

Thursday, June 22, 2023**6:00 PM****McFarland Municipal Center**
*Community Room***AGENDA**

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/89238174078>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 892 3817 4078

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to communications@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes from the March 20, 2023 meeting.

4. BUSINESS.

- a. Discussion and recommendation on the creation of a Diversity, Equity, and Inclusion position.
- b. Discussion and recommendation on revisiting the approved "Religious Holidays and Government Meetings for 2023" document.
- c. Discussion of event development topics with the DEI S.M.A.R.T. goals.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, July 17, 2023 at 6 p.m. in the McFarland Municipal Center.

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

Diversity, Equity, and Inclusion Committee Minutes

Monday, March 20, 2023 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Chair Stephanie Brassington called the regular meeting of the Diversity, Equity, and Inclusion Committee to order at 6:02 p.m. in the Community Room of the McFarland Municipal Center.

Members present: Stephanie Brassington, Edward Wreh (Departed around 7 p.m., prior to the meeting's adjournment), Monica Bruce, Mona Nelson, Maya Thompson, Miguel Pena.

Members not present: Angela Bazan

Staff present: Stephanie Miller

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to communications@mcfarland.wi.us to be included as part of the meeting.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

Ed Wreh, 6139 Meadowsweet Trail, made some announcements on behalf of Angie Bazan and her initiative to find a student replacement for Member Maya Thompson; a group of residents planning a Pride parade/event at Arnold Larson Park are planning to approach the DEI Committee to talk about it and share information; McFarland Equity Project (MEP) is also planning an event in June for Juneteenth and will reach out to the DEI Committee as well.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the meeting held on February 20, 2023.*

Motion by Village Trustee Stephanie Brassington, seconded by Member Mona Nelson, to approve the minutes of the meeting held on February 20, 2023. Motion carries 5 - 0 - 0 by acclamation. Let the minutes show that Monica Bruce was late to the meeting, therefore her vote was not counted.

4. BUSINESS.

a. Discussion of data collection for the annual McFarland equity audit.

Stephanie Miller presented findings for the annual McFarland Equity Audit. The last time the data was collected was in 2021 and approved in 2022 with the final acceptance of the report provided by Dr. Rainey Briggs and Percy Brown, Jr. The data collection involved stats from nearly every Village Department as well as the McFarland School District. For this item, the committee went through page by page discussing the findings.

- Background and Purpose
- Residential Data
 - Found "Total Number of Homeowners" and "Single Family Homes" confusing.
- Residential Data: Home Ownership
 - Black homeowners listed as 0 - incorrect.
 - 2 or More Races - how is this collected?
 - Data validation - how can we get this?
 - Census collection - seems suspicious.
 - Other demographics would be helpful.
 - Member Ed Wreh proposed postponing the discussion to allow staff to reevaluate the entire report.
 - Issues within the document were noted.
- Residential Demographics
 - Request to change the colors between American Indian and Black. They look too similar.
 - White population was separated from the rest due to the drastic difference in numbers.
 - The committee questioned the accuracy of the data. There are major jumps from year to year that do not seem correct.
 - Trust issues.
 - Miller encouraged members to consider how they want to use this information, if they do, for the future.
- Business Ownership
 - Information has never been collected prior. The Community & Economic Development Department does not collect it.
 - Request to collect business information moving forward.
- Village Construction: Contract Bids
 - Slightly confused by "Village Construction." Indicate that it's solely for municipal construction, for example, roads.
 - Start asking for demographics, but more specific. The state does this.
 - Concern that most likely would get the CEO or higher up responding, which might not represent the specific organization.
 - Add something like the "Responsible bidder" language.
- Police Department Data
 - Data is for residents and non-residents.
 - Some of the data also could be multiple offenses by the same person.
 - Why can't they collect Hawaiiin/Pacific Islander? Keeps it consistent across all data collection.

- Do we have to collect the minimum data that the census does?
- Is it ok to ask a person to disclose if they have a disability or not? Ex: dyslexia or deaf.
- Can we consider language barrier? What if English isn't their primary language?
- What is the purpose of this data for us to use?
 - This is important for a reactive and proactive approach.
- Citations and Requests: this requires address, so how can we say we can't provide McFarland?
- Specific arrest types desired, example: mental health crisis.
- Age demographics desired.
- "Pulse Point" app.
- Police provides an annual report with this type of data in more depth.
- Fire & Rescue Department Data
 - A lot of information is not collected because of the time and urgency of calls made.
 - Would like to know age demographics.
- Village Parks.
 - Heat map of spending would be helpful. This would show where dollars are being allocated within the community.
- Senior Outreach Services
 - Miller discussed differences of why certain years were collected or not.
 - What "N/A" versus "Unknown" represents.
 - After age 60, clients are not noted for disability.
- School District
 - Provided by Melissa Pfohl from McFarland School District.
 - Individuals and breakdown of students. What determines "proficient in reading" or not?
 - Context from district on decreased referrals.
 - Police calls to students/arrests - need to be more specific.
 - Mental health crisis data requested.
 - School District - gender categories are important.

b. Discussion of event development topics within the DEI S.M.A.R.T. goals.

Due to Trustee Ed Wreh's early departure from the meeting, the committee agreed to postpone discussion on upcoming events, in particular, the events mentioned during public appearances (Pride & Juneteenth).

Stephanie Miller and Chair Stephanie Brassington provided a brief update for the approval of the written land acknowledgment between the Village Board and School Board. No date for that meeting was set, but Miller stated she would reach out to the committee once decided.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, April 17, 2023 at 6 p.m. in the McFarland Municipal Center.

6. ADJOURNMENT.

Motion by Member Maya Thompson, seconded by Member Monica Bruce, to adjourn at 7:41 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Stephanie R. Miller
Director of Communications and Technology

McFarland
SUMMARY SHEET

MEETING DATE: Thursday, June 22, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist, Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion and recommendation on the creation of a Diversity, Equity, and Inclusion position.

