**CVWDB DEI Committee Meeting Minutes**

**Date:** 11-19-23

**Time:** 10:30-11:30 AM

**Location:** (Virtual Meeting via Teams)

**Attendees:** Christian Wiscovitch (DEI Committee Chair), Nat Marshall (CVWDB Chair), Shantel Crews, One Stop Coordinator, Tim Saunders, Business Outreach, Traci Blido, CVWDB Exec. Dir.

**Purpose:**

Diversity, Equity &Inclusion Committee will provide guidance and oversite with operational and other issues relating to the provision of services to ensure equal access to all. The Committee will outline key diversity and inclusion goals and actionable steps to achieve them. The committee will assist with the development and oversight of policies that support equity and evaluate the effectiveness of ongoing efforts, recommending changes as necessary.

**Meeting Minutes:**

1. Christian welcomed attendees and began the meeting promptly at 10:30 AM. He noted the low attendance from “non-staff” at the meeting and the group discussed the need to bring in new board members or those who are interested in the goals of the DEI group. He will invite all members again in January and plan an agenda for that meeting.
2. The group discussed the purpose of the DEI committee and the goal to improve the public’s view of the Virginia Career Works Lynchburg Center as one of effective support and assistance to employment needs of all people. Shantel Crews recommended asking Sharon Dunham, VEC Manager, to join the DEI committee and said she would talk to her.
3. Tim Saunders said he would be happy to help support Christian with planning and minutes of the DEI committee and said he would also work with Shantel to develop an awareness and event calendar at the Center to increase inclusive activities for the public. Traci said she would work with Christian on gathering diversity data from the Title 1 Performance Report from VCCS staff in December so the DEI committee can analyze that for relevance of who is being reached with services in the entire Lynchburg region.
4. There being no further comments, Christian thanked the committee for their participation and adjourned the meeting at 11:30 AM.