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Diversity, Equity, Inclusion and Access Initiative (DEIA) Spring 2018

BACKGROUND

During the Fall 2017 Volunteer Facilitator Training, volunteers voiced concern that the current facilitator pool did not reflect the diversity of the students who attend Pizza Klatch groups held at twelve schools throughout the County. Volunteers acknowledged that there are a number of social and economic factors that contribute to this reality including:

- the majority of the current volunteer pool is either employed by a company supportive of staff taking time away from work to facilitate Pizza Klatch groups once a week, ten months out of the year or have life circumstances that enable them to do so.
- concern for inequitable employment opportunities for trans, femme identified and people of color, including,
 - Low wage employment,
 - Discrimination based on racial bias and/or sexual prejudice,
 - Unstable employment opportunities.

In response, Pizza Klatch's newly hired Executive Director used this input to develop the initial stages of a Diversity, Equity, Inclusion, Access (DEIA) Initiative through the development of a funding application to hire staff Facilitators. The creation of these positions is intended to address the inequity inherent in the concerns voiced by the volunteer facilitators.

Once funding for these positions was secured, a *Diversity Assessment* was initiated to establish a baseline understanding of the current makeup of diversity agency-wide, inclusive of race, ethnicity, gender identity and sexual orientation, including 28 Volunteer Facilitators, 10 Board members and 2 staff. The results of which are available in [Pizza Klatch's Diversity Assessment Report FY17](#)

Based on analysis of the *Diversity Assessment*, the Executive Director recommends that the DEIA Initiative be incorporated into current and future Strategic Planning efforts. To be responsive to the funding now available to support hiring, it is further recommended that the most immediate next steps are to continue to build a diverse workforce as outlined in Goal #1, while also incorporating actions from Goals #2 & #3 to ensure agency wide development in promoting Diversity, Equity, Inclusion and Access.

OVERARCHING GOAL

Pizza Klatch staff and volunteers represent the full diversity of students we serve, inclusive of race, ethnicity, gender identity and sexual orientation.

GOALS & OBJECTIVES

SPECIFIC GOALS:

- #1: Build and Maintain a Diverse Workforce
- #2: Cultivate and Support an Inclusive Culture
- #3: Ensure Leadership Commitment

#1: Build and Maintain a Diverse Workforce

Identify, attract, and retain a pipeline of diverse and qualified candidates with a wealth of experience and talent through targeted outreach, recruitment, and selection.

PRIORITY	OBJECTIVES	ACTIONS	STATUS
<p>1.1 Define outreach and recruitment goals and objectives with an increased focus on diversity and inclusion.</p>	<p>1. Coordinate Agency-wide outreach and recruitment strategies to maximize the ability to recruit for a diverse, broad spectrum of potential applicants.</p>	<ul style="list-style-type: none"> • Evaluate diversity and inclusion data to ascertain where there may be gaps in representation and create new strategies to increase representation. • Facilitate dialogue with senior leadership to include a review and analysis of current workforce demographics, including race, ethnicity, gender, disability status, and veteran status. • Identify and implement strategies to reduce the diversity gap areas. 	<p>Complete</p> <p>In progress</p> <p>In progress</p>
	<p>2. Outreach and continue to establish relationships and partnerships with institutions, community groups, and professional organizations that work with a wide diversity of racial, ethnic and gendered communities.</p>	<ul style="list-style-type: none"> • Establish a recruitment strategy to attract and build a candidate pool of diverse talent by partnering with minority-focused professional organizations; colleges/universities; and other LGBTQ and Crime Victim Service organizations. • Host presentations within and outside PK to share opportunities for under-represented groups. • Establish and deliver leadership and new supervisor training to raise awareness about various programs and tools to hire under-represented groups such as the Women’s Economic Empowerment Program 	<p>In progress</p>

