

Monthly Briefing Points on DEI Assessment

Prepared for IAEM Board Members
by Farzana Nayani, Consulting & Training

Update on January 9, 2024
For Board Meeting January 16, 2024

Current Phase:

- PHASE 1: ASSESSMENT & ANALYSIS
- PHASE 2: IAEM ANNUAL CONFERENCE
- **PHASE 3: REPORTING & BRIEFINGS**

The Farzana Nayani, Consulting & Training Team is nearing the end of its 11-month engagement with IAEM-USA. The engagement will conclude at the end of February, 2024.

DELIVERABLES

The IAEM-USA Board has received the **IAEM DEI Assessment Findings Report** and corresponding completed **IAEM Global Diversity, Equity, Inclusion Benchmarks (GDEIB) Inclusion Index Report** in December, 2023. This includes the diversity audit, equity assessment, and inclusion index as requested by the IAEM-USA Board in their 2023 DEI Consultant RFP.

The IAEM-USA Board will be receiving Board Preview Copies of the strategies & recommendations ahead of the January Board Meeting (1/16/24) and the Special Board Meeting (1/18/24). Materials to review include the **IAEM DEI Strategies & Recommendations Report**, the **Readout Slide Deck #3**, the **Readout Slide Deck #4**, and the **Presentation Version of Readout Slide Deck #4**.

To Be Determined:

1. The Board, IAEM President, and IAEM Staff must discuss how DEI report materials will be rolled out, where these materials will be hosted by IAEM, and when they will be released. The FN Consulting team will share their recommendations at the Special Board Meeting on 1/18/24.
2. A Town Hall to discuss strategies & recommendations after the end of the FN Consulting team's engagement.

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STRATEGIES + RECOMMENDATIONS READOUTS - 2/21/24 & 2/22/24

UPCOMING: Third Readout to Caucus, Committee, and Commission Chairs and Vice Chairs

On **February 21, 2024 from 12:30-2:00 pm ET / 9:30-11:00 am PT**, the third readout will be delivered to the Committee, Caucus, and Commission Chairs and Vice Chairs. This will be a fully virtual session, hosted on Zoom. The focus of this readout will be on proposed strategies and recommendations based on the DEI Assessment Findings Report. There will be time for attendees to ask questions at the end.

UPCOMING: Fourth Readout to IAEM General Membership

On **February 22, 2024 from 1:30-3:00 pm ET / 10:30 am-12:00 pm PT**, the fourth and final readout will be delivered to registered IAEM-USA members, former members, conference attendees and certification recipients. This will be a live webinar session, hosted on Zoom and led by the FN Consulting Team and their survey partner. This final readout will be a consolidated overview of the DEI Assessment findings, with proposed strategies and recommendations. There will be some dedicated time for attendees to ask questions at the end. Attendees will experience a presentation version of the assessment findings and an extended version of the deck with full findings will be made accessible after the event. **This session will be recorded and posted post-session.**

COMPLETED: Second Readout Session to IAEM-USA Board

On October 23rd, 2023, the second readout was delivered to the IAEM-USA Board Members. Members of the FN Consulting team presented in person and via Zoom findings from the DEI Assessment, including four key themes that surfaced from the Focus Groups, Listening Sessions, and DEI Survey.

COMPLETED: First Readout Session to IAEM-USA Staff

On October 11th, 2023, the Farzana Nayani team shared the findings from the Listening Sessions, Focus Groups and DEI Survey in the first out of four readout sessions. The first readout included IAEM-USA staff.

Consultant & IAEM Next Actions:

- Farzana Nayani Consulting team to attend the Special Board Meeting on January 18th, 2024 in a consultative capacity to provide clarity on the process of determining actions around strategies and recommendations. To be discussed is the timing and dissemination of report materials. NOTE: This is not a readout of findings and recommendations. Board members are invited to attend Readout #3 and Readout #4 for a deeper discussion on findings and recommendations.
- IAEM Staff to set up registration and manage communications for the remaining two DEI Assessment Readout sessions in February, 2024. These Readout sessions will include strategies and recommendations in addition to the DEI Assessment findings.

