



## Diversity and Equity Standing Committee

Special Meeting Agenda

*(to be held both at the physical and virtual locations below)*

**Ukiah Valley Conference Center  
200 South School Street, Ukiah, CA 95482**

**To participate or view the virtual meeting, go to the following link:**  
<https://us06web.zoom.us/j/99995172194>

**June 22, 2022 - 6:00 PM**

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### 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 **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

The Diversity and Equity Committee welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Committee 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.

### 4 **MONITORING THE IMPLEMENTATION OF THE EQUITY ACTION PLAN BY OBJECTIVES AND PERFORMANCE MEASURES**

#### 4.a. Ad Hoc Report on the Equity Action Plan

***Recommended Action: Receive report.***

Attachments:

1. June Monthly Progress Reports

### 5 **PRESENTATIONS**

#### 5.a. City of Ukiah Human Resources Department Workshop

***Recommended Action: Receive Presentation and Participate in Workshop Discussion***

Attachments: None

### 6 **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 Diversity and Equity Standing 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.



# AGENDA SUMMARY REPORT

**SUBJECT:** Ad Hoc Report on the Equity Action Plan

**DEPARTMENT:** City Clerk

**PREPARED BY:** Traci Boyl, Management Analyst

**PRESENTER:** \_\_\_\_\_

**ATTACHMENTS:**

- 1. June Monthly Progress Reports

**Summary:** Committee will receive report from the Ad Hoc on the implementation and oversight of the Equity Action Plan (Attachment 1).

**Background:**

**Discussion:**

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**Recommended Action:** Receive report.

# Equity Action Plan

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JUNE 6, 2022

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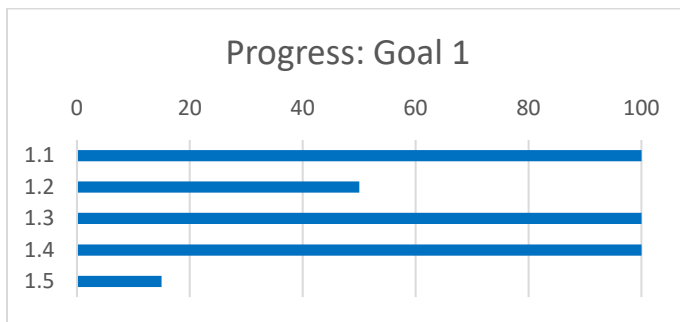
City of Ukiah, Diversity & Equity Committee



**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

1.1	Create and adopt a Diversity, Equity and Inclusion statement	CM Office/Diversity and Equity Committee	Statement created	12/22	100%
1.2	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	12/22	50%
1.3	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	12/11	100%
1.4	Create an Equity webpage on the City's website	CM Office	webpage created	12/22	100%
1.5	Create a social media and website campaign that highlights the value of the diversity of the organization	CM Office	Social media and website campaigns created and initial roll-out has begun	7/22	15%



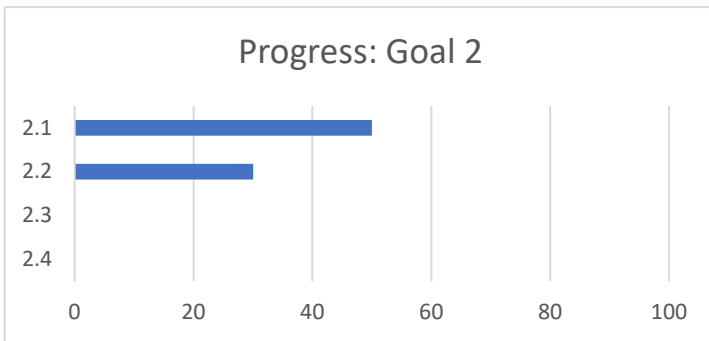
**Notes:**

<p><b>June 22</b></p> <p><b>1.1 Statement created and approved by DEI 3/22</b></p> <p><b>1.2 Inclusion statement being integrated into a number of communication materials: email signature lines, applications, website and social media</b></p> <p><b>1.3 Schedule of recommended proclamations received by City Council</b></p> <p><b>1.4 Webpage created</b></p> <p><b>1.5 Social media and website campaign created and initial roll-out has begun</b></p>
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**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.**

2.1	Develop a plan to improve the accessibility of public meetings	CM Office/City Clerk	Plan created and ready for implementation	07/23	50%
2.2	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	07/23	30%
2.3	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.	07/23	0%
2.4	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	12/23	0%



