



Diversity and Equity Standing Committee

Regular Meeting Agenda

To participate or view the virtual meeting, go to the following link: <https://zoom.us/j/97036399770>

Or you can call in using your telephone only:

- Call (toll free) 1-888-788-0099
- Enter the Access Code: 970 3639 9770
- To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

January 26, 2022 - 6:00 PM

1 ROLL CALL

2 INTENTIONS

Inspirational, spiritual, encouraging words, short reading, or prayer that sets the tone for our work: to inspire, acknowledge our collective purpose, and focus our energies as many working as one.

3 INTRODUCTIONS/PRESENTATIONS

- 3.a. Presentation from Demographic Group Youth 21 Years and Younger - Troyle Tognoli (not to exceed 5 mins.)

Recommended Action: Receive presentation

Attachments: None

4 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The City Council welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Council when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

5 APPROVAL OF MINUTES

- 5.a. Approval of the Minutes of the December 1st, 2021, Special Meeting

Recommended Action: Approve Minutes.

Attachments:

1. 20211201 DRAFT Minutes

6 UNFINISHED BUSINESS

7 NEW BUSINESS

- 7.a. Elect Vice-Chair

Recommended Action: Elect Vice-Chair of the Diversity and Equity Committee

Attachments: None

- 7.b. Approval of Letter of Support for City of Ukiah's CalTrans' Clean California Local Grant Program Grant Application

Recommended Action: Approve Letter

Attachments:

1. letter of support.docx

- 7.c. Discussion Regarding Equity Workshop/Training (not to exceed 10 mins.)

Recommended Action: Discuss Workshop/Training

Attachments: None

8 COMMITTEE REPORTS

- 8.a. Equity Action Plan (not to exceed 20 mins.)

Recommended Action: Receive report.

Attachments:

1. 3b CC Reso 2022-01 - Diversity & Equity Action Plan
2. 3b Council Action Report for 1-19-22

9 ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Equity & Diversity Committee after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.



Diversity and Equity Standing Committee
Special Meeting Agenda

To participate or view the virtual meeting, go to the following link: <https://zoom.us/j/97036399770>

Or you can call in using your telephone only:

- Call (toll free) 1-888-788-0099
- Enter the Access Code: 970 3639 9770
- To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

January 26, 2022 - 6:00 PM

Agenda Item No: 3.a.

MEETING DATE/TIME: 1/26/2022

ITEM NO: 2022-1238



AGENDA SUMMARY REPORT

SUBJECT: Presentation from Demographic Group Youth 21 Years and Younger - Troyle Tognoli (not to exceed 5 mins.)

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER: _____

ATTACHMENTS:

None

Summary:

Background:

Discussion:

Recommended Action: Receive presentation

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Equity & Diversity Committee after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.



Diversity and Equity Standing Committee
Special Meeting Agenda

To participate or view the virtual meeting, go to the following link: <https://zoom.us/j/97036399770>

Or you can call in using your telephone only:

- Call (toll free) 1-888-788-0099
- Enter the Access Code: 970 3639 9770
- To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

January 26, 2022 - 6:00 PM

Agenda Item No: 5.a.

MEETING DATE/TIME: 1/26/2022

ITEM NO: 2022-1244



AGENDA SUMMARY REPORT

SUBJECT: Approval of the Minutes of the December 1st, 2021, Special Meeting

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER: _____

ATTACHMENTS:

1. 20211201 DRAFT Minutes

Summary:

Background:

Discussion:

Recommended Action: Approve Minutes.

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Equity & Diversity Committee after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.



Equity & Diversity Committee
(Virtual Meeting)
Special Meeting
MINUTES

December 1, 2021 - 6:00 PM

1. ROLL CALL

PRESENT: Orozco, Duenas, Martinez, Gorny, Stern, Sheppard, Upadhyay, Tognoli

ABSENT: Jackson, Marston, Jones

2. INTENTIONS

3. INTRODUCTIONS/PRESENTATIONS

None

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None

5. APPROVAL OF MINUTES

a. Approval of the Minutes for the October 27th, 2021, Regular Meeting.

