

Charles County Department of Emergency Services

JEDI Council

Location: Emergency Operations Center (EOC)

Date: April 25, 2023

Time: 9:00 am

Attendance

Edward Schultz, Kathryn Knott, James Garner, Britney Wallace, Kellie Maske, Tiffany Keese, Caitland Kelshaw, and Robert Phillips

Discussion Items

1. Cupcakes and Conversation
 - Kellie – Are we going to create a spreadsheet to keep us on track?
 - Ed – I think we should. Kellie and Ed to work on creating a spreadsheet.
 - Ed – The first ten minutes should be about JEDI.
 - Kathryn – I put together a presentation. It covers communications and LGBTQIA. We need to make people feel comfortable and included.
 - Kathryn will take the lead to start the cupcakes & conversation.
 - We will show a video on Unconscious Bias.
 - We will have cupcakes and conversations on May 18, 2023, from 11:00 am to 1:00 pm. Our regular meeting will be on this date from 10:00 am to 11:00 am.
 - Format
 - Kellie – Timeline/Outline
 - Kathryn – Communications and LGBTQIA.
 - Caitland – Video on Unconscious Bias.
2. How to report issues to leadership?
 - Britney – Memo/Email from the Council.
 - Ed – minutes should include issues we identified and what we did to address them.

Action Items

1. Minutes of March 16, 2023 – Motion to approve by Kathryn and seconded by James.
2. Jennifer to take care of cupcakes (48).
3. Kathryn to take the lead for the cupcakes and conversation.
4. Ed to talk to Michelle about dress code for cupcakes and conversation.
5. Ed to send Aldo text on status of shirts.
6. Next meeting to discuss recruitment and retention.
7. May meeting will be May 18, 2023, from 10:00 am to 11:00 am. Cupcakes and Conversation from 11:00 am to 1:00 pm.

Other Notes

Meeting adjourned at 10:45 am.