

**Cultural Competence and Diversity Committee**  
 FY19-20 Action Plan Progress Report – Q1 (July 1 – September 30, 2019)

<b>Goal 1: Cultivate increased cultural competencies among the Staff employed by CFBHN.</b>		<b>Responsible</b>	<b>Anticipated Completion</b>	<b>Progress Update</b>
<b>ACTION STEPS</b>	A. The Committee will plan and facilitate activities to increase awareness, knowledge, positive relationships, and increased cultural humility among staff.	Cultural Competence & Diversity Committee (CCDC)	Ongoing	During this fiscal year, the Committee has facilitated the following staff activities: Diversity News e-mail newsletter, CFBHN Lunch with a Co-worker Week (9/16-9/20), Mystery Person Challenge, Cultural Show-n-Tell Potluck (10/7). The Committee has also proposed serving as the “Welcoming Committee” and facilitating introductions for new CFBHN employees.
	B. All (100%) staff level Cultural Competence & Diversity Committee members will participate in the 2-day Courageous Conversations (CC) training.		Q3 FY19/20	Three committee members participated in the CC training in September 2019. This makes for a total of 6/12 (50%) trained committee members. The Foundation will facilitate the next training in January 2020.
	C. Committee Members will select a training topic based on the results from the Staff Diversity Poll.		Q1 FY19/20	On 9/17/19, the Committee reviewed the Diversity Poll responses and selected Communication as the training topic. This includes, but is not limited to: Communicating Across Cultures, Micro-aggressions, Workplace Authenticity and Healthy Communication Boundaries.
	D. Provide one educational session per year, facilitated by an external subject matter expert. Ensure 90% staff participation in the identified training.		Q3 FY19/20	
	E. Implement pre- and post- test measures and activities to evaluate changes in knowledge, awareness, skills and behaviors.		Q3 FY19/20	

<b>Goal 2: Increase awareness regarding the importance of cultural diversity, equity and inclusion among CFBHN Board Members.</b>		<b>Responsible</b>	<b>Anticipated Completion</b>	<b>Progress Update</b>
ACTION STEPS	A. The Diversity ad hoc Committee will meet on a quarterly basis to discuss strategies to increase diverse partnerships, Board representation, and create a plan of action for Board trainings on diversity and inclusion.	Board Diversity ad hoc Committee	Ongoing	The Board Diversity ad hoc Committee Members met on 9/23/19. The next meeting will be held in December, and will be a joint meeting with the Cultural Competence & Diversity Committee Staff Level Committee.
	B. Add a standing Board agenda item for Providers to showcase their organization, and strategies employed to attract and retain diversity within their organization and among persons who are being served.		Q3 FY19/20	
	C. Facilitate a Board Diversity assessment and discussions with current Board members, to identify current successes, needs, challenges, and opportunities.		Q2 FY19/20	The Board Diversity ad hoc Committee Members finalized the survey tool on 9/23/19. The Committee Chair will submit the tool to the Board Chair for review and approval. Once approved, the link to the survey will be emailed to the Board Members.
	D. Based on the results of the assessment, identify potential topics and external facilitator(s) for the annual Board diversity trainings.		Q4 FY19/20	
<b>Goal 3: Assess and respond to ongoing the diversity, equity and inclusion (DEI) needs of the network.</b>		<b>Responsible</b>	<b>Anticipated Completion</b>	<b>Progress Update</b>
ACTION STEPS	A. Review and update (as needed) CFBHN materials, including provider contracts, Civil Rights Checklist, Consumer Handbook and relevant policies and procedures, to include recovery and DEI concepts, language and principles.	CCDC + Designee(s)	Ongoing	The Committee is currently reviewing the CFBHN HR employee Diversity training.