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- Readout #3 to Caucus, Committee, and Commission Chairs and Vice Chairs: **February 21, 2024** from 12:30-2:00 pm ET / 9:30-11:00 am PT.
- Readout #4 to IAEM-USA members: **February 22, 2024** from 1:30-3:00 pm ET / 10:30 am-12:00 pm PT.

Board Actions:

- A. Board members to review the **IAEM DEI Strategies and Recommendations Report** (Board Preview Copy), the **Readout Slide Deck #4** (Board Preview Copy), the **Readout Slide Deck #3** (Board Preview Copy), and the **Presentation Readout Slide Deck #4** (Board Preview Copy) to prepare for the **January 18, 2024 Special Board Meeting** at 1 pm ET / 10 am PT.
 - a. Consider what will be shared with membership versus the general public.
 - b. Consider where materials will be hosted.
- B. Board members to encourage Chairs and Vice Chairs to hold their calendars for virtual Readout Session #3 on Wednesday, February 21, 2024 from 12:30-2:00 pm ET / 9:30-11:00 am PT.
- C. Board members to encourage IAEM-USA membership, former members, Conference attendees and certification recipients to register for the virtual Readout Session #4 on Thursday, February 22, 2024 from 1:30-3:00 pm ET / 10:30 am-12:00 pm PT.

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Update on December 11, 2023

For Board Meeting December 19, 2023

Current Phase:

- PHASE 1: ASSESSMENT & ANALYSIS
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- **PHASE 3: REPORTING & BRIEFINGS**

Annual Conference DEI Spotlight Session Recap // November 7, Long Beach

The FN Consulting team delivered their DEI Spotlight Session at the Annual Conference in Long Beach on Tuesday, November 7 from 8:00-9:30 am PST titled “Leading with a DEI Mindset as Emergency Managers at IAEM.” Farzana Nayani, along with consultants Alma Ramos and Kelly Friedman, held an engaging and informative 90-minute session. The session included:

- **30-minute Keynote:** Farzana Nayani shared an overview of DEI concepts and high-level assessment findings synthesized from the Listening Sessions, Focus Groups, and DEI Survey. The framing for the session was the need for a DEI mindset in the roles of IAEM member, conference attendee, and Emergency Manager.
- **60-minute Interactive Audience Discussions:** Farzana Nayani Consulting team members facilitated conversation at round tables, and connected the challenges, assets, best practices and other strategies shared with the keynote content. Participants shared solutions, recommendations, and further questions via note cards and electronically on Google Forms.

This session was recorded and the 30-minute keynote section was posted to the IAEM portal to be accessed by members who could not attend.

Virtual Conference DEI Spotlight Session Recap // December 6, Zoom

The FN Consulting team hosted a 60-minute virtual session for IAEM-USA members who did not attend the Annual Conference in Long Beach. **120 members registered and 58 members attended the session on December 6, 2023** from 10:30-11:30 am PST hosted on Zoom.

Participants were asked to watch the recorded keynote presentation from the Annual Conference ahead of time for context and foundational content around DEI in emergency management; the YouTube link had 84 views before the start of the virtual session, close to three-quarters of registrants.

Similar to the Annual Conference session, participants shared in breakout rooms their ideas on barriers to DEI at IAEM, as well as possible solutions. Recurring themes from both sessions include DEI at IAEM, DEI within the emergency management profession, and how to serve communities equitably. Participants came off mute, utilized the chat, and shared their feedback in a Google

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Form. In both the Annual Conference session and the Virtual Session, attendees were made aware of upcoming opportunities in February to attend a Readout Session with a more comprehensive discussion of the findings and recommendations that have emerged from the DEI Assessment.

This session was recorded and will be shared with IAEM members for a specific period of time.