Motion/Second: Gorny/Tognoli to approve the minutes of the October 27th, 2021 Equity and Diversity Committee regular meeting as submitted. Motion carried by the following roll call votes: AYES: Orozco, Duenas, Morales, Gorny, Stern, Sheppard, Upadhyay NOES: None ABSENT: Jackson, Marston, Jones ABSTAIN: None

6. UNFINISHED BUSINESS

None

7. COMMITTEE REPORTS

None

8. NEW BUSINESS

a. Approval of the Equity Action Plan for the City of Ukiah with the following additions/edits:

Goal #4 – add, “identify and actively engage...”

Goal #1 and Goal #3 – add, “reflects, values, and celebrates...”

Motion/Second: Gorny/Martinez to approve the Equity Action Plan. Motion carried by the following roll call votes:

AYES: Duenas, Morales, Gorny, Stern, Sheppard, Upadhyay

NOES: None

ABSENT: Orozco, Jackson, Marston, Jones

ABSTAIN: None

8. **ADJOURNMENT**

The meeting was adjourned at 7:20 p.m.

Traci Boyl, Management Analyst to the City Manager's Office



Diversity and Equity Standing Committee
Special Meeting Agenda

To participate or view the virtual meeting, go to the following link: <https://zoom.us/j/97036399770>

Or you can call in using your telephone only:

- Call (toll free) 1-888-788-0099
- Enter the Access Code: 970 3639 9770
- To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

January 26, 2022 - 6:00 PM

Agenda Item No: 7.a.

MEETING DATE/TIME: 1/26/2022

ITEM NO: 2022-1240



AGENDA SUMMARY REPORT

SUBJECT: Elect Vice-Chair

DEPARTMENT: City Manager /
Admin

PREPARED BY: _____

PRESENTER: _____

ATTACHMENTS:

None

Summary:

Background:

Discussion:

Recommended Action: Elect Vice-Chair of the Diversity and Equity Committee

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Equity & Diversity Committee after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.



Diversity and Equity Standing Committee
Special Meeting Agenda

To participate or view the virtual meeting, go to the following link: <https://zoom.us/j/97036399770>

Or you can call in using your telephone only:

- Call (toll free) 1-888-788-0099
- Enter the Access Code: 970 3639 9770
- To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

January 26, 2022 - 6:00 PM

Agenda Item No: 7.b.

MEETING DATE/TIME: 1/26/2022

ITEM NO: 2022-1241



AGENDA SUMMARY REPORT

SUBJECT: Approval of Letter of Support for City of Ukiah's CalTrans' Clean California Local Grant Program Grant Application

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER: _____

ATTACHMENTS:

1. letter of support.docx

Summary:

Background:

Discussion:

Recommended Action: Approve Letter

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Equity & Diversity Committee after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.



January 21, 2022

Re: CalTrans' Clean California Local Grant Program

Dear Mr. Sangiacomo,

We are writing to support the City of Ukiah's application for CalTrans' Clean California Local Grant Program. The City of Ukiah's Diversity and Equity Committee, an 11-member standing committee, comprises representation from nine different demographic groups within the community. The Committee was established to promote the City's ongoing effort to reflect the community's diversity, integrate equitable public service, and promote opportunity for all. In addition, the Committee serves as a mechanism to provide ongoing engagement and input from the diversity of demographic groups present within the City of Ukiah.

We wholeheartedly support the City of Ukiah's application for CalTrans' Clean California Local Grant Program. The scope of projects within this application will truly invigorate and brighten our community, enhancing our sense of place. For example, part of the overall project is to beautify and enhance our rail trail, which spans our entire City and provides an important active transportation corridor that connects underserved populations with services, major employment centers, the historic downtown, and more.

A critical part of this application is the Community Engagement Coordinator, who will engage diverse community groups and populations in meaningful public input and volunteer work. Further, adding signage, public art, and the abatement of litter and graffiti will transform Ukiah into a beautiful, inviting city that we can all be proud of.

As representatives of the underserved, we fully support this grant application and the City's desire to create a safer, more beautiful, and livable community for all. We look forward to engaging with the City further in this work through ongoing input and volunteer support.

Please feel free to contact us if you have any questions.

Sincerely,

Darren Jackson, Diversity and Equity Chair



Diversity and Equity Standing Committee
Special Meeting Agenda

To participate or view the virtual meeting, go to the following link: <https://zoom.us/j/97036399770>

Or you can call in using your telephone only:

- Call (toll free) 1-888-788-0099
- Enter the Access Code: 970 3639 9770
- To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

January 26, 2022 - 6:00 PM

Agenda Item No: 7.c.

