

Children and Family Services Equity Committee Charter

Purpose

The CFS Equity Committee's purpose is to advise and ensure responsible leadership in advancing equity and equitable outcomes for all people Children and Family Services (CFS) administration serve and for administration employees.

Specifically, the team will:

1. Develop an equity work plan in alignment with DHS Policy on Equity (*DHS Policy on Equity, 2017*) which includes input from the Cultural and Ethnic Communities Leadership Council (CECLC).
2. Carry out the Governor's Executive Order, [Executive Order 19-01](#) (*Establishing the One Minnesota Council on Diversity, Inclusion, and Equity, 2019*).
3. Gather input from division equity teams and staff sources to identify opportunities to build equity across the administration.
4. Establish baseline and gather input from across the administration regarding what is currently in place and what is needed to build and foster equity in CFS policy, practices and procedures.
5. Build equitable workforce by supporting leadership development for underrepresented portions of the workforce
6. Build and support cultural competency, diversity and inclusion within the workforce
7. Ensure equitable selection in contracting and procurement
8. Employ social equity within program areas and support community engagement
9. Enhanced Cultural and Linguistic Appropriate Services (CLAS) Standards

The Children Family Services Administration's Equity Coordinator provides ongoing direction and support to the CFS Equity Committee in alignment with the DHS Policy on Equity.

Authority

Equity is identified as a cornerstone in business operations of Children Family Services (CFS) Administration. CFS is committed to advancing equity by exercising its authority, as noted in the *DHS Policy on Equity*, to:

- Engage and empower all agency employees to advance equity through their daily work;
- Identify standards, processes, metrics and systems of accountability to advance equity goals through supporting:
 - Social equity, culturally relevant responses and practices, stakeholder engagement
 - Institutionalizing an equity focus in decision-making
 - Promoting fairness and opportunity in agency practices
 - Collaborating across program areas

- Building community trust and capacity the engagement and support of the CECLC (Cultural and Ethnic Communities Leadership Council)
- Investing in human, capital and infrastructures to meet the needs of communities experiencing inequities

Membership

This CFS Equity Committee is comprised of Senior Leadership Staff, key function areas as noted in the DHS Policy on Equity, and representatives of Division Equity Teams. The Assistant Commissioner serves as chair of the CFS Equity Committee.

The membership of the team should reflect the diversity of the administration and include, but not be limited to office, position level, ethnicity, generation, function, gender, sexual orientation, gender expression, disability, diversity of thought, and experience.

Responsibilities

Committee

- Operate under the auspices the assistant commissioner
- Discuss and put into action methods to reduce or eliminate any disparities for racial and ethnic groups, lesbian, gay, bisexual and transgender groups, persons with disabilities and veterans; and other protected class groups
- Share ideas and information from division on equity matters and diversity events
- Develop a work plan that instills equity within policy, practices and procedures based on the DHS Policy on Equity

Chair

- Preside at all meetings
- May appoint task groups to study, research or report on issues related to the work of the committee
- Lead the development and submission of an annual work plan based in the DHS Policy on Equity

Members

- Actively participate, share ideas, contribute to the collective work of the committee
- Respect individual differences and promote community within the committee
- Share the work of the division with the administration, bring reaction from the administration as a whole or divisions back to the committee for further discussion
- Be open and respectful to difficult conversations; checking personal bias and use of power
- Be committed to developing equity lens and cultural competency

Equity Director

- Provide direction for each of the five division teams and the CFS Equity Committee
- Gather or recommend resources to leverage the success of the committee's work
- Participate in the development and gathering of documents to support the work of the committee
- Set direction with each team and committee in completing personal, cultural competency work and development using the IDI tool and equity frameworks
- Attend and actively participate in team and committee meetings

- Prep chair for meeting
- Provide ongoing consultation and support
- Maintain records and documents for each division team and committee
- Assist team and committee to execute the work of the Charter and Work Plan as dictated by the DHS Policy on Equity

Operating Procedures

Meeting Schedule/Time Duration

Committee shall meet once a month at specified date and time. Duration of the meetings is 1.5 hours to 2 hours.

Agenda

The chair and the Equity Coordinator will develop the monthly agenda for distribution to members prior to each meeting

Minutes/Meeting Notes

Chair will develop a system to ensure the responsibility of taking meeting notes and capturing action items. Chair will review and approve prior to dissemination to the members.

Attendance

Members are expected to attend team meetings (or teleconference) as often as practicable. Please notify the Equity Coordinator if attendance is not possible. You can assign a proxy to attend the meeting in your absence.

Work Plan

Personal Level

CFS will provide equity focused, self-development training outside of the monthly meetings to promote personal work around equity and cultural competency development.

Administration Level

Establish baseline and gather input from within the division regarding what is currently in place and what is needed to build and foster equity in policy, practices and procedures in the following administration areas:

- Workforce and Leadership Development
- Contracting and Procurement
- Community Engagement and Inclusion
- Enhanced Cultural and Linguistic Appropriate Services (CLAS) Standards

Charter Revision

This charter provides guidance for the formation and initial functioning of the committee in identifying and executing committee priorities. Given that this committee is new, charter changes are likely over time. Once formed, the CFS Equity Committee can propose additions, deletions, and revisions to the charter to CFS Equity Coordinator.

Charter History

Issue Date: 2/26/2019

Effective Date: 2/26/2019

Version 1.0

2/26/2019 (Initial Release)

References

[CECLC Legislation](#): The Legislature charged the Cultural and Ethnic Communities Leadership Council with advising the commissioner of Human Services on reducing disparities that affect racial and ethnic groups. Laws of Minnesota 2015, Chapter 78, Article 4, Section 50 [256.041]

[DHS Policy on Equity](#): Department of Human Service Policy of Equity institutionalizes an approach to decision-making, program and policy development, implementation, and evaluation, which improves outcomes and reduces health and human services disparities and inequities for the people we serve.

[Executive Order 19-01](#): Signed in January 2019, this order affirms Minnesota’s commitment to equity, diversity and inclusion and establishes the One Minnesota Council on Diversity, Inclusion, and Equity. It supersedes:

- Executive Order 13-10: Affirming the Government-to-Government Relationship between the State of Minnesota and the Minnesota Tribal Nations: Providing for Consultation, Coordination and Cooperation
- Executive Order 15-2: Signed in January 2015, this order affirms Minnesota’s commitment to diversity and inclusion and establishes the Diversity and Inclusion Council