PREVIOUS ACTION:

- The Committee of the Whole discussed this topic at its meeting on January 10, January 24, and March 14, 2023.
- The Committee of the Whole referred drafting a position description for creation of a DEI related position to the DEI Committee on June 13, 2023.

ISSUE SUMMARY:

As part of the 2023 Budget, the Village Board approved funding for a Diversity, Equity and Inclusion related position. In the 1st quarter of the year, the Village Board spent a couple meetings reviewing different DEI related tasks and how those tasks are currently being performed by the Village using existing allocated resources. At the last Committee of the Whole meeting, the Board referred the creation of the position description to the Diversity, Equity and Inclusion Committee to build out.

Attached is the report that was provided by departments as background as well as the original 2020 resolution passed to advance racial equity, social justice, diversity and inclusion within the Village. Staff took job duties from discussions had by the Village Board and sample position descriptions from other communities, and put together a preliminary job description for the Committee to begin its work from. This draft position is presented to provide an idea of what tasks similar positions perform that may fit the Village's needs and general direction; however, the DEI Committee can revise these duties to fit what it envisions the position to be in order to meet the needs of the community. It is important to note, some of the elements of the position description have not been drafted. Staff recommends DEI split the work of the job description into two phases:

Phase 1 -The process of building out a position description always begins with creation of essential job duties. The Committee should focus its initial work on identifying the essential duties the role will perform. Essential job duties are not intended to be an all-encompassing list of specific tasks the role will fill, but an overview of the work that will be performed. The duties should be concise, uniform and be straightforward.



Phase 2 - Once the essential duties are built out, the committee can work through the rest of the elements of the position description:

- *Job Overview* - This includes Job Title, Department, Grade, Employment Status. (Note: The HR Generalist will perform an FLSA determination and provide the appropriate FLSA Status & The Personnel Committee will grade the position).
- *Scope of Work* - This section provides a high-level overview of the role, level and scope of responsibility. Generally, this section should be three or four sentences and be concise.
- *Requirements of Work* - This section contains information related to education and experience. Both required/preferred education and experience should be based on the requirements of the position that are job-related and consistent with the Village's needs.
- *Knowledge, Ability and Skill* - This section outlines knowledge, skills and abilities needed to successfully fulfill the job duties.
- *Necessary Special Requirements* - This section would outline any special requirements needed to fulfill the position.
- *Physical Demands* - The physical demands currently proposed in the job description are the standard demands we use for positions that mainly conduct their work in an office setting.

Once completed, the Committee will refer the draft position description to the Village Board for additional review and collaboration.

FINANCIAL/BUDGET IMPACT:

Funding for the position is contained within the 2023 Budget.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion.

ATTACHMENTS:

1. Diversity and Communications Position Description - 06.15.2023 - FINAL DRAFT comments
2. Communications and Diversity Strategist 2020 (Sun Prairie)
3. Job Bulletin - Accessibility & Equity Manager
4. Job Bulletin - REDI Manager
5. McF School District Equity- Director of Equity March 2023 DRAFT
6. Diversity Equity Inclusion Director (PDF) - Nantucket



7. McFarland DEI Task Management 03092023 mgs (1)
8. 2020-14 To Advance Racial Equity, Social Justice, Diversity, and Inclusion within the Village of McFarland

JOB OVERVIEW	
Job Title	TBD
Department	TBD
Grade	TBD
Employment Status	☐ Full-time ☐ Part-time ☐ Limited Term Employment (LTE)
FLSA Status	☐ Exempt ☐ Non-exempt

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of McFarland, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

SCOPE OF WORK	
This position is responsible for <i>(Continue to build out)</i> The purpose of this position is to provide expertise, advice and direction for the Village with respect to diversity, equity, and inclusion. This position will serve as the Village's liaison to the community relating to community programs, forums and initiatives.	
SUPERVISION	
Received	TBD
Exercised	TBD

ESSENTIAL JOB FUNCTIONS
- Facilitate communication, coordination, and collaboration with Village departments, employees, community members, and other stakeholders to make meaningful movement toward a more equitable Village. - Develops and manages initiatives that incorporate best practices in equity, diversity, and inclusion. Ensures that the initiatives align with the Village's strategic plan and operations and contribute to achievement of the Village's equity goals. - Works with and provides support to the Village's Diversity, Equity, and Inclusion (DEI) Committee. - Lead development, implementation, and updates of the Village's DEI S.M.A.R.T Goals. - Researches and develops recommendations to Village-wide plans, programs, ordinances, and policies to support the Village's diversity, equity, and inclusion efforts. - Establish and lead Village programming and events, including events on diversity, equity, and inclusion, to engage Village staff, community members, and community partners, be it internal and/or external.

- Assists Village departments to audit operations from an accessibility perspective; analyzes data; recommends solutions and improvements.
- Assist in managing and monitoring the Village's compliance with Americans with Disabilities Act (ADA), Title VI, and other related federal mandates.
- Maintains records and data to prepare reports for the annual Equity Audit.
- Collaborate with Village staff to provide DEI leadership, training, and education to staff and the community.
- Provides advice, guidance, and support on diversity, equity and inclusion to community members, businesses, and Village employees.
- Facilitate collaboration of interdepartmental/agency task forces, teams, and working groups; build effective partnerships with external organizations, both public and private, to support and achieve broad community DEI efforts.
- Develops communication strategy, initiatives, and engagement opportunities to ensure internal and external understanding of key Village initiatives and current projects.
- Assists with the creation of content for online and print materials including reports, advertising, and news releases for mass distribution. Drafts articles and reports on the status of major initiatives for distribution to Village Board, the public, staff, and community stakeholders.
- Coordinates implementation of social media tools and technology with department representatives to keep the public informed of Village programs, services, accomplishments, and other pertinent information.
- Support departments with creation and updates of their specific webpages.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- *(TBD - Generally this section is where we provide specific education requirements. This will need to be evaluated once the essential job functions are fully built out).*
- Experience in DEI, environmental justice, tribal affairs, or related role for an organization in government, non-profit, or the private sector.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