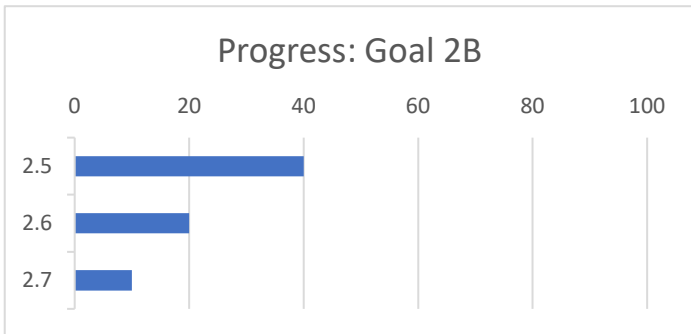
**Notes:**

<p><b>June 22</b></p> <p><b>2.1 All Committee and Council Meetings now available in hybrid format</b></p> <p><b>2.2 City's website is being updated to include accessibility functions, social media content and applications are being translated into Spanish</b></p> <p><b>2.3 N/A</b></p> <p><b>2.4 N/A</b></p>
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**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.**

2.5	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.	07/23	40%
2.6	Develop and implement an oversight process to ensure diversity in hiring, evaluation, and promotion	CM Office/HR Dept	Oversight process developed and implemented.	12/22	20%
2.7	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 survey developed. The review team identified.	12/11	10%



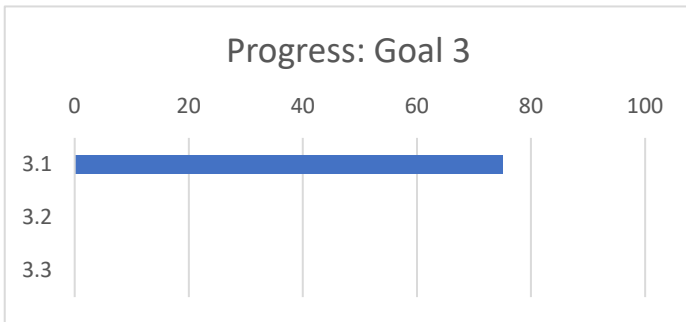
**Notes:**

<p><b>June 22</b></p> <p><b>2.5 Internal team (five members – HR, CM Office, Finance, PW, PD mid-management level) meeting regularly and have begun plan draft</b></p> <p><b>2.6 Internal team formed (see 2.5)</b></p> <p><b>2.7 Survey draft developed</b></p>
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**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.

3.1	Create a mentorship program to create mentoring opportunities throughout the organization.	CM Office	Program created and implemented	07/23	75%
3.2	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	07/23	0%
3.3	Mandate biannual diversity, equity, and inclusion training for all current employees	CM Office/HR Dept.		07/23	0%



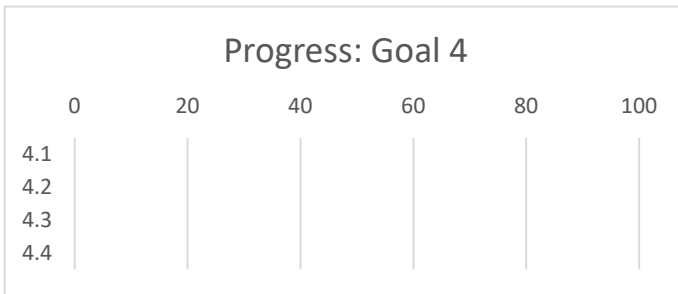
**Notes:**

<p><b>June 22</b>  <b>3.1 Mentorship program created</b>  <b>3.2 N/A</b>  <b>3.3 N/A</b>  <b>1.6 Social media and website campaign created and initial roll-out has begun</b></p>
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**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.

4.1	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	12/22	0%
4.2	Conduct focus groups and listening sessions	CM Office/Diversity and Equity Committee	Documented summary of focus group and listening sessions	12/22	0%
4.3	Conduct community-wide surveys	CM Office	Documented summary of surveys and results	12/22	0%
4.4	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	12/22	0%



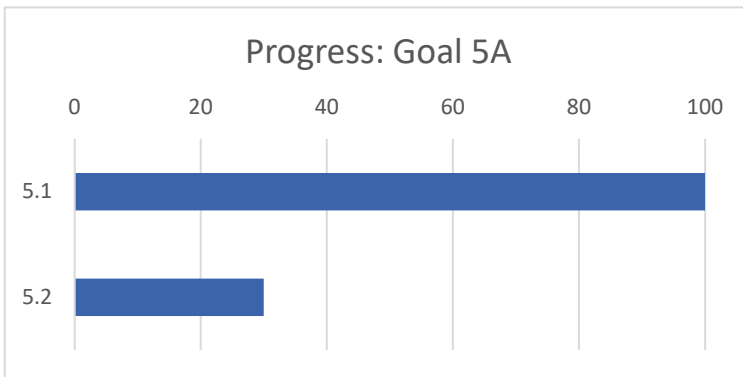
**Notes:**

<p><b>June 22</b>          4.1 N/A          4.2 N/A          4.3 N/A          4.4 N/A</p>
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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.

