



STRATEGIC PLAN

2025-2030

Diversity, Equity, and
Inclusion Committee

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History and Purpose

The District Municipal Court Management Association's Diversity, Equity, and Inclusion Committee (DEI Committee) was chartered in 2022.

The DEI Committee works to ensure that the court system reflects the diverse communities it serves by promoting diversity in hiring and leadership, enhancing equity in policies and practices, and fostering an inclusive environment. The committee focuses on educating court staff, engaging with the community, and developing policies that address disparities and biases. Additionally, it monitors progress and holds courts accountable for achieving DEI goals, ensuring that all individuals are valued, respected, and have equal access to justice.

Recognizing that diversity, equity, and inclusion efforts can be broad in their scope, the committee is focused solely on those efforts that are directly the responsibility of court administration.

Vision

Ensure that court operations, policies, and administrative processes are fair, equitable, inclusive, and reflective of the diverse populations we serve.

Key Aspects of DEI in Court Administration

Diversity

- Staff Representation: Ensure that administrative staff, including clerks, managers, probation, and support personnel, reflect the community's diversity.
- Recruitment Practices: Implement recruitment strategies to attract candidates from various backgrounds.

Equity

- Equal Opportunities: Provide equal opportunities for career advancement, training, and professional development.
- Bias Mitigation: Address and mitigate both conscious and unconscious biases in hiring, promotion, and day-to-day operations.

Inclusion

- Inclusive Policies: Develop policies that promote an inclusive work environment where all employees are valued and respected.
- Cultural Competence: Enhance cultural competence among court staff to better serve diverse populations internally and externally.

Executive Summary

This strategic plan outlines the Diversity, Equity, and Inclusion (DEI) Committee's vision and initiatives for District and Municipal Court Management Association (DMCMA) from 2025 to 2030. The plan is focused solely on the administrative responsibilities of courts.

The following is a high-level overview of the Committee's Strategic Priorities and Objectives. It identifies six key strategic priorities with clear objectives, goals, timelines, and responsible entities to ensure accountability and progress.

Strategic Priority 1: Training and Development

Objective: DEI Training - Conduct regular and impactful training sessions to foster a more inclusive and equitable environment.

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Identify relevant training opportunities 2. Ensure DMCMA-sponsored education includes DEI elements	<input checked="" type="checkbox"/> Adopt	DEI and Education Committee	Ongoing

Strategic Priority 2: Policy and Procedure Review

Objective: Conduct Equity Audits – Local courts perform audits to uncover and address disparities.

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Establish evaluation criteria for equity audits 2. Develop user-friendly audit tool 3. Provide training on audit implementation for local courts	<input checked="" type="checkbox"/> Adopt	DEI Committee (possibly with a subcommittee)	3-5 Years

Strategic Priority 3: Recruitment and Hiring

Objective 1: Audit Job Descriptions

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Define evaluation criteria 2. Develop assessment tool 3. Train jurisdictions on using the tool 4. Tie into statewide job descriptions and salary schedule	<input checked="" type="checkbox"/> Consider at a later date	DMCMA with support from DMCJA	1-3 Years

Objective 2: Diverse Hiring Panels

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Train court managers on panel diversity 2. Build panel-sharing network via Courts Helping Courts	<input checked="" type="checkbox"/> Adopt and Endorse	DEI Comm, Courts Helping Courts, Regional Directors,	1 Year

Objective 3: Strengthen Outreach Programs

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Build partnerships with schools and communities 2. Launch outreach initiatives like fairs and workshops	<input checked="" type="checkbox"/> Endorse and Consider at a later date	DMCMA, DMCJA, MPA	3-5 Years

Objective 4: Establish Internship Programs

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Design internship programs with schools and communities 2. Provide mentorship and career development opportunities	<input checked="" type="checkbox"/> Endorse	Local Courts	Ongoing

Objective 5: Audit Recruitment and Hiring Policies/Procedures

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Create review toolkit 2. Implement best practices in recruitment	<input checked="" type="checkbox"/> Consider at a later date	DMCMA with support from DMCJA	1-3 Years

Objective 6: Support Equity in Compensation

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Conduct statewide compensation study 2. Educate stakeholders on leadership roles and equity issues	<input checked="" type="checkbox"/> Endorse	DMCMA, DMCJA, MPA	1 Year