KNOWLEDGE, ABILITY, AND SKILL

In addition to requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• <i>(This will need to be built out further once essential job functions are fully built out).</i> • Knowledge of Title VI of the Civil Rights Act, Americans with Disabilities Act, and other relevant federal, state and local laws and mandates. • Racial equity, diversity, and inclusion concepts, societal trends and influences, social and environmental justice, equal employment opportunity, and effective institutional and behavioral change management principles and practice.
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	The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.
Ability to	<i>(This will need to be built out further once essential job functions are fully built out).</i> - Build trust of community groups and Village staff. - Work effectively under tight deadlines and manage projects independently as both a leader and member of a team with minimum supervision. - Demonstrate and promote cultural sensitivity and competency in all interactions. - Maintain confidentiality of sensitive information, and an understanding of when confidentiality is required. - Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the public.
Skill in	<i>(This will need to be built out further once essential job functions are fully built out).</i> - Highly effective written and oral communication skills with a strong attention to detail. - Problem solving, conflict resolution, and critical thinking.

NECESSARY SPECIAL REQUIREMENTS

- (This will need to be built out further once essential job functions are fully built out).*
- Must possess or be able to obtain a valid Wisconsin driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; hours beyond the normal work week required; attendance at evening meetings required.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act (ADA), must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village is an equal employment opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature

Date_____

Print Name _____

CITY OF SUN PRAIRIE JOB DESCRIPTION

Communications and Diversity Strategist

DEPARTMENT: City Administrator's Office

CLASSIFICATION: Exempt

REPORTS TO: Strategic Planning & Engagement Manager
December 10, 2020

REVISION DATE:

GENERAL PURPOSE:

This individual is responsible for leading the development, coordination and implementation of a broad range of internal and external activities related to the City's communications and diversity initiatives. Coordinates communication efforts throughout the city using proactive methods, with the ultimate goal of enhancing city-wide communication and promoting greater transparency. Consults and assists department managers in developing and integrating equitable strategies into all planning processes and practices. This work is characterized by a high degree of self-direction, knowledge, judgement and initiative.

ESSENTIAL JOB FUNCTIONS:

- Develops communication strategy and initiatives to ensure internal and external understanding of key city initiatives and current projects.
- Provides leadership, policy and expert advice to department directors and staff in the areas of diversity, equity and inclusion.
- Develops and leads programming and events on diversity, equity and inclusion internally and externally to engage city staff, community members and community partners.
- Coordinates implementation of social media tools and technology with department representatives to keep the general public informed of city programs, services, accomplishments, and other pertinent information.
- Develops content for online and print materials including reports, advertising and news releases for mass distribution; and drafts articles and reports on the status of major initiatives for distribution to Council, the public, staff and community stakeholders.
- Researches and develops recommendations to citywide plans, programs and policies to support the City's diversity, equity and inclusion efforts.
- Serve as a central point person for the development, training and utilization of the city's website. Support departments with the creation and update of their specific pages.
- Develops effective working relationships with key stakeholders, elected officials, community groups, and businesses. Assists with the prompt follow up of requests and questions from elected officials, media and community members.
- Foster a culture of respect and dignity within the organization and community.

OTHER JOB FUNCTIONS:

- Serves as a liaison between the City and community-based agencies/groups, members of the local media, government officials, and other relevant organizations.
- Provides advice, guidance, and support on diversity, equity and inclusion to community members, businesses, and city employees.
- Manage and monitor the City's compliance with Americans with Disabilities Act (ADA), Title VI, and other related Federal mandates.
- Coordinates Interpreter Contracts and Programs.
- May serve as spokesperson to media and external audiences.

REQUIREMENTS OF WORK:

- Bachelor's degree in Communications, Public Relations, Education, or a related field, or any equivalent combination of training, education, and experience. A minimum of three years' experience building partnerships with diverse stakeholders in a responsible role advancing social justice and racial equity.
- Highly effective written and oral communication skills with a strong attention to detail.
- Ability to build trust of community groups and staff.
- Experience in project management, strategic planning, and research with a demonstrated ability in identifying and implementing solutions.
- Must possess strong negotiation, conflict resolution and persuasion skills.
- Ability to work effectively under tight deadlines and manage projects independently as both a leader and member of a team with minimum supervision.
- Ability to demonstrate and promote cultural sensitivity and competency in all interactions.

SPECIAL REQUIREMENTS:

- Ability to speak and read Spanish or Hmong is advantageous.
- Certified Diversity Professional (CDP), Certified Diversity Executive (CDE) or Cornell Certified Diversity Professional (CCDP) or other related diversity certification preferred.

WORK CONDITIONS AND PHYSICAL DEMANDS:

- Work is performed under general office conditions.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.



CITY OF BEND

CITY OF BEND
invites applications for the position of:

Accessibility & Equity Manager

SALARY:	\$42.61 - \$55.33 Hourly \$7,385.19 - \$9,590.24 Monthly \$88,622.22 - \$115,082.92 Annually
OPENING DATE:	09/28/22
CLOSING DATE:	Continuous
SUMMARY:	

The City of Bend is currently accepting applications for one (1) regular, full-time Accessibility & Equity Manager in the Equity department. This is a non-represented and FLSA exempt (overtime ineligible) position.

To be considered for this position, applicants must have a complete application that includes all of the following items:

- The online application via NeoGov (access also available on City of Bend website under Human Resources/Job Openings)
- Attached formal Cover Letter (required)
- Attached formal Resume (required)
- Attached valid Credentials, Certifications and Licensing (if applicable)

Applicants must provide certification that they are a veteran or disabled veteran to receive veteran's preference. For more information click [here](#).

Applications received by Monday, October 10, 2022 (10/10/2022) at 12:00 pm (noon) PDT will receive preference for initial review, but position shall be Open Until Filled.

The City of Bend is committed to fostering, cultivating and preserving a culture of diversity and inclusion. At the City of Bend, we don't just accept differences; we value them. We are proud to be an Equal Opportunity Employer and support the Americans with Disabilities Amendments Act (ADAAA) and Oregon Equal Pay Act.

