A. Problem Statement (What’s the overarching problem this team has been tasked to solve.)

HealthMPowers currently lacks a systemic and shared understanding around why DEI (values, approaches, skills) strengthen our collective ability to deliver on our mission.

B. Intent Statement

DEI Team will guide HealthMPowers to develop a systemic and shared understanding around why DEI (values, approaches, skills) strengthen our collective ability to deliver on our mission.

C. Intended Outcomes (All the “things” we must have in order to have successfully accomplished our intent) by January 3, 2022

Internal focus

1. Staff and Board can articulate why equity is mission-imperative for HealthMPowers to be successful.
2. Staff is involved in quarterly evidence-based DEI professional development/courses that support our work.
3. Board had increased literacy and competence around key DEI issues as it pertains to both mission and governance.
4. HealthMPowers program data is disaggregated by race, gender, age, and any other relevant DEI best-practice factors whenever possible, in support of strengthening the delivery of our mission.
5. HMP staff embody a culture of empathy & respect
   a. HealthMPowers has a culture of repair and restore when microaggressions occur
   b. HealthMPowers staff is aware how stereotypes and bias are harmful to each other and communities we serve
c. HealthMPowers resources, trainings and external messages are inclusive to people of all abilities.

External focus
6. Trainings, resources, and services are aligned with what our communities need and ask for
7. We have more processes in place to collaboratively engage with communities to identify specific challenges to build stronger partnerships

D. Requirements, Specifications, Boundary conditions, overarching responsibility of this team

Requirements:
- Each member of this team has a role/responsibility to bring/represent DEI charter objectives to organizational settings in which members participate to foster a more cross-org approach.
- This group will design, implement and evaluate charter objectives annually.
- The group will bring ideas and considerations to the staff and leadership team.

Specifications:
- A standing staff committee with rotating membership with a clear sense of objective to drive DEI across the organization.
- Participation on the DEI committee is seen as a leadership opportunity for staff internally.
- Organize and facilitate implementation around the objectives but not necessarily as experts in the field. Ability to name the need and work with others to garner the right resource or support.

Boundaries:
- Need to broaden our all-staff mtg.
- PD time to include other items/topics, hard dollars (until next budget year and clear ask/direction for what’s needed and what’s next).
- Need to set expectations on decision-making/input/role of the committee or charter objectives. (EX: Funding decisions, Board recruitment, etc.) Focused and clear on objectives and goals. Clear articulation of discussing and situating DEI as values versus partisanship and/or political statements.

E. Resources
- Professional development funds (expended through this charter process);
- Access to leadership to assert DEI goals across staff and Board footprints;
- Access to outside speakers and resources in the space;
- Time during all-staff meetings (as needed) and professional development offerings; dedicated
F. Team Membership

**Role** (noun): the function assumed or part played by a person or thing in a particular situation.

[Google Dictionary]

**Responsibility** (noun): The state or fact of being **responsible**, answerable or accountable for something within one’s power, control or management

**Responsible** (adj): answerable or accountable for something with one’s power, control or management;

[Dictionary.com]

<table>
<thead>
<tr>
<th>Team Member Name/Dept</th>
<th>Role on Team (Contribute)</th>
<th>Responsibility on Team (Care &amp; Contribute)</th>
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</table>
| **Kristy Bond**-Marketing Manager | ● Provide subject matter research on PD  
● SME on DEI PD presentations  
● Communications to internal and external stakeholders  
● Takes complex ideas and makes them digestible  
● Leadership and Board liaison  
● Truth teller | ● Marketing and Communications contact  
● All document approval  
● Liaison to Board and Leadership Team |
| **Caroline Schick**-GEM Implementation Manager | ● Provide source materials for FTF  
● SME on DEI PD presentations (occasionally)  
● Brings ideas to the table - excellent brainstormer  
● Thoughtful translator for others outside of this group  
● Connects the dots with bringing good exposure to HMP with outside stakeholder  
● Truth teller | ● Curates internal e-newsletter 5 Things on a Friday  
● DEI historian, archivist, recorder  
● DEI email admin |
| **Alexis Upshaw**-Health Educator | ● Facilitation expertise from professional experience  
● Content developer  
● Truth teller | ● Creates frameworks for professional developments  
● Facilitator  
● Provides DEI Team with professional development |
| **Meggie Steward**-Health Educator | ● Research and Facilitate Sessions  
● Content  
● Structure  
● Truth teller | ● Develop and lead staff Lunch and Learns  
● Facilitator |
| **Danielle Scudder**-Virtual | ● Research and facilitate sessions  
● Historian  
● Content Creator | ● Creates and approves PowerPoints  
● Vets resources |
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<th>Role</th>
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<tr>
<td>Learning Assistant</td>
<td>- Truth teller</td>
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<td>Sequoya Howard-Program</td>
<td>- Social analysis</td>
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<td>Manager</td>
<td>- New staff DEI onboarding</td>
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<td>- Presentation and Facilitation</td>
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<td>- HMP leadership liaison</td>
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<td>- Strategy and overarching themes</td>
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<td>- Truth teller</td>
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<td>Dustin Sergent-Lead Community Engagement Specialist</td>
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