Consultant & IAEM Next Actions:

- Farzana Nayani Consulting team synthesizing findings and recommendations in a full findings report.
- Farzana Nayani Consulting team to send findings report (comprehensive DEI Assessment) in December, 2023.
- Farzana Nayani Consulting team to send strategies and recommendations Readout PDF to Board in January, 2024.
- Farzana Nayani Consulting team to attend a Special Board Meeting in January to review the findings report.
- IAEM Staff to set up registration for the remaining two DEI Assessment Readout sessions in February, 2024. These Readout sessions will include abbreviated strategies and recommendations in addition to DEI Assessment findings.
 - Readout to Chairs and Vice Chairs: **February 21, 2024** from 9:30 - 11:00 am PT
 - Readout to interested IAEM members: **February 22, 2024** from 10:30 am -12:00 pm PT

Board Actions:

- Board members respond to poll for a January date for a Special Board Meeting to discuss the findings report ahead of February Readout dates. Dates offered are:
 - 1/17: 9:00-11am PT
 - 1/18: 9:00-11am PT
 - 1/29: 11am-1pm PT
- Board members are invited to review the findings report and provide feedback.
- Board members to encourage Chairs and Vice Chairs to hold their calendars for Readout Session #3 on Wednesday, February 21, 2024 from 9:30 - 11:00 am PT and general membership to watch for registration opportunities for the all-members Readout Session #4 on Thursday, February 22, 2024 from 10:30 am -12:00 pm PT.

Prepared for IAEM Board Members
by Farzana Nayani, Consulting & Training

Update on October 30, 2023

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For board meeting November 4, 2023

Current Phase:

- PHASE 1: ASSESSMENT & ANALYSIS
- **PHASE 2: IAEM ANNUAL CONFERENCE**
- PHASE 3: REPORTING & BRIEFINGS

DEI Consulting Updates:

IAEM ANNUAL CONFERENCE - DEI SPOTLIGHT SESSIONS ON 11/7/23 & 12/6/23

The FN Consulting team is excited to deliver their **DEI Spotlight Session** at the Annual Conference in Long Beach on **Tuesday, November 7** from **8:00-9:30 am PST**. Farzana Nayani, along with consultants Alma Ramos and Kelly Friedman, will deliver an engaging and informative 90-minute session. The agenda for the session is as follows:

- **30-minute Keynote:** Farzana Nayani will share an overview of DEI and high-level assessment findings synthesized from the Listening Sessions, Focus Groups, and DEI Survey. The framing will be the need for a DEI mindset in their role as an IAEM member, conference attendee, and their role as an Emergency Manager. The title for the session is: “Leading with a DEI Mindset as Emergency Managers at IAEM.”
 - This session will be recorded
- **60-minute Interactive Audience Discussions:** Farzana Nayani Consulting Team members will facilitate conversation and connect the challenges, assets, best practices and other strategies shared to the keynote.
- **VIRTUAL Conference Session: December 6, 2023 from 10:30-11:30 am PST / 1:30-2:30 pm EST**
 - The FN Consulting team will host a 60-minute virtual session for IAEM-USA members who did not attend the Conference. Participants will watch the recorded keynote presentation ahead of time, then engage in breakout sessions.

Consultant & IAEM Next Actions:

- Farzana Nayani Consulting team and IAEM Staff to set date and time for remaining two DEI Assessment Readout sessions in 2024.
 - Readout to Chairs and Vice Chairs: Date TBD
 - Readout to interested IAEM members: Date TBD
- Farzana Nayani Consulting team synthesizing findings and recommendations in a full findings report to be delivered in 2024.

Board Actions:

Board members are highly encouraged to attend and promote two upcoming opportunities to learn more about the DEI Assessment from the FN Consulting team:

- **DEI Spotlight Session at the Annual Conference in Long Beach**

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- Date & Time: **Tuesday, November 7, 2023 from 8:00-9:30 am PST**
- Location: Grand Ballroom
 - Recommended for: IAEM members attending the Annual Conference who are eager to learn about the DEI Assessment findings; Emergency Managers seeking understanding on core concepts of diversity, equity and inclusion in relation to emergency management.
- **Virtual DEI Spotlight Session**
 - Date & Time: **Wednesday, December 6, 2023 from 10:30-11:30 am PST / 1:30-2:30 pm EST**
 - Location: Zoom (link TBD)
 - Recommended for: IAEM members who could not attend the live session in Long Beach.
 - **Prework:** Participants to watch recording of Annual Conference session in Long Beach for context and foundational content around DEI in emergency management.

