators Conference Call.	Ms. Watson/Ms. Hunter January, 16, 2007@ 2:00 p.m. (EST)
Senior Management Conference	Because Mr. Perez was not on the today's conference call, the formal report regarding DAB's involvement at the Senior Management Conference is deferred until November DAB Face-to-Face Meeting. Ms. Thompson reported that the Employment & Advancement of Women Networking Session at the SMC Pre-Conference attracted 20 people. The group reviewed and discussed Jackie Gaines' CD on what it is like being an African-American women in senior leadership. Folders were distributed that included information on the DAB website, bibliographies on life an workplace balance issues and gender differences, fact sheet on women's in VHA/VA, and listing of professional women's organizations. Dr. Lee reported that the Native American Networking Session had over 7 attendees. There were good discussions regarding cultural differences and relative isolation of Native Americans and strategies on how to recruit more Native Americans in VHA. This group also watched the 1st version of the REACH for Diversity video, "Native America: Diversity within Diversity." Dr. Lee reported that the video received a good response. Mr. Rabb reported that Mr. Richardson contacted him and wanted the Board to know that over 25 people attended the Black/African American Breakout Session and there were good discussions.	SMC follow-up discussion at the next November DAB Face-to Face Meeting with Dr. Kussman. As suggested by Ms. McClenney, with future SMCs, consider having diversity as topic during the Preliminary Session or establish a diversity day during the conference. As suggested by Ms. Thompson and Mr. Richardson, with future SMCs, consider having the Special Interest Networking Sessions at a different time in the conference.	Mr. Perez Ms. Hunter Ms. Watson November 2006

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Senior Management Conference (Continue)	Ms. Hunter discussed the VHA Organizational Assessment Subcommittee that is be formed by NLB. Ms. Sue Dyrenforth, Director of the National Center for Organization Development will be chairing the subcommittee. The goal of this new subcommittee is to develop services and products to meet the emerging needs of VHA (i.e., research, evaluation and effectiveness, and identifying areas of impact). Ms. Hunter believes that DAB's partnership with this new subcommittee will allow for the DAB to continue to build a business case for diversity with the possibility of developing a strategic proposal for a diversity preliminary session at future SMCs.	Ms. Hunter will provide the DAB with more information regarding the VHA Organization Assessment Subcommittee at the November DAB Face-to-Face Meeting.	Ms. Hunter November 2006
Employment & Advancement of Women Committee	Ms. Thompson, Chair, Employment & Advancement of Women Committee, provided an update of her Committee's activities: 1) Completed a survey of Executive Women in VHA. The Committee is now determining where it should put its main effort to have the greatest impact on recruiting and retention of women in VHA. The survey was sent out to 240 women and 63% responded. 2) Conducted focus groups with 50 people at a lunch session at SMC. 3) In November, the Committee will conduct focus groups with ECF/HCLI participants in San Diego. 4) The Committee plans to hold a face-to-face meeting in January, 2007, to review all the results of the survey and make plans for the future. 5) Working to develop newsletter and COLLAGE. 6) Making plans for Women Breakfast at ACHE. The DAB approved VISN 18 to use the new REACH for Diversity video: "Diversity within the Diversity" at the next AMSUS Conference as part of a display.	Follow up report at November DAB Face-to-Face Meeting	Ms. Thompson

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REACH for Diversity Video	Mr. Rabb discussed the status of the REACH for Diversity Video and solicited feedback from Board members regarding their reaction to the new video. Mr. Rabb stated the DVD portion of the video is completed and now efforts are being directed toward developing supportive materials that will accompany the video (e.g., activity booklet, poster, etc.) Mr. Rabb stated that he is working with staff at NCOD, EES, and the DAB Native American Committee to bring this project to completion.	Continue to make progress in finalizing the production and roll-out plan for the new video.	Dr. Lee and Native American Committee Mr. Rabb
Workforce Strategic Plan and Performance Measures	Ms. Blakely thanked the DAB for comments that she received from Board members that were incorporated into the Workforce Strategic Plan that will be published this year. Most of the suggestions from the DAB were incorporated into the draft, except for the break down of diversity and EEO in the work plan component of the document. The draft Workforce Strategic Plan was sent out to VISN directors for comments. One of the suggestion that Ms. Blakely made to the Workforce Strategic Plan Subcommittee was to have someone from the Diversity Advisory Board sitting at the table when the work plan is being developed. Ms. Blakely reported the FY 07 Performance Measures have been sent out and the FY 07 Directors' Performance Plan has been communicated. According to Ms. Blakely, the FY 07 Performance Measures are rather subjective, but the FY 08 Performance Measures will be more objective and resemble more of what are being monitored in industry (e.g.., sick leave usage, promotion opportunities, satisfiers/dissatisfies related to great places to work). Measuring diversity improvement will be factored into each specific area that is being reviewed.	Ms. Blakely will send out an email to the DAB requesting volunteers to work with her on the Performance Measure Subcommittee.	Ms. Blakely

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Center for Minority Veterans Report	Ms. McClenney provide the DAB with a brief update on the Center for Minority Veterans. The Advisory Committee on Minority Veterans will be making a site visit to Anchorage, AK, October 24-26, 2006.	Follow up report at the November DAB Face-to-Face Meeting.	Ms. McClenney November 2006

Signatures:

Co-Chair: Joy W. Hunter Date: Dec. 1, 2006
Joy W. Hunter

Co-Chair: _____ Date: _____
Linda F. Watson

Recorder: _____ Date: _____
David D. Rabb