Strategic Priority 4: Employee Support and Engagement

Objective 1: Develop Mentorship Programs

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Collaborate to design mentorships 2. Recommend structured framework for matching	<input checked="" type="checkbox"/> Endorse	Membership Committee with DMCMA Board support	1 Year

Objective 2: Create Employee Resource Groups (ERGs)

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Assess interest in ERGs 2. Provide support and resources for sustainability	<input checked="" type="checkbox"/> Endorse	DMCMA Executive & Membership Committee	1-3 Years, Ongoing

Strategic Priority 5: Community Engagement and Accessibility

Objective 1: Public Outreach

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Host community forums and listening sessions 2. Partner with media and organizations for awareness	<input checked="" type="checkbox"/> Endorse	DMCMA	1-3 Years

Objective 2: Procedural and Access to Justice Initiatives

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Language Access (translation, interpretation, plain language) 2. Improve wayfinding and accessibility 3. Support self-represented litigants 4. Improve disability accommodations	<input checked="" type="checkbox"/> Endorse	DMCMA	Ongoing

Strategic Priority 6: Monitoring and Accountability

Objective 1: Develop and Track DEI Metrics

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Identify Key Performance Indicators aligned with DEI goals 2. Build centralized data system for tracking	<input checked="" type="checkbox"/> Consider at a later date	DEI Committee	3-5 Years

Objective 2: Courts Conduct Regular Assessments

Goals	Adoption Recommendation	Responsible Entity	Timeline
1. Survey court staff on DEI perceptions 2. Use results to inform action plans	<input checked="" type="checkbox"/> Consider at a later date	DEI Committee	1-3 Year

Breakdown of Strategic Priorities and Objectives

Strategic Priority 1: Training and Development

Objective 1: DEI Training

Conduct regular and impactful training sessions focused on diversity, equity, and inclusion to foster a more inclusive and equitable environment.

- Goal 1: Identify relevant and meaningful training opportunities to address the specific needs and challenges of the organization.
- Goal 2: Design a comprehensive curriculum tailored to promote understanding, engagement, and actionable change in DEI practices.
- Goal 3: Develop and execute a strategic training plan to ensure consistent delivery, participation, and evaluation of DEI initiatives.

Strategic Priority 2: Policy and Procedure Review

Objective 1: Conduct Equity Audits

Perform thorough audits of existing policies and procedures to uncover and address any unintended disparities affecting specific groups.

- Goal 1: Establish clear and comprehensive evaluation criteria for conducting equity audits.
- Goal 2: Develop a user-friendly tool for courts to utilize in conducting these audits.
- Goal 3: Provide training to jurisdictions on effectively implementing the tool and interpreting results.

Strategic Priority 3: Recruitment and Hiring

Objective 1: Audit Job Descriptions

Ensure all job descriptions reflect and uphold diversity, equity, and inclusion principles.

- Goal 1: Define evaluation criteria to assess job descriptions through a DEI lens.
- Goal 2: Develop a standardized tool to assist courts in conducting these assessments.
- Goal 3: Deliver training to jurisdictions on applying the tool and aligning job descriptions with DEI objectives.

Objective 2: Diverse Hiring Panels

Foster inclusivity and minimize biases in the recruitment process by ensuring hiring panels are diverse.

- Goal 1: Provide targeted training to court managers on the importance of diversity in hiring panels and strategies to mitigate unconscious bias.
- Goal 2: Establish a network of courts willing to collaborate by sharing staff to serve on diverse hiring panels and integrate this resource into the Courts Helping Courts initiative.

Objective 3: Strengthen Outreach Programs

Collaborate with community organizations and educational institutions to build a pipeline of diverse and qualified applicants for court positions.

- Goal 1: Establish partnerships with local schools, colleges, universities, and community organizations to promote career opportunities within the courts, emphasizing roles in underrepresented areas of the judiciary.
- Goal 2: Develop targeted outreach initiatives, such as career fairs, informational workshops, and mentorship programs, to engage diverse candidates and raise awareness of the court's commitment to diversity, equity, and inclusion in hiring.