MEETING DATE/TIME: 1/26/2022

ITEM NO: 2022-1242



AGENDA SUMMARY REPORT

SUBJECT: Discussion Regarding Equity Workshop/Training (not to exceed 10 mins.)

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER: _____

ATTACHMENTS:

None

Summary:

Background:

Discussion:

Recommended Action: Discuss Workshop/Training

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Equity & Diversity Committee after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.

RESOLUTION NO. 2022-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ADOPTING EQUITY ACTION PLAN CREATED BY THE EQUITY AND DIVERSITY STANDING COMMITTEE AND CHANGING THE NAME OF THE COMMITTEE TO THE DIVERSITY AND EQUITY STANDING COMMITTEE

WHEREAS:

1. The City established the Equity and Diversity Standing Committee ("Committee") by Resolution 2020-50; and
2. The duties assigned to the Committee including adopting written objectives to improve diversity and equity in the City's workforce and in the provision of municipal services, developing a written Action Plan to achieve those objectives, and implementing and overseeing the Action Plan; and
3. The Committee has since developed the City of Ukiah Equity Action Plan setting forth goals and objectives to improve diversity and equity in the City's workforce and in the provision of municipal services, and the concrete steps taken to achieve those goals and objectives; and
4. The Equity Action Plan is ready for adoption by the Council; and
5. In order to explicitly set forth the Committee's intent to improve diversity and equity, the Committee has recommended that the name of the Committee be changed to the Diversity and Equity Standing Committee, and that the representative seat designated for an individual from a LGBTQA group should be changed to a LGBTQA+ group.

NOW, THEREFORE BE IT RESOLVED as follows:

1. The City Council of the City of Ukiah hereby adopts the City of Ukiah Equity Action Plan. The City of Ukiah Equity Action Plan is set forth in Attachment 1, attached hereto and by reference incorporated herein.
2. The name of the Standing Committee of the City Council known as the Equity and Diversity Standing Committee shall be changed to the Diversity and Equity Standing Committee ("Committee").
3. One member of the Committee shall be from an organization in the City of Ukiah of the Ukiah Valley, including Redwood and Potter Valleys, which serves or represents persons from the LGBTQA+ community.

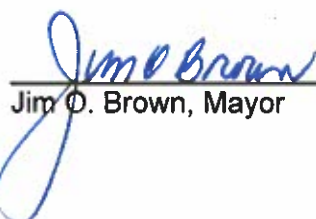
PASSED AND ADOPTED at a regular meeting of the City Council of the City of Ukiah on the 19th day of January, 2022 by the following roll call vote:

AYES: Councilmembers Orozco, Crane, Rodin, Duenas, and Mayor Brown
NOES: None
ABSENT: None
ABSTAIN: None

ATTEST:



Kristine Lawler, City Clerk/CMC



Jim O. Brown, Mayor



City of Ukiah

EQUITY ACTION PLAN

January 2022



Executive Summary

At the City of Ukiah, we understand that we have a unique responsibility to all residents as local government and public servants. We know that it is not enough to prioritize diversity. We must also prioritize equity and inclusion to create a culture where every individual and group is welcomed, respected, and provided the opportunity to participate fully. As part of the City's ongoing effort to reflect the diversity of the community we serve, integrate equitable public service, and promote opportunity for all individuals and groups, we have developed this Equity Action Plan.

MISSION/OBJECTIVE

With community engagement, develop an action plan to foster equity and diversity in the organization and our community. Review policies, practices, and procedures to promote and enhance equal participation and access to services, resources, and life opportunities and ensure our organization accurately reflects our community's diversity.

PLAN DEVELOPMENT

The City of Ukiah Equity Action Plan identifies and establishes equity objectives and goals, specific steps, and measurable indicators for each goal. In addition, the Equity Action Plan establishes accountability through an internal and external process and an annual accountability report to the Ukiah City Council to achieve a collective vision of diversity, equity, and inclusion within the organization and our community.

