

# Monthly Briefing Points on DEI Assessment

Update on July 11, 2023

*For board meeting July 18, 2023*

## Current Phase

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

## 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](mailto: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

# Monthly Briefing Points on DEI Assessment

- 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**