Objective 4: Establish Internship Programs

Create internship and fellowship opportunities tailored to attract and support underrepresented groups in the judicial field.

- Goal 1: Partner with educational institutions and community organizations to design and promote internship and fellowship programs targeting underrepresented demographics.
- Goal 2: Develop structured, hands-on experiences within the courts that provide mentorship, skill development, and pathways to future employment.

Objective 5: Audit Recruitment and Hiring Policies/Procedures

Review recruitment and hiring practices to ensure they do not unintentionally disadvantage specific groups.

- Goal 1: Conduct a comprehensive analysis of current recruitment and hiring policies to identify potential barriers to diversity.
- Goal 2: Implement revisions to policies and procedures, incorporating best practices to promote equitable hiring processes and outcomes.

Objective 6: Support Equity in Compensation for Court Administration and other Court Leadership Positions.

Assess current compensation structures, identify disparities, and ensure equitable, competitive compensation to attract, retain, and motivate qualified professionals.

- Goal 1: Conduct Statewide Compensation study for Court Administrators and Other Court Leadership Position.
- Educating branches of government on the complexities and responsibilities of our leadership positions. Internal equity issues with other leadership positions within the local level.

Strategic Priority 4: Employee Support and Engagement

Objective 1: Develop Mentorship Programs

Establish diverse mentorship opportunities to foster career development and enhance employee retention.

- Goal 1: Collaborate with the DMCMA Executive Committee, Court Helping Courts, and the Membership Committee to explore and design mentorship programs.

- Goal 2: Recommend a structured mentorship framework, matching mentors and mentees based on career goals, skills, and DEI principles.

Objective 2: Create Employee Resource Groups (ERGs)/ Affinity Groups

Form Employee Resource Groups to provide support, networking, and a sense of community for employees from various backgrounds.

- Goal 1: Partner with the DMCMA Executive Committee and Membership Committee to assess interest and gather input for ERG development.
- Goal 2: Support ERGs, providing resources and guidelines to ensure meaningful engagement and sustainability.

Objective 3: Develop Feedback Mechanisms

Create anonymous channels for DMCMA members to provide feedback, fostering transparency and continuous improvement.

- Goal 1: Conduct a statewide DMCMA DEI survey to gather insights on employee experiences and areas for growth.
- Goal 2: Design a customizable survey template that courts can use independently to assess and address their specific needs.

Strategic Priority 5: Community Engagement and Accessibility

Objective 1: Public Outreach

Engage with the community to understand their needs and ensure court services are accessible and responsive.

- Goal 1: Host community forums and listening sessions to gather feedback on court services and address barriers to accessibility.
- Goal 2: Partner with local organizations/media outlets to expand outreach efforts and raise awareness about available court resources and services.
- Video like Myths and Misperceptions video.

Objective 2: Procedural and Access to Justice Initiatives

Improve equitable access to court services through language access, facility improvements, and support for self-represented and disabled individuals.

- Goal 1: Language Access (Translation, Interpretation, Plain Language)- Ensure services and forms are clear and accessible.
- Goal 2: Wayfinding-Ensure court facilities and services are accessible and navigable for all individuals, including those with disabilities.
- Goal 3: Support for Self- Represented Litigants - Enhance accessibility for individuals representing themselves in court proceedings.
- Goal 4: Disability Accommodations - Strengthen disability accommodations to ensure all individuals, regardless of ability, can fully access and participate in court services and proceedings.

Strategic Priority 6: Monitoring and Accountability

Objective 1: Develop and Track DEI Metrics

Establish metrics to evaluate the effectiveness and impact of diversity, equity, and inclusion initiatives.

- Goal 1: Identify key performance indicators (KPIs) aligned with DEI objectives, such as workforce diversity, retention rates, and participation in DEI programs.
- Goal 2: Create a centralized system to collect, analyze, and report data on DEI metrics, ensuring transparency and accountability.

Objective 2: Conduct Regular Assessments

Perform consistent evaluations to understand staff perceptions of DEI efforts and uncover opportunities for improvement.

- Goal 1: Design and administer periodic surveys to capture court staff's experiences, feedback, and suggestions regarding DEI initiatives.
- Goal 2: Analyze survey results and other assessment data to develop action plans addressing identified gaps and enhancing DEI strategies.