ASPIRATIONAL GOALS AND EXPECTED OUTCOMES

- Create and sustain a diverse, equitable, and inclusive workplace and workforce that reflects, values, and celebrates the diverse community we serve.
- Eliminate internal and external barriers to diversity, equity, and inclusion within the systems of our organization.
- Recruit, retain, and advance a community of staff that reflects, values, and celebrates the diversity of the community we serve.
- Identify and engage underrepresented communities in which to retain, expand, develop, and implement programs.
- Instill diversity, equity, and inclusion as essential core elements of policy-making, accountability, and delivery of City services.
- Ensure accountability in the implementation of goals and assessment of progress toward outcomes.

¹GOALS, STRATEGIES, AND SPECIFIC STEPS

Goal 1. Create and sustain a diverse, equitable, and inclusive workplace and workforce that reflects, values, and celebrates the diverse community we serve.

STRATEGY: Consistently, clearly, and boldly communicate that diversity, equity, and inclusion (DEI) are critical to the City's values.

CRITICAL STEPS

- Create and adopt a Diversity, Equity, and Inclusion statement
- Integrate the Diversity, Equity, and Inclusion statement into City initiatives and communication materials
- Create a schedule of recommended proclamations to celebrate the diversity of our community and educate and raise awareness of diversity, equity, and inclusion-related issues
- Create an Equity webpage on the City's website
- Create a social media and website campaign that highlights the value of the diversity of the organization

Goal 2. Eliminate internal and external barriers to Diversity, Equity, and Inclusion within the systems of our organization.

STRATEGY A: Improve access to City communication, public meetings, and essential services to remove barriers to inclusivity.

CRITICAL STEPS

- Develop a plan to improve the accessibility of public meetings
- Identify, develop, and implement strategies to improve the accessibility to including but not limited to, the City's website, social media content, program applications, and requests for proposal
- Evaluate essential services to identify strengths and identify and remedy barriers
- Provide ongoing education and training on the plans and strategies identified

STRATEGY B: Improve the organization's recruitment, development, and retention practices to remove barriers within these processes.

CRITICAL STEPS

- Review recruitment, development, and retention practices to identify barriers to employment and create a plan to reduce those barriers, including but not limited

¹ Critical Steps are organized by order, not priority.

- to the development and implementation, of a recruitment plan designed to increase employment that accurately reflects the community we serve
- Develop and implement an oversight process to ensure diversity in hiring, evaluation, and promotion
- Develop annual employee surveys that include diversity, equity, and inclusion topics and identify a review team to assess the survey, prepare a summary, and make recommendations to City leadership

Goal 3. Recruit, retain, and advance a community of staff that reflects, values, and celebrates the diversity of the community we serve.

STRATEGY: Strengthen the City to advance diversity, equity, and inclusion efforts and to provide equitable and inclusive advancement opportunities for all staff. Listen to staff, committee, commission, and Council Members and value and consider their opinions, perspectives, and actions.

CRITICAL STEPS

- Create a mentorship program to create mentoring opportunities throughout the organization
- Mandate diversity, equity, and inclusion training for all new hires during the orientation process
- Mandate biannual diversity, equity, and inclusion training for all current employees

Goal 4. Identify and actively engage underrepresented communities in which to retain, expand, develop, and implement programs.

STRATEGY: Leverage existing resources to conduct asset-mapping and develop a needs assessment with recommendations inclusive of input from underrepresented members of the community.

CRITICAL STEPS

- Coordinate with existing groups representing the diversity of the community we serve to identify the best methods for connecting with those groups
- Conduct focus groups and listening sessions
- Conduct community-wide surveys
- Provide ongoing recommendations regarding the needs assessment to City leadership

Goal 5. Instill diversity, equity, and inclusion as essential core elements of policy-making, accountability, and delivery of City services.

STRATEGY A: Increase the diversity of the City's Boards, Commissions, and Committees to accurately reflect the community we serve.

CRITICAL STEPS

- Add diversity/inclusivity questions to all board, commission, and committee applications to evaluate applicants' understanding of/and experience working within diverse groups
- Identify and implement methods of engaging and advertising employment and board/committee openings to reach a more diverse audience of potential applicants

STRATEGY B: Improve the quantity, quality, and accessibility of City programs to reflect the needs of the diverse community we serve.

CRITICAL STEPS

- Conduct a community-wide survey to assess program needs and/or interests
- Complete an inventory and analysis of existing programs to identify gaps and create a plan to reduce the identified gaps

Goal 6. Ensure accountability in the implementation of goals and assessment of progress toward outcomes

STRATEGY: Develop internal and external processes to preserve and ensure accountability in the process and implementation of goals, strategies, and critical steps to evaluate the progress to achieve the outcomes and goals and to assist in the annual accountability report to the Ukiah City Council.