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Update on October 12, 2023

For board meeting October 17, 2023

Current Phase

- **PHASE 1: ASSESSMENT & ANALYSIS**
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- PHASE 3: REPORTING & BRIEFINGS

DEI Consulting Updates:

1) **DEI ASSESSMENT READOUT - BOARD TO ATTEND 10/23/23**

COMPLETED: First Readout Session to IAEM-USA Staff

On October 11th, the Farzana Nayani team shared the findings from the Listening Sessions, Focus Groups and DEI Survey in the first out of four readout sessions. The first readout included IAEM-USA staff. (The readout is a briefing on the results led by the FN Consulting team including survey results.)

UPCOMING: Second Readout Session to IAEM-USA Board

On October 23rd from 3:00-4:00 pm EST, the second readout will be delivered to the IAEM-USA board members. Members of the FN Consulting team will be present in person and via Zoom. All readout attendees are asked to take in the findings and ask questions, rather than offer solutions immediately. These readouts will not include recommendations and a strategic plan. However, some initial recommendations and a snapshot version of the findings will be shared with membership at the DEI Spotlight Session at the Annual Conference, and at the following virtual session.

2) **COMMUNICATIONS**

The IAEM dei-feedback email is now being monitored by Dawn Shiley. The FN Consulting team is providing guidance as needed.

3) **CONFERENCE**

The FN Consulting team is actively preparing for their **DEI Spotlight Session** at the Annual Conference in Long Beach. Farzana Nayani, along with consultants Alma Ramos and Kelly

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Friedman, will deliver an engaging and informative 90-minute session. The proposed agenda for the session is as follows:

- **30-minute Keynote:** Farzana Nayani will share an overview of DEI and high-level assessment findings synthesized from the Listening Sessions, Focus Groups, and DEI Survey. The framing will be the need for a DEI mindset in their role as an IAEM member, conference attendee, and their role as an Emergency Manager. The title for the session is: “Leading with a DEI Mindset as Emergency Managers at IAEM.”
 - This session will be recorded
- **60-minute Interactive Audience Discussions:** Farzana Nayani Consulting Team members will facilitate conversation and connect the challenges, assets, best practices and other strategies shared to the keynote.
- **ONLINE COMPONENT [APPROVED]:** The FN Consulting team will host a 60-minute virtual session (same session as held at conference) for IAEM-USA members who did not attend the Conference. Participants will watch the recorded keynote presentation ahead of time, then engage in breakout sessions via Zoom. Date TBD, likely in December.

Consultant & IAEM Next Actions:

- Farzana Nayani Consulting team and IAEM staff to finalize details for post-conference virtual DEI Spotlight session (December 2023).
- Farzana Nayani Consulting team and IAEM staff to finalize dates for final two readouts.

Board Actions:

- **Monday, October 23, 2023 from 3:00-4:00 pm EST** - Board members to attend DEI Assessment Readout.
 - Optional: Board members to review readout deck ahead of meeting
 - Recommended: Board members to bring pen and paper for notetaking and recording questions
- Board members are asked to encourage members who are eager to learn about the results of the DEI Survey to attend the DEI Spotlight Session at Annual Conference OR the virtual session.

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Prepared for IAEM Board Members
by Farzana Nayani, Consulting & Training

Update on September 12, 2023
For board meeting September 19, 2023

Current Phase

- **PHASE 1: ASSESSMENT & ANALYSIS**
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DEI Consulting Updates:

1) SURVEY

The DEI Survey ran from August 25 through September 11, 2023. Over 13,000 individuals received the Survey link, including IAEM-USA members, IAEM-USA former members (up to five years), IAEM-USA Annual Conference attendees, and ACM/CEM certification recipients. Two reminder emails were sent before the survey close date. The survey received 785 completed responses. 1989 surveys were not completed, and 52 individuals were disqualified due to not falling into one of the qualifying categories above.

The Farzana Nayani team has completed data analysis of the listening sessions and focus groups. Qualitative and quantitative analysis of the survey is underway and initial findings will be shared in readout sessions, which are briefings on the results that will be led by the FN Team survey partner.