		(YWCA), among others.	
	3. Effectively utilize network of community organizations and groups to promote volunteer and employment opportunities to diverse populations.	<ul style="list-style-type: none"> Update PK's website, Facebook and recruitment materials to more effectively communicate the respective inclusive work environment to attract diverse talent. 	
<p>1.2 Evaluate diversity and inclusion data to ascertain where there may be gaps in representation and create new strategies to increase representation from those groups.</p>	1. Utilize <i>Pizza Klatch's Diversity Assessment Report FY17</i> to increase management awareness of the current workforce.	<ul style="list-style-type: none"> Evaluate diversity and inclusion data to ascertain where there may be gaps in representation and create new strategies to increase representation. Facilitate dialogue with senior leadership to include a review and analysis of current workforce demographics, including race, ethnicity, gender, disability status, and veteran status. Identify and implement strategies to reduce the diversity gap areas. 	<p>Complete</p> <p>In progress</p> <p>In progress</p>
	2. Recruit and retain more transgender, Two-Spirit, female identified, and LGBTQ+ people of color with diverse cultural affiliations to serve as Pizza Klatch facilitators, Board and staff members.	<ul style="list-style-type: none"> Advertise Job and Volunteer Opportunities with community Network. Design job qualifications to value lived experience related to advocating for the rights of LGBTQ+ people of color, Two-Spirit and transgender people particularly those with intersectional identities. 	Complete
	3. Identify sources to grow applicant pools of underrepresented populations.	<ul style="list-style-type: none"> Gather contact and point of contact for organizations and groups that work with a wide diversity of racial, ethnic, and gendered communities. (*See below for more info) 	In progress

#2 Cultivate and Support an Inclusive Culture

Cultivate and promote an inclusive culture that maximizes the talent, skills, and diversity with Pizza Klatch.

PRIORITY	OBJECTIVE	ACTIONS	STATUS
2.1 Cultivate a supportive, welcoming, inclusive and fair work environment that maximizes the talent, skills, and diversity within Pizza Klatch staff and volunteers.	1. Support participation in employee affinity and resource groups.	<ul style="list-style-type: none"> • Expand marketing of affinity in communications and reports. • Devise and execute an action plan to help define and enrich strategic relationships both internally and externally to enhance inclusion and recruitment of underrepresented populations. 	In development
	2. Add a diversity and inclusion component to onboarding and integration materials.	<ul style="list-style-type: none"> • Establish and/or enhance onboarding programs to incorporate diversity and inclusion. • Incorporate diversity and inclusion messages into materials for new employees as part of the onboarding process. 	
	3. Utilize employee and volunteer feedback to continuously improve PK culture.	<ul style="list-style-type: none"> • Utilize PK's Diversity Assessment Report to establish a baseline to identify and target program initiatives, available resources, and to support agency-wide initiatives and activities. • Conduct interviews and focus groups with Staff, volunteers and Board members to identify the strengths and opportunities for improvement. • Coordinate staff and Board Development Committee work plans to include monitoring progress on action plans for diversity and inclusion initiatives. 	Complete
2.2 Increase the awareness and understanding of diversity and inclusion within the	1. Provide training opportunities on various aspects of diversity and inclusion for Board, staff and volunteers.	<ul style="list-style-type: none"> • Provide training sessions, seminars, and other events for Board, staff and volunteers on various topics of diversity and inclusion. • Encourage staff to take diversity and inclusion training by advertising courses and showing leadership 	To be developed In progress

workplace.		<p>commitment to diversity and inclusion training.</p> <ul style="list-style-type: none"> • Educate Board, staff on unconscious biases in the workplace. 	In progress
	2. Promote continuous learning and discussion on diversity and inclusion.	<ul style="list-style-type: none"> • Utilize staff, Board and Deep Dish meetings to facilitate discussions by focusing on issues that impact today's workplace (e.g., generational issues, unconscious bias, and myths about working with individuals with disabilities). • Share best and unsuccessful practices to help evolve and enhance organizational diversity and inclusion activities. 	
	3. Institutionalize diversity and inclusion training at all levels of the organization.	<ul style="list-style-type: none"> • Hold activities that encourage open dialogue regarding diversity and inclusion. • Provide leadership with tools to effectively manage a diverse (staff and volunteer) workforce. • Use clear and consistent communication materials to market diversity and inclusion training. 	
	4. Improve employee and volunteer retention.	(This objective is common in learning and growth and may focus on skills, culture, pay, and the overall work environment.)	
2.3 Ensure that all qualified candidates have an opportunity to compete for open positions and apply for developmental and	1. Support participation in developmental and mentoring opportunities.	<ul style="list-style-type: none"> • Gather feedback on developmental opportunities from courses and overall program evaluations to determine effectiveness and identify future training needs. • Utilize Deep Dish, Board and Staff meetings to share mentoring and developmental opportunities. • Enhance mentoring programs and encourage employee and leadership participation. 	
	2. Ensure diversity and inclusion is	<ul style="list-style-type: none"> • Ensure that job qualifications and language of job announcements are 	

