

## PALTmed Diversity, Equity, and Inclusion (DEI) Committee Committee Charter

Date Updated: 1/23/2025

<b>Purpose</b>	The Diversity, Equity, and Inclusion (DEI) Committee is dedicated to fostering a culture of diversity, equity, inclusion, respect, and belonging in post-acute and long-term care (PALTC).
<b>Ongoing Activities, Charges, and Strategies</b>	<ul style="list-style-type: none"> <li>• Raise awareness around topics related to diversity, equity, inclusion, and belonging in post-acute and long-term care.</li> <li>• Identify and address barriers to DEI and belonging in PALTC across various dimensions, including but not limited to race, gender, ethnicity, sexual orientation, age, ability, and socio-economic background.</li> <li>• Develop and implement initiatives that enhance DEI and belonging across the various post-acute and long-term care settings.</li> <li>• Provide education and resources to promote the adoption of inclusive leadership practices in PALTC.</li> <li>• Regularly assess PALTmed’s progress in achieving goals related to DEI and belonging and make recommendations for improvement.</li> </ul>
<b>Roles and Responsibilities</b>	<p><i>Chair</i></p> <ul style="list-style-type: none"> <li>• Help structure agenda for meetings.</li> <li>• Run an effective meeting to ensure involvement of members and the advancement of activities and charges.</li> <li>• Communication with the Board liaison before and after each Board meeting to share updates from the committee and to hear about new Board initiatives. Report back to the full committee on each discussion with the Board liaison.</li> <li>• Identify, mentor, and groom the next Chair.</li> <li>• Assist with structure and selection of members.</li> </ul> <p><i>Vice Chair</i></p> <ul style="list-style-type: none"> <li>• Support the Chair to ensure responsibilities are met in a timely manner.</li> <li>• Serve as interim Chair in the absence of the Chair.</li> <li>• Recommend individuals to serve as the next Vice Chair.</li> <li>• Ascend to the position of Chair.</li> </ul> <p><i>Members</i></p> <ul style="list-style-type: none"> <li>• Be prepared and actively participate in all conference calls and meetings.</li> <li>• Work on projects as delegated by the Chair.</li> </ul>

<b>Expected Commitment</b>	<p>The committee meets quarterly via conference call.</p> <p>Members are expected to review all agenda/materials prior to each meeting and attend the conference calls as scheduled.</p> <p>The estimated monthly time commitment is 3-5 hours.</p>
<b>Committee Terms</b>	<p>All committee members serve a two-year term and are eligible for reappointment once.</p> <p>Terms run May to April.</p> <p>The Chair and Vice Chair each serve a two-year term.</p>
<b>Selection/ Appointment</b>	<p>Members are appointed by the President with input from the Chair.</p> <p>The Committee Chair and/or Vice Chair is recommended by the outgoing Chair and appointed by the President.</p>
<b>Committee Requirements</b>	<p><i>Members:</i></p> <ul style="list-style-type: none"> <li>• Express desire to serve with a special interest in diversity, equity, inclusion, and belonging in post-acute and long-term care.</li> <li>• Desire to advance the mission of PALTmed.</li> <li>• Ability to make the necessary time commitment.</li> <li>• Must be a PALTmed member in good standing.</li> <li>• Must disclose all financial relationships on an annual basis.</li> <li>• Ability to attend and actively participate in conference calls.</li> </ul> <p><i>Chair:</i></p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, when possible, the Chair should have previously served as the Vice Chair.</li> </ul> <p><i>Vice Chair:</i></p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, when possible, the Vice Chair should have previously served as a member.</li> </ul>
<b>Committee Members</b>	<p><b>Members:</b></p> <ul style="list-style-type: none"> <li>• Diane Sanders-Cepeda, DO, CMD – Chair</li> <li>• Fatima Naqvi, MD, CMD – Vice Chair</li> <li>• Elena Cabb DO</li> <li>• Jamehl Demons MD</li> <li>• M. Rosina Finley MD, BSN, CMD</li> <li>• Cheryl Huckins MD, CMD</li> <li>• Christopher Joncas MD, CMD</li> <li>• Linda Keilman DNP, GNP-BC, FAANP</li> </ul>

	<ul style="list-style-type: none"><li>• Margo Kunze RN, CDP</li><li>• Rossana (Rosie) Lau-Ng MD, CMD</li><li>• Christine Pierre MD, CMD</li><li>• Robert Russell MD</li><li>• Anshu Singh MD, CMD</li></ul>
<b>Staff Liaison</b>	Alicia Graf, M.Ed., CHES Clinical Affairs and Marketing Manager
<b>Board Liaison</b>	Diane Sanders-Cepeda DO, CMD