2) COMMUNICATIONS

The IAEM dei-feedback email is being closely monitored.

4 additional follow-up meetings were completed. We discussed with members reactions and responses to the survey.

3) CONFERENCE

In addition to the data analysis, the FN Consulting team is actively working on preparing for their **DEI Spotlight Session** at the November Conference in Long Beach. Farzana Nayani, along with two other members, will deliver an engaging and informative 90-minute session. The proposed agenda for the session is as follows:

- 30-minute Keynote: Farzana Nayani will share high-level findings synthesized from the Listening Sessions, Focus Groups, and DEI Survey. The framing will be the need for a DEI mindset when addressing disasters and other responsibilities of Emergency Managers. The

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working title for the session is: “Leading with a DEI Mindset as Emergency Managers at IAEM.”

- This session will be recorded
- 60-minute Interactive Audience Discussions: Farzana Nayani Consulting Team members will facilitate conversation and connect the challenges, assets, best practices and other strategies shared to the keynote.
- ONLINE COMPONENT [APPROVED]: The FN Consulting team will host a 60-minute virtual session (same session as held at conference) for IAEM-USA members who did not attend the Conference. Participants will watch the recorded keynote presentation ahead of time, then engage in breakout sessions via Zoom. Date TBD.

Consultant & IAEM Next Actions:

- Farzana Nayani Consulting team and IAEM staff to finalize dates for survey readouts
- Farzana Nayani Consulting team and IAEM staff to finalize details for post-conference virtual DEI Spotlight session

Board Actions:

- Board members to encourage members who are eager to learn about the results of the DEI Survey to attend the DEI Spotlight Session at November conference OR the virtual session.

Board members attend DEI Assessment Readout (meeting where findings will be shared). Poll will be shared by Dawn to solidify readout date and time.

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Update on August 10, 2023

For board meeting August 15, 2023

Current Phase

- **PHASE 1: ASSESSMENT & ANALYSIS**
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Project Updates

The Farzana Nayani team has many exciting updates on the progress of the current assessment phase. Four Listening Sessions and four Focus Groups have been completed. These have been immensely valuable in shaping the FN team's understanding of DEI within IAEM-USA. The FN team is grateful to all who participated in the Listening Sessions and Focus Groups.

- Focus Group Schedule [completed]
 - Board Members: Tuesday, July 25th from 10 - 11am PT
 - Chairs and Vice Chairs: Thursday, July 27th from 10 - 11am PT
 - BIPOC Members: Tuesday, August 8th from 10 - 11am PT
 - Active Members: Wednesday, August 9th from 1 - 2 pm PT

The insights gathered from these sessions have been key to shaping the questions for the DEI Survey. The DEI Survey is a major component of this assessment phase and an integral opportunity to capture sentiments from not only IAEM-USA members, but former members (up to five years), conference attendees, and CEM/AEM certification recipients as well.

In the spirit of collaboration, the FN team will share preliminary findings from the DEI Survey, Focus Groups, and Listening Session with IAEM-USA Staff and the Board this Fall. This will be done through a survey readout led by the FN team and their survey partner. The FN Team invites IAEM staff leadership and board members to be the first to take in the data generated from this assessment phase before a summary of the findings are shared at the November Conference.

In addition to the data analysis, the FN team is actively working on preparing for their DEI Spotlight Session at the November Conference in Long Beach. Farzana Nayani, along with two other members, will deliver an engaging and informative 90-minute session. The proposed agenda for the session is as follows:

- 30-minute Keynote: Farzana Nayani will share high-level findings synthesized from the Listening Sessions, Focus Groups, and DEI Survey. The framing will be the need for a DEI mindset when addressing disasters and other responsibilities of Emergency Managers. The working title for the session is: "Leading with a DEI Mindset as Emergency Managers."
 - This session will be recorded

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- 30-minute Roundtable Discussions: IAEM members (including current Chairs and Vice Chairs of Committees, Caucuses, and Commissions) will serve as table facilitators and support small group discussions in breakouts
- 30-minute Closing: Farzana Nayani will facilitate a debrief of the roundtable discussions and connect the challenges, assets, best practices and other strategies shared to the DEI mindset in EM introduced at the top of the session
- ONLINE COMPONENT [PROPOSED]: The FN team has proposed to host a 60-minute virtual session for IAEM-USA members who did not attend the Conference. Participants will engage in the keynote content and dialogue in breakout sessions led by volunteer facilitators.