5.1	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	07/22	100%
5.2	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.	07/22	30%



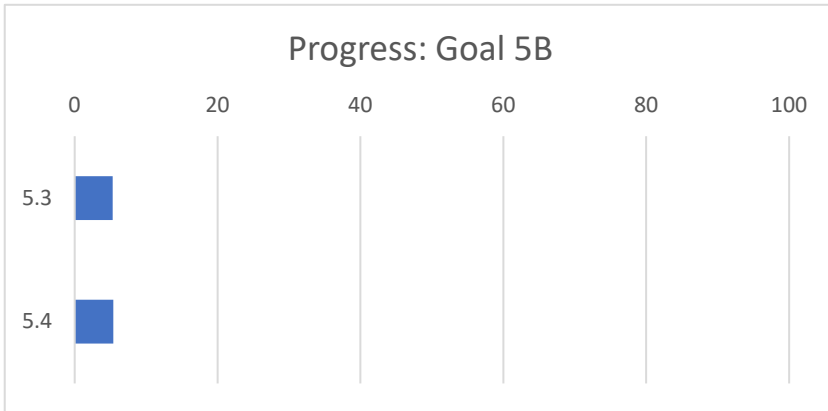
**Notes:**

**June 22**  
**5.1** Inclusion questions added to all boards, commissions, and committee applications  
**5.2** Internal employee team have identified methods for increasing a diverse audience of potential applicants (summary of methods to be discussed at the upcoming workshop June 22, 2022)

**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.**

5.3	Conduct a community-wide survey to assess program needs and/or interests in the community	CM Office	Survey with results conducted	12/22	0%
5.4	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.	12/22	0%



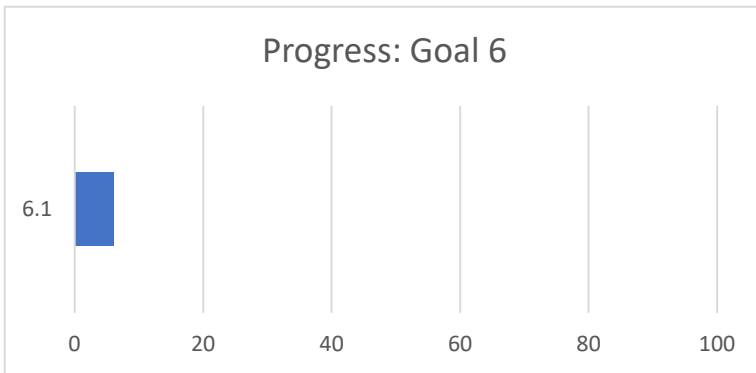
**Notes:**

<p>June 22          5.1 N/A          5.2 N/A</p>
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**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

6.1	Celebrate achievements and make recommendations for corrective action through ongoing monitoring and quarterly evaluations by the Ad Hoc	CM Office/Diversity and Equity Committee	Quarterly progress reports and press releases summarizing recommendations and achievements	04/22	12.5%
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**Notes:**

June 22  
 6.1 First press report released 4/22

## **NOTES:**

### **May 2022**

- **Diversity, Equity, and Inclusion priorities are incorporated into the City Council's Strategic Plan (Strategic Plan updated and adopted with the annual budget each year)**
- **Police Chief assisted in the facilitation and coordination of the Lake and Mendocino County First Responder Autism Seminar (engaging underrepresented populations to improve services)**
- **Police Department is providing recruitment flyers in English and Spanish**
- **PD created a process for improving response to persons with access and functional needs**
- **Fire Department created living/sleeping quarters to accommodate all genders**
- **Community Development held Housing Element workshops and CDBG utility assistance workshops in Spanish; provided child care as well**
- **Developing a needs assessment related to parks and recreation**
- **Applied for and received Outdoor Equity Grant to develop parks in underrepresented communities**



## AGENDA SUMMARY REPORT

**SUBJECT:** City of Ukiah Human Resources Department Workshop

**DEPARTMENT:** City Clerk

**PREPARED BY:** Traci Boyl, Management Analyst

**PRESENTER:**

**ATTACHMENTS:**

None

**Summary:** Committee will receive a presentation from the City of Ukiah Human Resources Department and participate in a workshop discussion.

**Recommended Action:** Receive Presentation and Participate in Workshop Discussion