mentoring opportunities	addressed during the hiring process.	<p>inclusive of educational levels, skills and experiences of candidates from traditionally underserved communities.</p> <ul style="list-style-type: none"> • Encourage hiring managers to assemble a diverse selection panel during the hiring process. • Ensure selecting officials are present during mandatory pre-consult meetings with management (HR) staff. 	
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#3: Ensure Leadership Commitment

Ensure leadership (Board and Management staff) demonstrates its commitment and accountability for modeling behavior that advances diversity and inclusion.

PRIORITY	OBJECTIVE	ACTIONS	STATUS
<p>3.1 Demonstrate accountability, commitment, and involvement with regard to diversity and inclusion in the workplace.</p>	<p>1. PK senior leadership conveys the critical importance of diversity and inclusion in messaging and behaviors reflective of diversity and inclusion.</p>	<ul style="list-style-type: none"> • Develop an action plan and track and monitor results and progress. • Senior leadership models diversity and inclusion behaviors by disseminating diversity and inclusion messages in internal and external venues, as appropriate, and by recognizing diversity and inclusion excellence. 	
	<p>2. Supervisors continuously collect input from volunteers & employees on diversity and inclusion.</p>	<ul style="list-style-type: none"> • Identify employee and volunteer perceptions of diversity and inclusion, and develop recommendations for future diversity and inclusion actions, which management can use to engage employees to expand diversity and inclusion efforts. 	<p>Initial completion Winter 2017/18</p>
<p>3.2 Increase supervisory accountability for promoting and supporting PK diversity programs and objectives.</p>	<p>1. Include commitments to PK's diversity and inclusion goals and objectives in PKs performance plans.</p>	<ul style="list-style-type: none"> • Cascade the DEIA Initiative goals to all Strategic plans and if possible, to Staff and Committee work plans. • Ensure all supervisor performance plans include a diversity and inclusion element. 	
	<p>2. Ensure new supervisors have timely access to</p>	<ul style="list-style-type: none"> • Incorporate diversity and inclusion awareness into recurring New Supervisors' Orientation sessions. 	

	diversity and inclusion learning material.		
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REFERENCE MATERIALS

[*How to Develop a Diversity and Inclusion Initiative*](#), Society for Human Resource Management

[*5 Steps for Improving Diversity Recruiting*](#), Society for Human Resource Management

* **Organizations to Outreach and share Job Announcements with include**, but are not limited to: SPIPA, Women Spirit Coalition, Partners in Prevention Education, The New Boyz Club, The Speakeasy, WCSAP, WSCADV, Tribal HR offices (Squaxin, Nisqually, Skokomish, Lummi and others), TESC (ReCAP, Trans Umbrella Resilience Network (TURN), BSU Black Focus, Chinese Culture Club, Cooper Point Journal, Familia, Jewish Student Union, Coalition Against Sexual Violence, Movimiento Estudiantil Xicanx de Aztlan (MEXA), Native Student Alliance, Triangle Club of Evergreen, Way of Tea, online job board), SPSCC Diversity Center, Stonewall Youth, Volunteers, Rainbow Health, Oasis, Thurston County Black Alliance, YWCA (Heather), Tina @ TESC Longhouse, SURJ, CIELO, the NW Network, the Diversity Center at St. Martin's and others.