Position overview

This professional management position is housed in the City's Equity department and reports to the Equity and Inclusion Director.

In collaboration with other Equity department staff, the Accessibility and Equity Manager coordinates, plans, and promotes city-wide Diversity, Equity, Inclusion, and Accessibility (DEIA) initiatives with a primary focus on Accessibility. Assists and advises the City on the most efficient and responsible means by which to make its programs, activities, and facilities accessible to Bend's residents and visitors who experience disabilities. Influences department initiatives and has direct oversight on Accessibility operations, including policy coordination, data analysis, and interdepartmental coordination. Sets objectives and is accountable for overall results and supports unified objectives for multiple departments as a centralized function. This includes coordinating new City construction or alteration projects with Public Works engineering and streets, building maintenance and building safety divisions. Requires coordinating and monitoring program access with all City departments and providing accessibility review of private development projects.

Manages community engagement strategies and activities city-wide, including providing leadership to, and coordination of, the City of Bend Accessibility Advisory Committee (COBAAC).

As the Americans with Disabilities Act (ADA) Coordinator for the City, this position manages, implements, and oversees City accessibility program to assure compliance with Titles I, II and III of the ADA as they relate to a public entity, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to people experiencing disabilities.

Read more about this position in this [Accessibility & Equity Manager Brochure](#).

Distinguishing Characteristics

Accessibility and Equity Manager position is a single classification and is not part of a classification series.

Complexity of Work

Complexity:

Work focuses on strategic analysis, assessing the strengths, weaknesses and opportunities of an organizational unit or organization as a whole, the space in which it currently operates or could operate, and how it intersects with various areas within the organization.

Degree of Independence:

Sets or supports goals, policies, and objectives for the organization and other departments. Sets goals/policies for the Accessibility Program and supports goal, policy, and objective development for the Equity department. Determines how to accomplish results with few guidelines to follow, although precedents may exist; receives guidance and overall direction from City executive leadership; work rarely reviewed. Requires ongoing delegation; creates guidance and overall direction; monitors performance and accountability.

Decision Making Authority:

Develops strategic direction, goals, plans, and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Has authority to make independent decisions (or recommendations that are largely followed) on matters of significance within policy, code and legal parameters.

Budget Authority:

Responsible for establishing the budget for the Accessibility Program unit. Has accountability for all expenses within an organizational unit and ensuring budget goals for expenditures and revenues are met. Has authority to commit organization to significant financial obligations (or make recommendations to do so that are largely followed). Responsible to partner with other City staff to oversee the Accessibility Construction Fund.

Impactful Actions

- Represents the City during important negotiations and meetings.
- Meaningfully participates in setting the strategic direction of the City and planning long- or short-term accessibility and equity objectives.
- Makes or recommends decisions that have a significant impact on organizational culture, general business operations or finances.
- Formulates management or operating practices.
- Significant; meaningful impact on departments or broad range of divisions and programs that typically impacts short-term objectives (typically up to five years).

Type/Frequency of Contact with Others

Regular and substantial contact with others outside own workgroup, including the general public, vendors, partners, and leadership level employees. Contacts usually involve discussions and/or resolving problems related to policies and programs or the exchange of highly complex or confidential information; substantial sensitivity, discretion and cooperation required; usually follow-up action is needed.

FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Essential Functions Include:

The information provided below encompasses the essential functions and capabilities linked with this position.

Duties and Responsibilities

The individual in this position is expected to engage in the following work-related activities.

- Serves as the Americans with Disabilities Act (ADA) Coordinator for City of Bend implementing guidance on Titles I, II and III requirements related to public entities and facilitates the resolution of issues related to access barriers to city programs and services.
- Provides regulatory information for private and public new construction and alterations including curb ramp and sidewalk construction contract management related to accessibility.
- Provides program access for all municipal programs and services and ensures City processes, policies, and practices are updated and communicated as appropriate, and departments understand their roles and responsibilities related to accessibility.
- Assesses and examines equity, ranging from information technology equity to ensuring that everyone is able to enter public buildings.
- Leads and coordinates multi-disciplinary efforts to insure compliance with the ADA, Rehabilitation Act, and other federal and state laws and regulations pertaining to people experiencing disabilities including City ADA policies for public facilities, right of way areas, programs, and communications.
- Develops, administers, and monitors the Accessibility Program budget, including allocating resources and approving expenditures, including contracted services as needed.
- Represents the City at meetings with other government agencies and access interest groups, including the City of Bend Accessibility Advisory Committee (COBAAC).
- Provides support to the City of Bend's Accessibility Advisory Committee (COBAAC).
- Establishes and maintains open communications with local, State, and Federal organizations regarding accessibility standards and regulations. Serves as liaison with other governmental agencies, interest groups, and citizens.
- Assists in the evaluation of City-owned facilities to ensure that the facilities meet ADA standards. Participate in the prioritization of ADA compliance needs in public right of way and City facilities.
- Leads the periodic updating of the City's ADA Transition Plan.
- Leads the development and implementation of city-wide accessibility goals, objectives and priorities, including establishing work plans, monitoring progress and managing long and short-term initiatives.
- Assists in the review of City project and private building and plans and projects for ADA compliance.
- Ensures distribution of information and City action plans related to access to City facilities, public infrastructure, and private development to appropriate City departments. Ensures that City information is readily available on services, accommodations, policies, and projects impacting persons with disabilities.
- Ensures appropriate processes are in place to provide for prompt and equitable resolution of inquiries and complaints from City employees and the public regarding accessibility for people experiencing disabilities. Responds to requests for assistance and code violation complaints related to the position and investigates complaints and violations.
- Provides general and technical information to the City staff, citizens, and other parties. Respond to questions, give instructions and interpret ordinances and codes.
- Works directly with people experiencing disabilities, addressing accessibility issues.
- Assists City departments to audit operations from an accessibility perspective; analyzes data and accessibility complaints; determines root causes; recommends solutions and improvements.
- Participates in the ADA Title I interactive process and can participate as an employee advocate during the interaction process.
- Maintains records and prepares reports and presentations using computerized systems, programs and hardware. Compiles data and files reports related to the position and presents council presentations as needed.
- Supports the City's annual Welcoming Week programming and activities.
- Develops and nurtures City efforts to build external relationships with community partners and increase community connections, opportunities for collaboration and public outreach; and initiates and participates with community, government, business leaders and media

