



**Commission  
on Inclusion**

**NC DOA**  
Department of Administration

**NORTH CAROLINA COMMISSION  
ON INCLUSION REPORT**

Executive Order No. 24

March 2020

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## **2019 North Carolina Commission on Inclusion**

**Machelle Sanders, Secretary, Department of Administration, Chairperson**

**Betty Marrow-Taylor**

Director, Policy & Strategy, Department of Administration, Chairperson Designee

**Naveed Aziz, M.D. (resigned 11/2019)**

Cape Fear Valley Medical Center

**Jenny Black**

President, Planned Parenthood South Atlantic Region

**Christy Smith Foster, BSN, RN, JD**

Contracting Officer, FHI 360

**Michelle Fullerton**

Executive, Bank of America & Member LGBT Executive Council

**Paula Kohut, P.A.**

Attorney, Kohut & Adams, P.A.

**Lydia Lavelle**

Mayor, Town of Carrboro

**Pat Martinez**

CEO, Leadership Strategist

**Barbara Rimer, DrPH, MPH**

Dean, UNC Gillings School of Global Public Health

**Andrew Spainhour**

SVP, General Counsel, Replacements Inc.

**Cecelia Surratt**

Chair, Human Relations Council, Morganton

**Emily Turner**

Attorney, NC Justice Center

**Reverend Fred Yates**

Mayor, Town of Winfall

## Background & Introduction

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On October 18, 2017, Governor Roy Cooper signed Executive Order 24 (*Policies prohibiting discrimination, harassment, and retaliation in state employment services, and contracts under the jurisdiction of the Office of the Governor*). The charge that the Governor set out in this order directed the Secretary of the Department of Administration (DOA) to establish a commission, comprised of members from state government, private business, and non-profit organizations.

The duties of the Commission are to assist the Department of Administration and Office of State Human Resources (OSHR) in identifying additional policies and measures that would promote inclusion and address discrimination, harassment and retaliation based on Prohibited Grounds. The Department of Administration is charged to adopt rules and policies necessary to further the Commission's goals and objectives.

The North Carolina Commission on Inclusion respectfully submits this report which highlights work completed by the Commission since the submission of its first annual report in March 2019.

## Goal

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The Commission's goal is to leverage diversity and foster inclusion to deliver the best public service for the residents of North Carolina.

## Objectives

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- Identify and share best practices.
- Provide strategies that promote economic efficiency, accountability, attract, grow, and retain an excellent workforce.
- Identify trends and actions that create a competitive advantage for North Carolina.
- Raise awareness for the importance of diversity and inclusion.

## 2019 Overview

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The North Carolina Commission on Inclusion met quarterly in 2019, with conference call meetings scheduled between commission meetings held in Charlotte, Chapel Hill, Durham, Morganton, and Raleigh, North Carolina. –Commission members were highly engaged and committed to collaborating with state agencies, local officials, businesses and organizations. The dedication of the Commission resulted in action from each of the Commission’s sub-committees; Cultural Competency, Census 2020, Diversity in Disaster, and Purchase and Contract Practices.

Quarterly committee meetings held across North Carolina provided the opportunity for the Commission to hear from key partners and leaders in diversity and inclusion including:

- Nancy Astrike, North Carolina Office of State Human Resources
- Bob Coats, Governor’s Census Liaison, NC Office of State Budget Management
- Amanda Martin, Deputy Director, Diversity in Disaster (Preparedness, Responsiveness, and Recovery), NC Office of Recovery and Resiliency (NCORR)
- Sarah Rice, Environmental Justice and Equity Advisory, Title 6 Environmental Justice Coordinator, Department of Environmental Quality (DEQ)
- Federico Rios, Assistant Director, Office of Equity, Mobility and Immigrant Integration for the City of Charlotte

## Key Priorities

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In March of 2019, the NC Commission on Inclusion indicated, in addition to the work of its subcommittees, Executive Order No. 80 and the *Status of Women in North Carolina: Health and Wellness Report* as priorities for the 2019 calendar year. The Commission will continue to uplift best practices and recommend policies in each of its focus areas noted below.

## Achievements (2019-2020)

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### *Cultural Competency*

- The Commission collaborated with the NC Office of State and Human Resources by providing recommendations to increase cultural competency trainings available to state employees, advance diversity and inclusion efforts through councils and human resources initiatives, and to review policies to ensure they are inclusive of broader groups. (*See Attachment* for a complete list of supporting outcomes.)
- The Commission supported LGBTQ Pride Month in June. –Commissioner Lydia Lavelle was the guest speaker at the DOA celebration and Commissioner Paula Kohut wrote an article in the DOA newsletter.

### ***Census 2020***

- Bob Coats, Governor's Census Liaison, NC Office of State Budget Management, presented at meetings in Morganton and Durham.
- Commission members began helping with Census work; especially hard to count populations (i.e. Latino communities).
- Commission members recommended that Census demographic information be revised to become more inclusive to gender fluid or transgender people.