CRITICAL STEPS

- Celebrate achievements
- Make recommendations for corrective action through ongoing monitoring and evaluation by the Committee

GOAL 1. Create and sustain a diverse, equitable, and inclusive workplace and workforce that reflects, values, and celebrates the diverse community we serve. <i>STRATEGY: Consistently, clearly, and boldly communicate that diversity, equity, and inclusion (DEI) are critical to the City's values.</i>			
<i>Outcomes and Actions</i>	<i>Target Date</i>	<i>Responsible Dept./Committee</i>	<i>Performance Measure</i>
Create and adopt a Diversity, Equity, and Inclusion statement	Dec. 2022	CM Office/Diversity and Equity Committee	Statement created
Integrate the Diversity, Equity, and Inclusion statement into City initiatives and communication materials	Dec. 2022	CM Office/Diversity and Equity Committee	Statement will be integrated into City initiatives and communication materials
Create a schedule of recommended proclamations to celebrate the diversity of our community and educate and raise awareness of diversity, equity, and inclusion related issues	Jan. 2022	CM Office/Diversity and Equity Committee	Schedule of recommended Proclamations received by City Council
Create an Equity webpage on the City's website	Jan. 2022	CM Office	Webpage created
Create a social media and website campaign that highlights the value of the diversity of the organization	July 2022	CM Office	Social media and website campaign created and initial roll-out has begun
GOAL 2. Eliminate internal and external barriers to Diversity, Equity, and Inclusion within the systems of the organization. <i>STRATEGY A: Improve access to City communication, public meetings, and essential services to remove barriers to inclusivity.</i>			
<i>Outcomes and Actions</i>	<i>Target Date</i>	<i>Responsible Dept./Committee</i>	<i>Performance Measure</i>
Develop a plan to improve the accessibility of public meetings	December 2022	CM Office/City Clerk	A plan created and ready for implementation

Identify, develop, and implement strategies to improve the accessibility to including but not limited to, the City's website, social media content, program applications, and requests for proposal	December 2022	CM Office	Documented strategies to improve accessibility
Evaluate essential services to identify strengths and to identify and remedy barriers	December 2022	CM Office	Documented process for essential service evaluation, including strengths and barriers, and identified remedies. Documented summary of identified barriers and action taken to remedy.
Provide ongoing education and training on the plans and strategies identified	December 2023	CM Office/HR Dept.	Summary of education and training activities related to identified strategies
GOAL 2. Eliminate internal and external barriers to Diversity, Equity, and Inclusion within the systems of the organization. STRATEGY B: Improve the organization's recruitment, development, and retention practices to remove barriers within these processes.			
Outcomes and Actions	Target Date	Responsible Dept./Committee	Performance Measure
Review recruitment, development, and retention practices to identify barriers to employment and create a plan to reduce those barriers, including but not limited to the development and implementation, of a recruitment plan designed to increase employment that accurately reflects the community we serve	July 2023	CM Office/HR Dept.	Recruitment, development, retention practices plan complete and ready for implementation.
Develop and implement an oversight process to ensure diversity in hiring, evaluation, and promotion	December 2023	CM Office/HR Dept.	Oversight process developed and implemented.
Develop annual employee surveys that include diversity, equity, and inclusion topics and identify a review team to assess the survey, prepare a summary, and make recommendations to city leadership	Jan. 2023	CM Office/HR Dept.	Annual surveys developed. The review team identified.
GOAL 3. Recruit, retain, and advance a diverse community of staff that reflects, values, and celebrates the diversity of the community we serve.			