- regarding conversations about equity. Procurement, maintenance, and tracking of borrowed accessibility materials such as parking signs and assistive listening devices.
- Leads implementation of city-wide training to promote accessibility.
 - Assists with implementing city-wide training to promote cultural competency, racial equity and a culture of equity.
 - Assists with creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace equity and actively promotes an environment respectful of living and working in a multicultural society.
 - Complies with safety requirements of the position and actively promotes safe work practices.
 - In an emergency event or an officially declared State of Emergency, responds as directed to ensure the restoration of essential public services, facilities and infrastructure and aid in the City and community wide response related to accessibility.
 - Other related duties as assigned.

Supervisory Responsibility

This position is a management position which encompasses supervisory responsibility, including the following tasks.

- Directly manage all team members, including training, assigning and directing work, evaluating performance, disciplining as necessary, and addressing employee concerns and grievances.
- Provide team members with regular feedback on performance, including frequent informal feedback, annual performance reviews, assisting with professional development, and making recommendations for employee separations, promotions or special assignments.
- Participate in the recruitment of new employees, including interviewing and making hiring recommendations/ decisions and compensation recommendations.
- Disseminate, implement, and enforce organization and team standards, policies, and procedures, including providing proper guidance to those carrying out related duties.

KNOWLEDGE, SKILLS AND QUALIFICATIONS:

Skills Profile

The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.

- Maintain working knowledge of accessibility and equity best practices.
- Maintain working knowledge of Federal, state, and municipal codes, ordinances, regulations, laws, practices and procedures related to accessibility including but not limited to Titles I, II and III of the Americans with Disabilities Act (ADA) as they relate to a public entity and Sections 503 and 504 of the Rehabilitation Act of 1973.
- Maintain working knowledge of Federal, state, and municipal codes, ordinances, regulations, laws, practices and procedures related to diversity and Inclusion (Civil Rights laws, Title VI policies, EEO, AA, anti-discrimination).
- Maintain working knowledge of regulatory requirements for public and private facilities, public rights of way, program access, communication alternatives and barrier free access to City programs and services.
- Maintain working knowledge of principles, practices, and procedures of program development, program coordination, and operations administration with significant community involvement and visibility.
- Prepare, read, analyze and interpret policy documents as well as financial reports and statements supported by statistical data and other documentation.
- Knowledge of project management skills and construction schedules. Demonstrated collaboration and collective problem skills
- Maintain working knowledge of public meetings and ethics law, and familiarity with concepts.

- Maintain a high degree of confidentiality, facilitation skills as well as transactional communication and active listening skills.
- Manage a high volume of tasks at one time, including organizing and prioritizing own work and the work of others.
- Work independently with minimum direction while also working as part of a team and collaborating with others.
- Demonstrate a high attention to detail.
- Maintain working knowledge of software programs such as the Microsoft Office including Word, Outlook, Excel and PowerPoint and Teams, Zoom and other interactive computer programs as well as operating common office equipment.

Ability Requirements

The following capabilities are required to perform the essential functions of this position.

- Identify novel accessibility and equity opportunities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Effectively communicate with others verbally and in writing, including by phone, e-mail, or in person. Communicate clearly, concisely and tactfully, both orally and in writing and to make effective presentations.
- Ability to effectively establish and maintain cooperative working relationships with a variety of interest groups, advocates, regulatory agencies, internal divisions and news agencies using multi forms of media of work including people from diverse ethnic and socio/economic backgrounds.
- Exercising sound judgment under pressure, take policy direction and work within a team environment.
- Understand, remember, communicate, and apply complex oral and/or written instructions and factual information.
- Remain in a stationary position (sitting or standing) for extended periods of time, occasionally stand, walk, stoop or kneel for extended periods of time.
- Exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull or otherwise move objects.
- Maintain sustained concentration on computer screens and use keyboards and a variety of peripherals.
- Work is generally performed in an office setting with travel required to off-site locations. Ability to occasionally travel locally and regionally.

Education, Experience, Certifications and/or Licenses

The following are the minimum qualifications for this position.

- 4 to 5 years' experience in a similar position and/or performing similar tasks, particularly in an accessibility or ADA Coordinator role, with 2 to 3 years of people management experience.
- A Bachelor's degree from in disability studies, rehabilitation counseling, special education, social work, or a related field
- Or, an equivalent combination of education and experience that provides the required knowledge, skills, and abilities as outlined in this job description.
- Certified Professional in Accessibility Core Competencies (CPACC) and/or ADA Coordinator Training Certification Program (ACTCP) Certification is preferred but not required.

Diversity & Equal Employer Opportunity Statement

The City of Bend is committed to fostering, cultivating and preserving a culture of diversity and inclusion. At the City of Bend, we don't just accept differences; we value them. We are proud to be an Equal Opportunity Employer and support the Americans with Disabilities Amendments Act (ADAAA) and the Oregon Equal Pay Act.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.bendoregon.gov>

Position #20220074
ACCESSIBILITY & EQUITY MANAGER
MG

710 NW Wall Street
Bend, OR 97701
541-388-5502

lduran@bendoregon.gov



**SANTA CLARA VALLEY WATER DISTRICT
(CA)**

invites applications for the position of:

Racial Equity, Diversity, and Inclusion (REDI) Manager

An Equal Opportunity Employer

SALARY: \$13,294.67 - \$16,981.47 Monthly

OPENING DATE: 09/30/22

CLOSING DATE: 10/24/22 11:59 PM

DESCRIPTION:

Office of Racial Equity, Diversity and Inclusion Unit (Position Code 1022)

COVID-19 vaccination requirement:

***To protect our most valuable assets, our employees, as well as the communities we serve, Valley Water requires all newly hired Valley Water personnel to be fully vaccinated for COVID -19 (as defined below) or to be formally excused from the requirement through the **reasonable accommodation process (for details, see bottom of job posting). New hires will be required to submit their state digital vaccination record.**

Valley Water Telework Program: Eligibility for telework will depend on the type of work performed, operational needs, and the ability for the employee to perform the essential functions of their job duties while teleworking. Employment with Valley Water requires employees to live within 150 miles of their primary physical work location located in San Jose, California by their start date.

