



**ADAM J. BELLO**  
*COUNTY EXECUTIVE*

# DEPARTMENTAL DIVERSITY ACTION PLAN

2022

## OVERVIEW

The current document is used to assist in the development of departmental Diversity Action Plans (DAP). All Monroe County departments are required to complete and submit a DAP to the department of Diversity, Equity, & Inclusion (DEI) per Legislature resolution 212 of 2020.

DEI is committed to creating a culture with an intentional focus on differences throughout Monroe County. The DEI strategy emphasizes transparency and action around diversity, equity, and inclusion.



## Purpose

The purpose of this form is to assist you in the development and implementation of your department's DAP. As leadership, plan to consider the challenges, needs, and goals required to move your department toward a diverse, equitable, and inclusive workforce. When completing your DAP, be sure to include clear objectives and steps to make your plan actionable. Consider accountability (who will be responsible for carrying out objectives) the time frame and how outcomes will be measured. The department of DEI is here to not only assist but support you in your efforts. Remember, we are on a journey of growth around DEI as a county and we are all in this together.

*\*Please note the use of this form is not required however your DAP should include details from all of the points listed below. The use of this form will provide consistency across all Monroe County departments. If there is information that you don't currently know please indicate it as "N/A" on the form\**

**Department:** \_\_\_\_\_

## Department Summary (Brief summary of departmental scope)

## DEI Organization

How will you organize your department/divisions around DEI?

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## Inclusion, Culture, & Belonging

Who have you identified for your DEI Leadership/Leader?

Do you or will you have a cultural committee? Yes No

If yes, when will you have a committee formed?



How will you or was your committee formed?(what was your criteria; volunteer, application, nominations, etc)

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What are some other ways you will bring a sense of inclusion and belonging to your department?

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What are some ways you will address equity, in your department and/or the community (You can add RASE action steps here if you have them)?

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## **Language Access Plan**

Do you have a Language Access Plan? (If yes please attach)      Yes      No

Who is the point person for Language Access in your department?

Has there been a budget established for language access in 2022?

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## **Recruitment & Hiring**

What is your current state of diversity vs. how you plan to grow over the next year?

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What are your hiring needs? (How Many Positions?)

M&P \_\_\_\_\_ Provisional \_\_\_\_\_ Civil Service \_\_\_\_\_ Other \_\_\_\_\_

How will you increase diversity on your team?

## MWBE Utilization

Who is responsible for vendor contracts that are less than \$20,000?

What are typical products and services purchased in your department under \$20,000?

What is your plan to work with more MWBE vendors with purchases less than \$20,000?



## **Development, Promotion, & Mobilization**

How will you develop people in your department around diversity, equity, inclusion, and leadership?

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Do you have a staff development budget? If so, how much of it is allocated for diversity, equity, inclusion, and leadership?

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How will you focus on inclusion and equity in the evaluation process?

How will you focus on inclusion and equity in the promotion process?

## Additional Information

What additional information do we need to know about DEI in your department?





## Diversity Action Plan

### **Diversity, Equity & Inclusion glossary.**

Below is a glossary of terms relating to diversity, equity, and inclusion. It is not comprehensive, but rather, is meant to serve as a starting point for communication and learning.

**Authentic Self-** Who an individual is as a person, demonstrating different experiences, perspectives, cultures, history, etc, without being forced to conform to the majority culture in the workplace. To be authentic means not caring what others think about you. This may sometimes lead to you standing out from the crowd.

**Culture:** Culture is defined as a social system of customs that are developed by a group of people to ensure its survival and adaptation.

**Cultural Understanding** - The ability to accept, and interact with individuals of different backgrounds and cultures.

**Disability:** A physical or mental impairment that substantially limits one or more major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment (from the [Americans with Disabilities Act](#) of 1990).

**Diversity:** The condition of being different or having differences. Differences among people with respect to age, class, ethnicity, gender, health, physical and mental ability, race, sexual orientation, religion, physical size, education level, job and function, personality traits, and other human differences. Some describe organizational diversity as social heterogeneity.

**Equity:** Fair treatment for all while striving to identify and eliminate inequities and barriers.

**Diversity v. Inclusion v. Belonging:** Diversity typically means proportionate representation across all dimensions of human difference. Inclusion means that everyone is included, visible, heard, and considered. Belonging means that everyone can thrive is to be treated and feel like a full member of the larger community.

**LAP-** an acronym for Language Access Plan

**LEP-** acronym for Limited English Proficiency

**MWBE-** an acronym for Minority Women-Owned Business Enterprises