

# OMF Diversity Development Committee – OMF Cross-Functional Team

## Project Charter

Team Sponsor(s)	Team Lead	Type of Team	Kickoff Date	Target End Date
Thomas Lannom Jane Braaten	Abby Coppock	Standing	2002	N/A
<b>Project Purpose</b>	The OMF Diversity Development Committee helps ensure that the culture and workplaces of OMF embrace diversity and OMF employees have the tools available to practice inclusivity.			
<b>Project Definition</b>	<p>The OMF Diversity Committee is an existing committee that was created in 2002 through City Council Resolution #36035. In 2006, the OMF Diversity Development Committee merged with the OMF Affirmative Action/EEO Committee.</p> <p>The committee meets monthly to assist in OMF-wide initiatives, coordinate training events for OMF employees, and complete annual reporting requirements to the Bureau of Human Resources (BHR). The committee was instrumental in drafting and implementing the 2005-2010 OMF diversity plan.</p> <p>The Chair of the OMF Diversity Committee represents OMF at the monthly Citywide Diversity Committee, coordinated by BHR.</p>			
<b>Decision making / Scope of Authority</b>	Recommend scope and activities for the annual work plan – Level 5; authority level determined by the type of activity – Level 3, 4, or 5.			
<b>Goals and Deliverables</b>	<p>The OMF Diversity Committee’s action items for 2012 include:</p> <ul style="list-style-type: none"> <li>▪ Monitoring the percentage of OMF employees who have signed workplace expectations on harassment and discrimination, completed 2.2 training, and attended City-sponsored diversity training (On-going).</li> <li>▪ Monitoring the percentage of OMF managers who have attended City-sponsored diversity training and Rule 2.2 training (On-going).</li> <li>▪ Pilot social and cultural opportunities for OMF employees to build cross-bureau relationships, increase team work, and celebrate cultural diversity (On-going).</li> <li>▪ Coordinate with the new Office of Equity and Human Rights (On-going).</li> <li>▪ Coordinate two OMF-wide employee training events in 2012 and begin planning for training in 2013 (Spring 2012).</li> <li>▪ Review and update content for the OMF Diversity web page (Summer 2012).</li> <li>▪ Pilot a coffee hour for new OMF employees (Fall 2012).</li> <li>▪ Recommend to the OMF Leadership Team that an OMF employee survey be conducted in preparation for the next OMF Diversity Plan to identify organizational strengths, opportunities for growth, potential training topics, etc (Fall/Winter 2012).</li> </ul>			
<b>Project timeline</b>	Ongoing. The committee is awaiting direction from BHR and the Office of Equity and Human Rights on the format of future bureau diversity plans, but a new OMF Diversity Plan is expected to be drafted in the next one-two years.			
<b>Customers</b>	All OMF employees.			
<b>Cross-functionality of team</b>	Each OMF bureau has a representative on the committee. This provides the committee with a diverse perspective on issues and ensures that each bureau and division’s interests are represented. Representatives bring unique skills and bodies of knowledge that are helpful in sharing best practices across the organization.			

<b>Team members</b>	Financial Services - Peter Scherer Human Resources - Christopher Parra BIBS CityFleet – Dan Smith BIBS Facilities - Danielle Brooks BIBS P&D - Matthew Spitulski BIBS Procurement - Theresa Green BIBS Risk - Becky Chiao Revenue Bureau - Kita Xayachack Technology Services - Penelope Luedtke Business Operations - Abby Coppock (Chair) Enterprise Business Solution - Jen Clodius
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