This position is eligible for a hybrid telework schedule, typically working 40% remote and 60% onsite.

Overview:

Valley Water is looking for an experienced manager to lead its Office of Racial Equity, Diversity, and Inclusion (REDI) unit to drive strategic development and implementation of REDI programs, policies, and measurements to achieve REDI at an interpersonal level, organizational level, and community engagement level. The REDI Manager works under the general direction of the Division's Assistant Officer and Chief of External Affairs. This individual manages a staff of three, provides oversight to the Employee Resource Groups (ERGs), and oversees an annual budget of approximately \$1.5M.

The REDI manager will provide leadership to advance the agency's racial equity, diversity, and inclusion Strategic Master Plan goals and implement the agency's Equity Action Plans by recommending, developing, and implementing strategies and initiatives to drive organizational change to provide racially just and equitable service delivery. The successful candidate will oversee the development, design, coordination, and implementation of programs, policies, and best practices aimed at identifying and addressing systemic disparities and inequities within the organization and supporting business units in the implementation of strategic master plan goals

and equity action plans in providing recommendations, insights, and advice.

The ideal candidate is a visionary and has a demonstrated track-record of hands-on leadership, proven accomplishments, and superior performance. They are passionate about racial equity, diversity, and inclusion. They are pragmatic and solutions-oriented in moving the needle forward on critical initiatives by thinking both creatively and strategically, engaging key stakeholders in the community and across the organization such as the Board, Executive Leadership, and Employee Resource Groups (ERGs). They have an unwavering work ethic, an execution-mindset, a motivating and energetic leadership style, impeccable judgment, and excellent interpersonal and collaboration skills.

***This position may require occasional offsite event work at night and on the weekends.

Key Responsibilities include, but are not limited to:

- Guides, develops and leads the strategic work for racial equity, diversity, and inclusion throughout the organization.
- Recommends and executes solutions-orientated strategies and tactics to achieve measurable outcomes in advancing racial equity, diversity, and inclusion.
- Manages the daily office operations and strategic development and implementation of Racial Equity, Diversity, and Inclusion (REDI) programs, policies, and measurements to achieve REDI at an interpersonal level, organizational level, and community engagement level, in accordance with Valley Water's Resolution(s), management direction, and Board End-Polices.
- Manages consultants and staff in leading and developing the Strategic Master Plan efforts agency-wide, related equity action plans for each division area, REDI policies, and implements recommended strategies, tactics, or policy changes.
- Develops, manages, implements, and evaluates a comprehensive unit workplan to achieve goals and performance measures consistent with established strategies and the Valley Water's mission and goals for REDI programs.
- Provides staff leadership, oversight, guidance, and daily operational management of the REDI unit; develops and implements goals, objectives, policies, and priorities for assigned programs; manages budgets and forecasts resource needs.
- Plans, prioritizes, directs, coordinates, and reviews unit work of assigned staff; provides staff and performance reviews, performance coaching and implements discipline measures as appropriate.
- Works collaboratively and engages with the Board, executive and management teams, employee resource groups, and staff across the organization and business area teams to ensure racial equity, diversity, and inclusion are fully integrated in Valley Water's policies, processes, and practices; develops Racial Equity Action Plans in alignment with organizational goals and REDI goals and objectives to address unique issues and needs of each business area.
- Builds coalitions with community/diversity groups, partners, and builds alliances with local organizations known for advancing social justice and anti-racism strategies and builds and participates in coalitions with other water agencies and local government agencies.
- Collaborates with all units within Valley Water to establish collaborative relationships and promote community engagement with diverse communities served; actively engages with community groups and residents on issues of racism.
- Champions and leads racial equity, diversity, and inclusion by providing leadership, guidance, and technical support to Valley Water management and staff to establish and implement educational and training efforts focused on topics such as understanding racism, how it affects individuals, how to address and dismantle racism, and how to mitigate workplace racial biases.
- Evaluates and assesses various internal programs related to public outreach, recruitment, workforce development, procurement and contracting, construction management, grants management, and other related functions to ensure integration of recommended REDI strategies, goals, and objective, and outcome measurements.
- Supports local, state, and federal initiatives advancing social justice, eliminating racism, and in alignment with Valley Water and REDI strategies, goals, and objectives.
- Researches, develops, and writes REDI policy, guidance or resolutions including related procedures, protocols, etc.

- Develops, writes, edits, and produces unit reports, memos, presentations, talking points, and other materials for Board, management, and communities.
- Actively leads, staffs, and participates on assigned Board committees such as, but not limited to, the Diversity and Inclusion Ad Hoc Committee, Homeless Ad Hoc Committee, and related boards and committees, makes presentations, and manages board/committee recommendations and provides updates to the Board of Directors and management.
- Engages with the Board, Executive Leadership, management teams, and staff across the organization to lead organizational and cultural change efforts to advance racial equity, diversity, inclusion, and acceptance.
- Coordinates, writes, edits, and reports out on regular progress to executive management and prepares and presents Board items for annual Board unit updates, D&I Ad Hoc Committee agenda memos and reports, and other committees as necessary.
- Manages other highly complex administrative tasks such as preparing budget forecasts, managing budgets, staff management and supervision, including recruitment, hiring, performance coaching, and evaluations.
- This position requires occasional offsite event work at night and on the weekends.
- Serve in Emergency Operations Center (EOC) as part of the public informant officer branch, and/or as a Disaster Service Worker during emergencies.

Ideal Candidate's Background Includes:

Applicants whose experience and background best match the ideal experience, knowledge, skills, abilities, and education are considered ideal candidates for the position. To determine the top candidates, each applicant will be assessed based on the ideal candidate criteria as listed below.

