

# Diversity, Opportunity, and Inclusion 2023 Annual Report

Agency: Jamestown-Yorktown Foundation

Year: 2023

<p>2023 Accomplishments</p>	<p><b>Plan Goal 1: Access &amp; Success</b></p> <ul style="list-style-type: none"><li>• <b>Objective 1:</b> Improved hiring processes and increased access to potential applicants from diverse populations by expanding our recruitment advertising to historically underrepresented areas, training HR staff in the use of the alternative hiring process for people with disabilities and used interview panels that included members of diverse backgrounds and/or perspectives resulting in a marked increase in staff diversity from previous year.</li><li>• <b>Objective 2:</b> Conducted first employee engagement survey, gathered exit interviews, and promoted training and development opportunities to all staff levels to retain and promote a diverse workforce.</li></ul> <p><b>Plan Goal 1: Welcoming &amp; Respectful Culture</b></p> <ul style="list-style-type: none"><li>• <b>Objective 1:</b> Informed staff on Civility in the Workplace Policy through on-site trainings, onboarding, direct emails from senior leadership, and in one-on-one interactions between HR and staff.</li><li>• <b>Objective 2:</b> Informed all staff of options available to resolve conflict through counseling and mediation and in January developed a standardized process for addressing all concerns and complaints.</li></ul> <p><b>Plan Goal 1: State Agency DOI Infrastructure &amp; Training</b></p> <ul style="list-style-type: none"><li>• <b>Objective 1:</b> Elements of the previous agency DEI plan were incorporated into the overall agency strategic plan. Focus groups were created and HR staff attended multiple diversity, equity, and inclusion strategic planning training sessions.</li><li>• <b>Objective 2:</b> Reviewed and revised recruitment and retention policy to remove barriers from entry. Began review of other agency policies and established timelines for revision.</li><li>• <b>Objective 3:</b> Offered multiple training and professional development opportunities for staff in areas such as: Civility in the Workplace, Customer Service, and Belonging and Inclusion.</li></ul>
<p>2024 Agency DOI Goals</p>	<p><b>Plan Goal 1: Access &amp; Success</b></p> <ul style="list-style-type: none"><li>• <b>Objective 1:</b> Continue training in the new applications available in PageUp to improve our recruitment and selection process.</li><li>• <b>Objective 2:</b> Conduct new employee engagement survey in April. Review and share those results with leadership, staff, and the board – create plan to address areas of opportunity.</li></ul> <p><b>Plan Goal 1: Welcoming &amp; Respectful Culture</b></p> <ul style="list-style-type: none"><li>• <b>Objective 1:</b> Create an ADA and Accessibility focus group and conduct first accessibility audit of all agency facilities. Create a plan to address areas of opportunity.</li><li>• <b>Objective 2:</b> Create an official policy to hold accountable and inform staff of the standard process for addressing concerns and complaints.</li></ul> <p><b>Plan Goal 1: State Agency DOI Infrastructure &amp; Training</b></p> <ul style="list-style-type: none"><li>• <b>Objective 1:</b> Incorporate new agency DOI plan into JYF strategic plan.</li><li>• <b>Objective 2:</b> Work with leadership to develop DOI reporting procedures.</li><li>• <b>Objective 3:</b> Continue offering DOI training opportunities to staff.</li></ul>

