



CITY OF
**EAU
CLAIRE**

BIPOC Steering Committee

Agenda

November 30, 2023 6:30 P.M.

North Conference Room, 203 S. Farwell Street, Eau Claire, WI 54701

1. Approve minutes from October meeting
2. Open Public Comment
3. JEDI Group Update on Progress and Efforts
4. Discussion of climate survey practices
6. Set up the date and time for the next meeting
7. Adjournment and Sub-Committees convening



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BIPOC Steering Committee

Meeting Minutes

October 26, 2023 6:30 P.M

North Conference Room 203 S. Farwell Street, Eau Claire, WI 54701

Present Members: Atkins, Tj, Butler, Tamisha, Davis, Marquita, M.P.H., Hill, Antoine, Jackson, Stacey, Dr. Johnson, TaNevia, Jones, JD, Lee, Caitlin, Lindstrom, Claire, Lopez, Katia, Martinez, Efren Mitchell, Erica, Stephens, Leslie, Vang, Addison, Vue, Nou Chi, Woods, Charles, Xiong, Lar Kong Xiong, May, Yang, Dang co-chair

Absent: Middleton, Berlye co-chair

Staff: Stephanie Hirsch, Anoosheh Hamzehee, Nick Koerner, Danya Morman, Carrie Riepl

1. Introduction
2. The minutes from the September meeting were discussed. It was noted that there was a spelling error in TJ's last name, which should be corrected to Atkinson.
3. ARPA timeline explained by the City Manager. \$800,000 has to be allocated by December 2024 and has to be utilized by end of 2026,

It is suggested that the time line appear on the agenda every time.

Q: Does the process need to be approved every time before expenditure?

A: The entity who approves it would be the City Council

4. JEDI report presented by Carrie: (The report is attached)
 - Discussion included City and community policy responsibility, potential lack of support from the City for JEDI leadership, the labor-intensive nature of this work, and tools like the IDI for assessing cultural competency.

-City Manager asked to provide the Strategic plan
-What are current EDI talks and trainings in the city:
CM: Reading a book on EDI, monthly EDI meeting, Supervisor training by Jodi

5. Sub-committee structure in charge:

2 overarching issues:

1- within city recommendation

2. City wide, community:

Suggested to have 2 sub- committees.

- The possibility of individuals being members of both subcommittees was discussed, and an email will be sent to members to choose between the two committees.
- The objective is to identify the current status of the City and the community, review existing recommendations, and update them based on current needs.

6. Bylaws for virtual passed

7. HR:

- Consideration of EDI skillset in job descriptions was discussed.
- Efforts to hire from different groups, including outreach to affinity groups, were noted.
- Panel interviewers' training on EDI issues was discussed.
- Use of a scoring rubric in the hiring process was confirmed.
- Q: why nepotism policy changed?
- A: they don't have to say how related they are, it's still asked but only HR can see it to make sure the related ones are not in chain of commands.

Follow ups:

-questions members might have for the city can be forwarded to the Chairs
-Subcommittee membership interest
-Send an email about the hours of the meeting

Adjournment:

The meeting was adjourned at 9:00 pm

JEDI group report : [REDACTED]

I apologize for not being able to attend this evening but did want to provide an update on JEDI for you all. If any questions arise please feel free to email me and I can answer those questions directly or in an additional summary for the committee.

When Dr. Briggs was with the City she created the JEDI team that had approximately 20 people or more in the overall group, after about a year there were 4 subcommittees that were created, Organizational Culture, Education, Policies, and a Community Outreach group. The overall team chose which of these subcommittees they wanted to be a part of.

When Dr. Briggs announced her departure all subcommittees fell to the wayside with the exception of the JEDI: Organizational Culture workgroup.

The JEDI: Org Culture subcommittee is the only one that continues to meet and continues to work on bringing new initiatives to the City based on information we have collected from our peers. Currently our Org Culture workgroup consists of six employees that want to see an improvement in the organizational culture within the city and have a strong stance on the group continuing to push forward.

Some items the Organizational Culture workgroup has done:

- 2022 Employee Survey
- 2023 MLK Day in service training session
- Mentorship Program

Items our group is continuing to discuss to create further initiatives:

- CliftonStrengths assessments for employees
- Training lists and communication
- Review process/360 reviews

All initiatives that are talked about in the Org Culture workgroup were brought about by information provided to us in the 2022 Employee Survey and are things our employees were passionate about wanting for themselves throughout the city.

Our MLK day in service training was focused around CliftonStrengths and how it takes all sorts of different strengths to benefit one task and how knowing that information strengthens the team. We are also looking into bringing CliftonStrengths assessment to all city employees so that the teams can utilize the information to become efficient and also make sure that team members are given tasks that are not only in their wheelhouse but also something they enjoy doing making the overall team more efficient and happy as well.

The mentorship program has been going for about 4 months now, we have had a 90 day check in with both the mentees and the mentors and all are getting what they were hoping too out of the program. The pairings are focused solely on what the mentee was hoping to get whether that is broader information about how the city works, advancement opportunities or just a need for more support. We currently have 13 different mentor/mentee pairings in our mentorship program at the moment.

Again, please let me know if there are follow up questions or additional questions that I can answer.

Subcommittee Charge

On October 26, 2023, the BIPOC Steering Committee unanimously approved two subcommittees. The first subcommittee will focus on the City of Eau Claire Government and its respective employees and operations. The second subcommittee will focus on the City of Eau Claire Community. Each subcommittee will have the following charge.

1. City of Eau Claire Government Subcommittee
 - a. Definition: applicable for any organization and department under the oversight of the City of Eau Claire City Council.
 - b. Deliverables. By the end of the subcommittee's work, they will...
 - i. Identify recommendations to foster a welcoming and inclusive government.
 - ii. Identify how (and if) funding priorities are needed to support these recommendations.
 - c. Expectations
 - i. By the end of the BIPOC Steering Committee efforts, the subcommittee should feel confident that they have a generalizable understanding of the equity, diversity, and inclusion needs and opportunities of the city government
 - ii. The subcommittee should identify standing norms & expectations for their operations.
 - iii. The subcommittee will offer multiple methods of participation
 - iv. The subcommittee should come prepared to share highlights of their progress at each monthly meeting & identify at least one item that the subcommittee may need guided feedback on from the large group.
 - v. The subcommittee should select a co-chair for the subcommittee. Berlye Middleton and Dang Yan will serve as co-chairs on the subcommittees, as well.
 - vi. All communication between subcommittee and full committee members must be directed through a City of Eau Claire representative (Anoosheh). Note: messages are created by the subcommittee and delivery of messages will be facilitated through the City of Eau Claire.
 - vii. All meetings and operations are subject to open meetings laws.
2. City of Eau Claire Community Subcommittee
 - a. Definition: applicable for any business, organization, agency, person, or group living or operating within the City of Eau Claire city limits.
 - b. Deliverables. By the end of the subcommittee's work, they will...
 - i. Identify recommendations to foster a welcoming and inclusive government.
 - ii. Identify how (and if) funding priorities are needed to support these recommendations.
 - c. Expectations
 - i. By the end of the BIPOC Steering Committee efforts, the subcommittee should feel confident that they have a generalizable understanding of the equity, diversity, and inclusion needs and opportunities of the city government
 - ii. The subcommittee should identify standing norms & expectations for their operations.
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