Ideal Experience:

- Five (5) years of **management** experience or more managing/administrating agency-wide **racial equity, diversity, and inclusion initiatives** and/or program management, policy planning and evaluation where advancing social justice, diversity, equity, and inclusion, particularly for underserved communities, was a significant component.
- Experience working with disadvantaged communities (DACs), local tribal groups, students of color, and/or other underserved communities in promoting equity and advancing environmental justice efforts.
- At least two years of supervisory experience.
- Track record of building effective partnerships, influencing internal and external stakeholders, and driving and institutionalizing change.

Ideal Skills and Abilities:

- Strong leadership, program management, time management, and collaboration skills.
- Proven track record of building and operationalizing strategic programs and partnerships.
- Ability to take general outcome-based direction and develop solid actionable steps to achieve measurable results.
- Ability to negotiate sensitive issues, analyze conflicts, and facilitate effective resolutions.
- Ability to execute workplan goals, objectives, practices, policies, procedures, and performance measures related to REDI efforts.
- Provide administrative, management, and professional leadership and expertise related to REDI programs and strategies.
- Build organizational capacity for and collaborate and influence organizational and behavioral change by working with all levels in the organization.
- Conduct research, analyze complex issues, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Effectively represent REDI programs and Valley Water and work with stakeholders, community organizations, and other external groups and individuals to find common ground and build consensus.
- Actively listen and effectively communicate with people across different cultures with empathy, understanding, and sensitivity.
- Understand, explain, and integrate REDI strategies with implementation of work plans and Valley Water policies, procedures, and practices.
- Exercise interpersonal sensitivity and group interaction skills to establish and maintain effective working relationships.

- Understand and incorporate the Valley Water's core values, ethical standards, and commitment to REDI strategies into all interactions with individuals, organizations, and communities.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar, syntax, and cultural competence. Advanced writing and editing skills are critical.
- Demonstrate understanding of, sensitivity to, and respect for the diverse socio-economic, racial, ethnic, religious, and cultural backgrounds, diverse abilities, and sexual orientation of Valley Water staff and the communities served.
- Ability to manage multiple projects and competing timelines in a fast-changing environment and easily pivot when needed.
- Self-starter, critical thinker, impeccable judgement, solutions-oriented, and hands-on team player and team leader.

Ideal Knowledge:

- Systemic racism, societal trends and influences, racial equity, social and environmental justice, equal employment opportunity, and effective institutional and behavioral change management principles and practices.
- Organizational development theories, practices, and capacity building tools to promote and advance REDI programs and initiatives at an institutional level.
- Environmental, social, economic, political, cultural, tribal and other considerations impacting REDI program development and implementation.
- Principles and methods for REDI curriculum and training design and instruction for individuals and groups, and for evaluating training effectiveness.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to REDI programs, EEO, tribes and environmental justice efforts and activities.
- Techniques for effectively representing Valley Water with governmental agencies, community groups, local tribes, and various business, professional, educational, regulatory, and legislative organizations.
- Methods and techniques of research, data collection, statistical analysis, report preparation, and presentation.
- Recent and on-going developments, current literature, and sources of information related to racial equity, diversity, and inclusion, tribal relations and environmental justice federal, state and local policies.
- Computer software applications, such as MS Word, Excel, Outlook, PowerPoint, cloud applications and other specialized software and databases.

Ideal Training and Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration, ethnic studies, ethics justice and policy, public health or health science, mass communications, political science or international relations, psychology, organization development, sociology, behavioral sciences, social services, or a related field.

REQUIRED LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license. Individuals who do not meet the driver's license requirement due to a disability will be considered for a reasonable accommodation on a case-by-case basis.

To review the Classification Specification, please click [here](#)

SELECTION PROCESS:

- (1) The selection process may include one or more of the following: application review, application assessment, performance exercise, written exercise and/or interview.
- (2) The Employment Application, Qualifying Information Questions and/or Supplemental Questions will be evaluated based on the ideal candidate criteria listed above. Resumes are highly recommended.

NOTE: Position and start date is subject to availability of funds. Valley Water retains the right to repost this position as deemed necessary.

Consideration may be given to existing applicant pools within the same classification.

Covid-19 Vaccination Requirement:

Fully vaccinated means a person has completed the entire recommended series of a COVID-19 vaccine plus their first booster.

****Limited Exemptions to Vaccination Requirement**

An individual who has been provided a job offer may request a reasonable accommodation to the vaccination requirement if they:

1. Have a contraindication recognized by the U.S. Centers for Disease Control and Prevention (CDC) or by the vaccine's manufacturer to every approved COVID-19 vaccine. A contraindication means a condition that makes vaccination inadvisable;
2. Have a disability and are requesting an exception as a reasonable accommodation based upon this disability; or,
3. Object to COVID-19 vaccination based on their sincerely held religious belief, practice, or observance.

Valley Water's Equal Opportunity Non-Discrimination Policy is available for review upon request.

Valley Water will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources in advance of any special needs by calling 408-630-2260.

Please be aware that once submitted all application materials become the property of Valley Water and will not be returned. Human Resources staff are not authorized to make copies of application materials for applicants.

:

APPLY ONLINE AT:
<https://www.valleywater.org>

Job #01533-E
RACIAL EQUITY, DIVERSITY, AND INCLUSION (REDI)
MANAGER
BM

OUR OFFICES ARE LOCATED AT:
5750 Almaden Expressway
San Jose, CA 95118
1-408-630-2260
recruit@valleywater.org

An Equal Opportunity Employer

Racial Equity, Diversity, and Inclusion (REDI) Manager Supplemental Questionnaire

- * 1. I acknowledge that I have entered my Work Experience and Education on the employment application and I am aware these are required fields. If they are not completed, the application is considered incomplete and I will be disqualified as an applicant for the position.
☐ Yes ☐ No
- * 2. Please answer the supplemental questions thoroughly, clearly and concisely as the responses provided (along with the entire application package) will be carefully reviewed to determine which candidates will move forward in the recruitment process. I have read

this information and am aware of the importance of responses to the supplemental questions.

