



COMMONWEALTH of VIRGINIA
Motor Vehicle Dealer Board

June 30, 2026

Division of Legislative Automated Systems (DLAS)
Old City Hall, Suite 210
1001 East Broad Street
Richmond, Virginia 23219
Attention: Legislative Documents and Reports Processing

Re: 2026 Diversity, Equity and Inclusion Annual Report

To Whom it May Concern:

Please accept the enclosed 2026 Diversity, Equity & Inclusion Annual Report submitted by the Motor Vehicle Dealer Board (MVDB). This report is provided in accordance with the statutory mandate requiring annual submission of DEI-related activities, progress, and outcomes.

Title of Report: 2026 Diversity, Equity & Inclusion Annual Report – Agency 506 - Motor Vehicle Dealer Board

Mandate: Submitted pursuant to § 2.2-602(B) of the Code of Virginia, requiring agencies to provide annual reporting on Diversity, Equity & Inclusion initiatives.

Contact Information: Kelley Smith - Motor Vehicle Dealer Board (MVDB)

Phone: 804-998-7930

Email: Kelley.Smith@mvdb.virginia.gov

Please let me know if any additional information or documentation is required.

Regards,

A handwritten signature in blue ink that reads "Kelley Smith".

Kelley Smith



2026 Diversity, Equity and Inclusion Annual Report

Agency 506 – Motor Vehicle Dealer Board

2026 Accomplishments

Plan Goal 1: Access & Success

- **Objective 1** – Job postings were shared internally with employees but continued to be posted only to jobs.virginia.gov. MVDB experienced several key vacancies in 2026, including an Administrative Assistant, IT Manager, and Executive Director. Recruitment efforts resulted in a well-balanced mix of new hires throughout the year. All hiring panels were intentionally structured to include members with diverse backgrounds and perspectives, supporting equitable and inclusive selection practices.
- **Objective 2** – MVDB made meaningful progress in 2026 by ensuring all new hires were introduced to the agency’s Diversity, Equity, and Inclusion practices during onboarding, with those expectations reinforced again during performance evaluations. Updated office policies reflecting these principles were shared with all staff, who reviewed and signed them to acknowledge understanding. Employees were offered training through the Commonwealth’s Learning Center (COVLC), with additional opportunities planned through other state agencies and LinkedIn Learning to support continued growth. Altogether, these efforts helped strengthen awareness, build skills, and reinforce MVDB’s commitment to an inclusive workplace.

Plan Goal 2: Welcoming & Respectful Culture

- **Objective 1** - Established clear expectations for professional interactions by aligning MVDB’s office policies with DHRM Policy 2.35, *Civility in the Workplace*. These efforts helped create a workplace where people feel comfortable collaborating, sharing ideas, and learning from one another, which supports growth and encourages a wider range of perspectives across the agency.

- **Objective 2** - MVDB continued strengthening its approach to workplace concerns by requiring some staff to complete implicit bias training through DMV HR and will continue exploring additional training opportunities to proactively address DEI-related issues. The agency also partnered with DMV HR to establish a formal grievance process, an important step since MVDB is not covered by the Virginia Personnel Act. These efforts help ensure employees have a clear, consistent way to raise concerns and that conflicts or inappropriate behavior are addressed quickly and fairly.

Plan Goal 3: State Agency DEI Infrastructure & Training

- **Objective 1** – Because the agency operated without a permanent Executive Director for more than a year, MVDB was unable to complete a strategic plan for 2024–2026. The agency now intends to fully integrate its DEI priorities into the 2026–2028 strategic plan. As part of this effort, leadership will review and analyze available reports to identify opportunities for improvement and to strengthen MVDB’s commitment to an inclusive and equitable workplace.
- **Objective 2** – The agency’s policies and procedures are being reviewed throughout the year to identify additional opportunities for organizational excellence.

2027 Agency DEI Goals

- **Agency Plan Goal 1 – Access & Success**
 - Continue to have diverse hiring panels.
 - Utilize recruitment sources other than jobs.virginia.gov.
 - Utilize low-cost and free training resources for employee development opportunities.
 - Conduct pay study and take appropriate steps to rectify pay inequities to increase retention of a diverse workforce.
- **Agency Plan Goal 2 – Welcoming & Respectful Culture**
 - Ensure policies and procedures that support civility in the workplace and prevent harassment, discrimination and identity-based violence.
 - Remove barriers for employees with disabilities by providing employees with the necessary accommodation to be successful in the agency.
 - Bolster agency employee appreciation events throughout the year that offer something for everyone.
- **Agency Plan Goal 3 – State Agency DEI Infrastructure & Training**
 - Highlight specific DEI training for all staff.
 - Increase communication across the organization around DEI issues.

- Identify employees interested in mentorship, coaching, or leadership development and pair them with experienced staff who can help guide their growth. The agency can also work with professional organizations to offer structured coaching or leadership workshops.