STRATEGY: Strengthen the City to advance diversity, equity, and inclusion efforts and to provide equitable and inclusive opportunities for advancement for all staff. Listen to staff, committee, commission, and Council Members and value and consider their opinions, perspectives, and actions.			
<i>Outcomes and Actions</i>	<i>Target Date</i>	<i>Responsible Dept./Committee</i>	<i>Performance Measure</i>
Create a mentorship program to create mentoring opportunities throughout the organization	July 2022	CM Office	Program created and implemented
Mandate diversity, equity, and inclusion training for all new hires during the orientation process Mandate biannual diversity, equity, and inclusion training for all current employees	July 2022	CM Office/HR Dept.	Diversity, Equity, and Inclusion training included in new employee orientation process and diversity, equity, and inclusion training scheduled for all employees
GOAL 4. Identify and engage underrepresented communities in which to retain, expand, develop, and implement programs STRATEGY: Leverage existing resources to conduct asset-mapping and develop a needs assessment with recommendations inclusive of input from underrepresented members of the community			
<i>Outcomes and Actions</i>	<i>Target Date</i>	<i>Responsible Dept./Committee</i>	<i>Performance Measure</i>
Coordinate with existing groups representing the diversity of the community we serve to identify the best methods for connecting with those groups	December 2022	CM Office/Diversity and Equity Committee	Detailed database of identified groups and their contact info. including best ways to connect developed
Conduct focus groups and listening sessions	December 2022	CM Office/Diversity and Equity Committee	Documented summary of focus group and listening sessions
Conduct community-wide surveys	December 2022	CM Office	Documented summary of surveys and results
Provide ongoing recommendations regarding the need assessment to City leadership	December 2022	CM Office/Diversity and Equity Committee	Quarterly recommendation reports from the Ad Hoc to City leadership

GOAL 5. Instill diversity, equity, and inclusion as essential core elements of policy-making, accountability, and delivery of City services. STRATEGY A: Increase the diversity of the City's Boards, Commissions, and Committees to accurately reflect the diversity of the community we serve.			
<i>Outcomes and Actions</i>	<i>Target Date</i>	<i>Responsible Dept./Committee</i>	<i>Performance Measure</i>
Add diversity/inclusivity questions to all board, commission, and committee applications to evaluate applicants' understanding of/and experience working with diverse groups	July 2022	CM Office/City Clerk	Diversity and inclusivity questions included on all board, commission, and committee applications
Identify and implement methods of engaging and advertising employment and board/committee openings to reach a more diverse audience of potential applicants	July 2022	CM Office/HR Dept.	Identified summary of methods implemented to engage and advertise for employment and board/committee openings.
GOAL 5. Instill diversity, equity, and inclusion as essential core elements of policy-making, accountability, and delivery of City services. STRATEGY B: Improve the quantity, quality, and accessibility of city programs to reflect the needs of the diverse community we serve.			
<i>Outcomes and Actions</i>	<i>Target Date</i>	<i>Responsible Dept./Committee</i>	<i>Performance Measure</i>
Conduct a community-wide survey to assess program needs and/or interests	December 2022	CM Office	Survey with results conducted.
Complete an inventory and analysis of existing programs to identify gaps and create a plan to reduce the identified gaps	December 2022	CM Office	Analysis complete, gaps identified, and a plan to reduce the gaps ready for implementation.
GOAL 6. Ensure accountability in the implementation of goals and assessment of progress toward outcomes STRATEGY: Develop external processes to preserve and ensure accountability in the process and implementation of goals, strategies, and critical steps to evaluate the progress towards the outcomes and goals and to assist in the annual accountability report to the Ukiah City Council			
<i>Outcomes and Actions</i>	<i>Target Date</i>	<i>Responsible Dept./Committee</i>	<i>Performance Measure</i>

Celebrate achievements and make recommendations for corrective action through ongoing monitoring and quarterly evaluations by the Committee	April 2022 (ongoing)	CM Office/Diversity and Equity Committee	Quarterly progress reports and press release summarizing recommendations and achievements
---	-------------------------	--	---