Other Updates:

- Attended DEI Committee meeting in July; fielded questions about resources for DEI in Emergency Management
- In the process of reviewing IAEM-USA APPs, Bylaws, CEM Manual, 2023 IAEM-USA Member Demographics, and IAEM dues renewal messages

Email Updates:

- 23 emails (total) received and responded to at dei-feedback@iaem.com
- 3 additional follow-up meetings from DEI email (1:1 meetings)

Consultant & IAEM Next Actions:

- Farzana Nayani team and IAEM staff finalizes exact dates for DEI Survey launch (likely mid or end of August); tests survey from info@iaem.com email
- IAEM CEO sends communications for DEI Survey to IAEM-USA members, IAEM-USA former members (up to five years), IAEM-USA Conference Attendees, and certification recipients ahead of survey launch
- IAEM sends link for DEI Survey to IAEM-USA members, IAEM-USA former members (up to five years), IAEM-USA Conference Attendees, and certification recipients ahead of survey; and follows up with reminders 7 days, 3 days, 2 days and 1 day before survey closes. The survey will be open for 2 weeks.
- IAEM staff promotes DEI Survey on IAEM-USA website, in the dispatch, and in the bulletin depending on timing
- Dawn Shiley fields questions regarding survey access and other tech troubleshooting
- Farzana Nayani team monitors DEI-feedback email for questions regarding survey content
- Farzana Nayani team analyzes and codes Listening Session data
- Farzana Nayani team analyzes and codes Focus Group data
- Farzana Nayani team analyzes and codes DEI Survey data

Board Involvement:

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- Board members to discuss current methods of member engagement, and any current challenges and potential solutions
- Board members to, pose questions and provide input on proposed plans for DEI Spotlight Session at November conference
- Board members to encourage DEI Survey completion in two-week timeframe, citing incentives for participation (free conference attendance, annual membership credit, IAEM swag)
- Board members to encourage members who are eager to learn about the results of the DEI Survey to attend the DEI Spotlight Session at November conference
- Board members and IAEM staff to convey to Farzana Nayani team whether there are any common protocols or practices across the Caucasus, Committees and Commissions

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Update on July 11, 2023

For board meeting July 18, 2023

Current Phase

- **PHASE 1: ASSESSMENT & ANALYSIS**
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Project Updates

The listening session stage of the DEI assessment has been completed. From May 31 through June 28, 2023, four listening sessions were held with a maximum cap of 60 attendees. Participants were welcomed to the Zoom session, given information about the consulting team, and apprised of the following process: participants were sorted into two breakout rooms, each led by a facilitator and supported by an associate. Audio-only recordings were captured for note-taking purposes and confidential transcription, and participants were able to private message the associate or facilitator for increased discretion. The listening sessions ended with all attendees returning to the main room for a high-level summary of themes raised and information on the rest of the DEI assessment engagement (Phases 1-3). Additionally, participants had the opportunity to share feedback through an anonymous comment form up to 48 hours after the end of the listening session.

- Registrations for group listening sessions:
 - May 31, 11-12pm ET: 30 registered, 21 participants attended
 - June 12, 2-3pm ET: 40 registered, 23 participants attended
 - June 21, 2-3pm ET: 20 registered, 10 participants attended
 - June 28, 11am-12pm ET: 13 registered, 8 participants attended [7 DEI Committee members]

Other Updates:

- Reviewed and made suggestions on focus group communications

Email Updates:

- 21 emails (total) received and responded to at dei-feedback@iaem.com
- 4 additional follow-up meetings from DEI email (1:1 meetings)

Consultant & IAEM Next Actions:

