

# Monthly Briefing Points on DEI Assessment

Update on August 10, 2023

*For board meeting August 15, 2023*

## Current Phase

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

## 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

# Monthly Briefing Points on DEI Assessment

- 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](mailto: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](mailto: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:

# Monthly Briefing Points on DEI Assessment

- 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