GOAL 1. Create and sustain an equitable, diverse, and inclusive workplace and workforce that reflects, values, and celebrates the diverse community we serve.																											
STRATEGY: Consistently, clearly, and boldly communicate that diversity, equity, and inclusion (DEI) are critical to the City's values																											
			2022												2023												
Outcomes and Actions	Responsible Dept./Committee	Performance Measure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Status/Notes
Create and adopt a Diversity, Equity and Inclusion statement	CM Office/Diversity and Equity Committee	Statement created																									
Integrate the Diversity, Equity, and Inclusion statement into City initiatives and communication materials	CM Office/Diversity and Equity Committee	Statement will be integrated into City initiatives and communication materials																									
Create a schedule of recommended proclamations to celebrate the diversity of our community and educate and raise awareness of diversity, equity, and inclusion related issues	CM Office/Diversity and Equity Committee	Schedule of recommended Proclamations received by City Council																									
Create an Equity webpage on the City's website	CM Office	webpage created																									
Create a social media and website campaign that highlights the value of the diversity of the organization	CM Office	Social media and website campaign created and initial roll-out has begun																									
GOAL 2. Eliminate internal and external barriers to Diversity, Equity, and Inclusion within the systems of the organization.																											
STRATEGY A: Improve access to City communication, public meetings, and essential services to remove barriers to inclusivity.																											
			2022												2023												
Outcomes and Actions	Responsible Dept./Committee	Performance Measure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Status/Notes
Develop a plan to improve the accessibility of public meetings	CM Office/City Clerk	A plan created and ready for implementation																									
Identify, develop, and implement strategies to improve the accessibility to including but not limited to, the City's website, social media content, program applications, and requests for proposal	CM Office	Documented identified strategies implemented																									
Evaluate essential services to identify strengths and to identify and remedy barriers	CM Office	Documented process for essential service evaluation, including strengths and barriers, and identified remedies. Documented summary of identified barriers and action taken to remedy.																									
Provide ongoing education and training on the plans and strategies identified	CM Office/HR Dept.	Summary of education and training activities related to identified strategies																									
GOAL 2. Eliminate internal and external barriers to Diversity, Equity, and Inclusion within the systems of the organization.																											
STRATEGY B: Improve the organization's recruitment, development, and retention practices to remove barriers within these processes.																											
			2022												2023												
Outcomes and Actions	Responsible Dept./Committee	Performance Measure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Status/Notes
Review recruitment, development, and retention practices to identify barriers to employment and create a plan to reduce those barriers, including but not limited to the development and implementation, of a recruitment plan designed to increase employment that accurately reflects the community we serve	CM Office/HR Dept.	Recruitment, development, retention practices plan complete and ready for implementation.																									
Develop and implement an oversight process to ensure diversity in hiring, evaluation, and promotion	CM Office/HR Dept.	Oversight process developed and implemented.																									
Develop annual employee surveys that include diversity, equity, and inclusion topics and identify a review team to assess the survey, prepare a summary, and make recommendations to city leadership	CM Office/HR Dept.	Annual surveys developed. The review team identified.																									
GOAL 3. Recruit, retain, and advance a community of staff that reflects, values, and celebrates the diversity of the community we serve.																											
STRATEGY: Strengthen the City to advance diversity, equity, and inclusion efforts and to provide equitable and inclusive opportunities for advancement for all staff. Listen to City staff, committee, commission, and Council members, and value and consider their opinions, perspectives, and actions.																											
			2022												2023												
Outcomes and Actions	Responsible Dept./Committee	Performance Measure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Status/Notes
Create a mentorship program to create mentoring opportunities throughout the organization	CM Office	Program created and implemented																									
Mandate diversity, equity, and inclusion training for all new hires during the orientation process	CM Office/HR Dept.	Diversity, Equity, and Inclusion training included in new employee orientation process and diversity, equity, and inclusion training scheduled for all employees																									
Mandate biannual diversity, equity, and inclusion training for all current employees																											
			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			