- Farzana Nayani team and IAEM staff finalizes focus group dates
- IAEM sends communications for focus groups to IAEM-USA members
- Farzana Nayani team finalizes focus group questions

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- IAEM staff shares feedback on questions for association-wide DEI survey with the Farzana Nayani team

Board Involvement:

- Board members to send availability to Chelsea to finalize date for Board focus group
- Board members will have the opportunity to review survey questions for association-wide DEI survey ahead of late-summer launch
- Give input on focus for 2 DEI-related sessions at November conference

Update on June 13, 2023

For board meeting June 20, 2023

Current Phase

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- **PHASE 1: ASSESSMENT & ANALYSIS**
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Project Updates

Phase 1 of the engagement is underway and the Farzana Nayani Consulting & Training team is shifting away from crisis communications and towards the DEI Assessment. Four listening sessions open to a maximum of 60 IAEM-USA members and IAEM-USA former members have been scheduled, and two have been completed (further numbers on participation can be found below). The fourth listening session has been converted to host DEI Committee members only. In addition to sharing verbally and via chat in the listening sessions, individuals have the opportunity to share further feedback through the anonymous comment form up to 48 hours after the listening session. The dei-feedback@iaem inbox continues to be monitored and is an ongoing avenue for input to be shared and for individuals to request a one-to-one meeting.

- Registrations for group listening sessions:
 - May 31, 11-12pm ET: 30 registered, 21 participants
 - June 12, 2-3pm ET: 40 registered, 23 participants attended
 - June 21, 2-3pm ET: 20 registered, 10 participants
 - June 28, 11am-12pm ET: X participants [DEI Committee members only]
- Listening session comment form responses:
 - May 31: 7 responses
 - June 12: 5 responses

Other Updates:

- Attended monthly DEI Committee meeting (May)
- Reviewed and made suggestions on Scholarship Committee search process
- Reviewed and made suggestions on Certification Committee search process

Email Updates:

- 17 emails received and responded to at dei-feedback@iaem.com
- Auto-response updated from crisis communications language to feedback-gathering language; people are encouraged to attend listening sessions and share input
- 3 additional follow-up meetings from DEI email (1:1 meetings)

Next Actions

- IAEM sends communications for final group listening session to IAEM-USA members and former members

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- IAEM sends new communications for DEI Committee listening session registration open to Committee members and former members
- Farzana Nayani team monitors comment form and analyzes responses
- Farzana Nayani team analyzes transcripts of listening sessions

Needs

- n/a

Update on May 9, 2023

For board meeting May 16, 2023

Current Phase

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Project Updates

The first three weeks of the engagement have been focused on assisting IAEM staff and leaders through crisis communications, addressing and responding to concerns, and developing and distributing the announcement of the DEI consultant. In order to redirect commentary from social media (primarily LinkedIn and Twitter) and to ensure there was a specific space for conversation at the virtual conference, Farzana Nayani, Consulting & Training held an initial listening session during the IAEM Plugged-In conference on 4/20/23. At this session, a feedback form was provided, as well as the announcement of the creation of the new DEI feedback email. As part of the crisis communications strategy and management, the FN Consulting team has been gathering and categorizing feedback, and have met with individual members who have raised concerns.

Initial Listening Session Highlights:

- 12 responses to initial listening session comment form
- 10 emails received and responded to at dei-feedback@iaem.com
- 9 follow-up meetings from DEI email (1:1 meetings)

Other Updates:

- Collected 80 quotes since the start of engagement
- Held five stakeholder meetings (with the IAEM board or DEI committee)
- Revised and offered input on three accountability letters
- Scheduled four group listening sessions:
 - May 31, 11-12pm ET
 - June 12, 2-3pm ET
 - June 21, 2-3pm ET
 - June 28, 11am-12pm ET

Next Actions

- IAEM drafts group listening session communication and send to Farzana Nayani team to review
- IAEM sends out group listening session communication to members and non-members
- IAEM creates registration on platform to have event with 60 total attendees per group listening session
- Farzana Nayani team creates pre-session comment form for sessions
- Farzana Nayani team sends IAEM listening session Zoom links

Needs

- n/a