### ***Diversity in Disaster***

- Identified the need for comprehensive consideration for diversity and inclusion in disaster preparedness, responsiveness, and recovery.
- Developed partnerships with Emergency Management Services, NC Office of Recovery and Resiliency (NCORR), and UNC School of Government Emergency Management and Disaster Relief Specialist.
- Initial recommendations included identifying a list of diverse groups, performing equity impact and community health assessments, and use of social media.

### ***Executive Order No.80***

- Collaborated with Environmental Justice Council (DEQ) - Met with Council Chairman, Dr. Jim Johnson as well as Secretary Michael Regan, Secretary Machel Sanders, and their policy directors to discuss partnership.
- Next steps include a joint meeting of the Commissions in 2020

### ***The Status of Women in North Carolina: Health and Wellness Report***

- The leading policy recommendation from the *Status of Women in North Carolina: Health and Wellness Report* is to expand health care. The Commission endorsed Dr. Naveed Aziz in submitting a letter to the legislature and Governor in support of Medicaid expansion; noting it as crucial to an equitable North Carolina.

### ***Purchase and Contract Practices***

- The Commission has collaborated with the leadership of DOA's Purchase and Contract Director, Odessa McGlown and DOA's Office for Historically Underutilized Businesses (HUB) Director, Tammie Hall to promote diversity in procurement.
- Currently working with state partners, DOA's Purchase and Contract, and DOA's HUB Office to explore expansion opportunities for vendor orientation and education, and to review the NC Department of Transportation's (DOT) vendor accreditation process.

## **2020 Priorities**

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- Census 2020
- Cultural competency
- Diversity in disaster
- Purchase and contract practices

## **2020 Planned Meeting Dates**

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- February 19, 2020, Fayetteville, NC
- May 20, 2020
- October 14, 2020



**N.C. Commission on Inclusion  
Cultural Competence Subcommittee  
Nancy Astrike, Office of State Human Resources**

<i>Commission Recommendations and Proposals</i>	<i>OSHR Supporting Outcome</i>	<i>Future Supporting Objectives</i>
<p><b>1. Cultural competence expectations and training</b></p>	<ul style="list-style-type: none"> <li>Completed initial on-line "Harassment Prevention" training (56,000 employees).</li> <li>Completed classroom curriculum for harassment prevention training. Currently enrolling participants through the LMS.</li> <li>Updated the content and delivery of the required EEODF manager training. Between 1992 and 2017, 8,716 managers completed the training. Since 2017, EEODF completions have already reached 4,301.</li> <li>Offering ADA and Respect in the Workplace training to Local Government clients.</li> <li>Conducted "Supporting Transgender Employees in the Workplace" training in partnership with Equality NC.</li> </ul>	<ul style="list-style-type: none"> <li>Completed curriculum for online training "pathways to inclusion: Respect in the Workplace." Launch: May 2020.</li> <li>Completed "Cultural Competence" curriculum for classroom training. Launch: April 2020.</li> <li>Offering EEODF online refresher course for any employee that completed the training more than 5 years ago.</li> </ul>
<p><b>2. Resources to support diversity and inclusion councils and other ways to advance D&amp;I</b></p>	<ul style="list-style-type: none"> <li>Developed guidelines and policies to support a variety of HR related Executive Orders (Pregnancy Protections, Employment First, Prohibition on Salary History, and PPL)</li> <li>Implemented micro-learning opportunities (EEO Lunch and Learn). These opportunities support the OSHR sponsored employee proclamations.</li> <li>Expanded OSHR sponsored proclamation requests to include LGBTQ Pride month and developed supporting training opportunities for the HR community.</li> <li>DHHS has hired a Senior Director for Human Capital, Diversity and Inclusion.</li> <li>Ensure Diversity and Inclusion initiatives reflected in all statewide employee newsletters.</li> </ul>	<ul style="list-style-type: none"> <li>Partnering wit DHHS to sponsor an ADA 30<sup>th</sup> Anniversary Summit (July 30)</li> <li>Implementing a Disability Voluntary Self-Disclosure option on the Employee Self Service Portal. Launch: June 2020.</li> <li>Implementing a statewide Diversity Advocacy Group for current diversity and inclusion leaders throughout state agencies. Launch: June 2020.</li> <li>Developing a Diversity and Inclusion Recognition Program.</li> <li>Recognize Transgender Awareness Week. Launch: November 2020.</li> </ul>

**3. — Review current policies and ensure they include broader groups**

<ul style="list-style-type: none"> <li>• Updated the state EEO and Unlawful Harassment policies to mirror the protected classes in EO24. Approved April 2019.</li> <li>• Incorporated new protected classes into the 2019 EEO plans. Implemented a template and regular training to provide consistency in process.</li> <li>• Revised the Workplace Safety Policy to include provisions related to bullying complaints.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing Performance Management policy to evaluate potential for a statewide diversity value.</li> <li>• Assessing ability to add Employment First designation to state vacancy and recruitment resources.</li> </ul>
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