GOAL 4. Identify and actively engage underrepresented communities in which to retain, expand, develop, and implement programs																												
STRATEGY: Leverage existing resources to conduct asset-mapping and develop a needs assessment with recommendations inclusive of input from underrepresented members of the community																												
Outcomes and Actions	Responsible Dept./Committee	Performance Measure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Status/Notes	
Coordinate with existing groups representing the diversity of the community we serve to identify the best methods for connecting with those groups	CM Office/Diversity and Equity Committee	Detailed database of identified groups and their contact info. including best ways to connect developed																										
Conduct focus groups and listening sessions	CM Office/Diversity and Equity Committee	Documented summary of focus group and listening sessions																										
Conduct community-wide surveys	CM Office	Documented summary of surveys and results																										
Provide ongoing recommendations regarding the need assessment to City leadership	CM Office/Diversity and Equity Committee	Quarterly recommendation reports from the Ad Hoc to City leadership																										
GOAL 5. Instill diversity, equity, and inclusion as essential core elements of policy-making, accountability, and delivery of City services.																												
STRATEGY A: Increase the diversity of the City's Boards, Commissions, and Committees to accurately reflect the diversity of the community we serve.																												
Outcomes and Actions	Responsible Dept./Committee	Performance Measure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Status/Notes	
Add diversity/inclusivity questions to all board, commission, and committee applications to evaluate applicants' understanding of/and experience working with diverse groups	CM Office/City Clerk	Diversity and inclusivity questions included on all board, commission, and committee applications																										
Identify and implement methods of engaging and advertising employment and board/committee openings to reach a more diverse audience of potential applicants	CM Office/HR Dept.	Identified summary of methods implemented to engage and advertise for employment and board/committee openings.																										
GOAL 5. Instill diversity, equity, and inclusion as essential core elements of policy-making, accountability, and delivery of City services.																												
STRATEGY B: Improve the quantity, quality, and accessibility of city programs to reflect the needs of the diverse community we serve.																												
Outcomes and Actions	Responsible Dept./Committee	Performance Measure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Status/Notes	
Conduct a community-wide survey to assess program needs and/or interests in the community	CM Office	Survey with results conducted.																										
Complete an inventory and analysis of existing programs to identify gaps and create a plan to reduce the identified gaps	CM Office	Analysis complete, gaps identified, and a plan to reduce the gaps ready for implementation.																										
GOAL 6. Ensure accountability in the implementation of goals and assessment of progress toward outcomes																												
STRATEGY: Develop external processes to preserve and ensure accountability in the process and implementation of goals, strategies, and critical steps to evaluate the progress towards the outcomes and goals and to assist in the annual accountability report to the Ukiah City Council																												
Outcomes and Actions	Responsible Dept./Committee	Performance Measure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Status/Notes	
Celebrate achievements and make recommendations for corrective action through ongoing monitoring and quarterly evaluations by the Committee	CM Office/Diversity and Equity Committee	Quarterly progress reports and press release summarizing recommendations and achievements																										
			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter				



City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: Presentation of the City of Ukiah Equity Action Plan and Approval of a Resolution Adopting the Equity Action Plan Created by the Equity and Diversity Standing Committee and Changing the Name of the Committee to the Diversity and Equity Standing Committee.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER: Traci Boyl, Management Analyst

ATTACHMENTS:

1. Equity Action Plan & Wrksht
2. Resolution Adopting Equity Action Plan and Changing Committee Name (2)

Summary: The City Council will receive a presentation and consider approving the Resolution adopting the City of Ukiah Equity Action Plan created by the Equity and Diversity Standing Committee and changing the name of the Committee to the Diversity and Equity Standing Committee.

Background: The City of Ukiah declared a commitment to diversity, equity, and inclusion on July 1, 2020, when the City Council established an Equity and Diversity Ad Hoc committee to ensure a comprehensive approach to continue the forward progress and evolution of our agency and services.

Then, on October 7, 2020, the City Council further established this commitment to diversity, equity, and inclusion when the Ad Hoc was dissolved and City Council adopted Resolution 2020-59 to establish an eleven (11) member Equity and Diversity Standing Committee. The Committee was tasked with developing a written Action Plan to improve diversity, equity, and inclusion within the City workforce and in providing municipal services, to oversee the implementation of the Action Plan, to provide an annual review, and to propose revisions to the Action Plan as necessary.

The City of Ukiah Equity and Diversity Committee has been meeting on a regular, monthly basis since its formation in 2020, and has actively participated in numerous diversity, equity, and inclusion-related discussions and training. The Committee has received input from various demographic groups represented on the Committee, engaged in informative presentations from many of the City's departments including, Police, Fire, Community Development, Community Services, and the City Manager's Office, and has been actively participating in the City's 2040 General Plan update. The Committee has actively engaged and assisted City staff in the development of several equity-related initiatives and projects for the City of Ukiah, including the development of a schedule of diversity, equity, and inclusion-related proclamations accepted by the City Council on November 17, 2021, a resolution to officially designate the second Monday in October each year as Indigenous People's Day in the City of Ukiah adopted by the Ukiah City Council on October 6, 2021, and an Equity webpage on the City's website.

Discussion: With input from City staff, consideration of the scope of the City's influence and authority, and special consideration of the unique challenges and needs of the whole community, the Committee developed an Equity Action Plan (Attachment 1). The plan identifies and establishes equity objectives and goals, specific steps, and measurable indicators for each goal.

On December 13, 2021, at their regularly scheduled meeting, The City's Executive Leadership Team received