☐ Yes ☐ No

- * 3. I acknowledge and understand that upon selection, and as part of the conditions of employment, I will be required to show proof of COVID-19 Vaccination and first booster. Valley Water requires all newly hired Valley Water personnel to be fully vaccinated (for COVID -19) or to be formally excused from the requirement through the reasonable accommodation process at the time of hire.
☐ Yes ☐ No
- * 4. Do you have five (5) years of experience in program and/or policy planning and evaluation where advancing social justice, diversity, equity, and inclusion were a significant component?
☐ Yes ☐ No
- * 5. Please indicate the number of years of experience you have supervising full-time staff (regular, temporary, contract, and/or interns). This would include responsibility for employee evaluations, salary decisions, hiring, disciplinary actions, and work schedules.
☐ None
☐ Less than two years
☐ Two to Three years
☐ Three to five years
☐ Five years or more
- * 6. Do you have the equivalent of a Bachelor's degree from an accredited four-year college or university?
☐ Yes ☐ No
- * 7. Please describe the racial equity, diversity, and inclusion programs you have led that have achieved measurable impacts in your organization and/or community. Be sure to indicate the direct role in any initiatives you cite.
- * 8. Please describe in detail how you have obtained your supervisory or management experience. Experience supervising full time staff (regular, temporary, contract, and/or intern) which includes responsibility for employee evaluations, salary decisions, hiring, disciplinary actions and work schedules is qualifying. Please be sure to include what your role as a supervisor entailed and the type of staff supervised.
- * 9. Please list the full name of the regular/permanent Valley Water employee who referred you to this position (only one name will be accepted, so if multiple are listed, the first name provided will be documented as the referring employee). If this does not apply to you, write "N/A".
- * 10. Employment with Valley Water requires employees to take an Oath as a Disaster Service Worker within California and to live within 150 miles of Valley Water Headquarters in San Jose, California by the start date. Valley Water does not cover relocation costs. If you live further than 150 miles from Valley Water Headquarters, please discuss your willingness to relocate if offered the position. If this does not apply to you, write "N/A".

* Required Question

School District of McFarland
McFarland, Wisconsin

Updated March 9, 2023

Position Description

POSITION TITLE: Director of Equity (Districtwide)

QUALIFICATIONS:

1. Advanced degree (Master's or higher) in educational leadership, curriculum and instruction, or a related field and licensure or ability to obtain DPI licensure in an administrative category is preferred.
2. Experience in practical application of closing the opportunity gap through continuous improvement within a K-12 school system is preferred.
3. Ability to create and lead effective professional development facilitating groups with diverse backgrounds, experiences and perspectives.
4. Ability to work in a cross-functional team environment, interacting effectively with multiple schools and departmental cultures, as well as community groups and organizations.
5. Demonstrated competence in working with people from diverse backgrounds across race, gender, ethnicity, language, ability, sexual orientation, family background, and/or family income.
6. Successful experience in school administration is preferred.
7. Excellent written and verbal communication skills.
8. Excellent problem solving, conflict resolution and critical thinking skills.
9. Excellent collaborative and group processing skills and a willingness to participate in team leadership.
10. Excellent technology skills.
11. A record of success based on integrity, collaboration and leadership capability.

REPORTS TO: District Administrator

SUPERVISES: As assigned

JOB GOALS: The position of Director of Equity is responsible for co-creating and assisting in the execution of short and long range equity goals and strategies supporting the district's strategic plan, mission and vision. This position co-creates and revises institutional policies, practices, structures, and programs fostering a climate of equity and acceptance that respects, values and responds to the diversity of students, staff, parents/guardians, and the community. The Director of Equity will collaboratively facilitate the District's efforts in sustaining a culture of equity, inclusion, and belonging for students, staff, and families with a specific focus on the academic and social outcomes of underserved populations. The Director of Equity co-creates strategies in connection with the workforce focus outcomes focused on increased recruiting, hiring and retention of a diverse staff that is representative of a global society. The Director of Equity supports district and building leaders and all staff in providing coaching, professional development and technical support to teachers, student services staff, support staff and administrators in addressing identified

equity challenges, both academic and behavioral. The Director of Equity will work with students and families in collaboration with other staff as an addition and not a replacement for the equity work of all staff.

JOB RESPONSIBILITIES:

In collaboration with building and district leadership, the Director of Equity will (in order of priority):

1. Educational Excellence:
 - a. Co-lead, implement, and support strategies ensuring a culturally inclusive lens is integrated into the curriculum review cycle.
 - b. Support professional educators in providing culturally responsive classroom instruction leading to an inclusive and equitable educational experience.
 - c. Co-create, implement, and support strategies in connection with the district strategic plan focused on bringing equitable and exemplary student learning outcomes for students of color, English learners, and students receiving free and reduced meals, students with disabilities, students who are LGBTQIA+, and all historically marginalized students.
 - d. Oversee the implementation of building level Equity Teams and a district level equity team focused on creating inclusive and equitable learning and working environments.
2. Professional Development
 - a. Co-design and coordinate Professional Development opportunities in the area of equity and social justice to further develop the social and cultural competencies of district staff.
 - b. Research, understand, and share best practices in leading an inclusive and equitable school system.
 - c. Coach district and building administrators in utilizing strategies in building inclusive and equitable learning and working environments.
3. Systems, Policies, & Procedures
 - a. Facilitate and be accountable for the ongoing improvement process of a district Equity Framework as it relates to the aligned outcomes in the district strategic plan.
 - b. Assist in the ongoing analysis of the data related to the system's impact on students and families.
 - c. Co-create and revise policies and procedures reflective of an equitable multi-level system of support, including, but not limited to, building problem solving teams.
 - d. Co-create, implement, and support strategies across the district that address racial disparities in student discipline and foster a student behavior management plan rooted in anti-racist, inclusive, and restorative practices.
 - e. Revise policies related to anti-harassment and support their implementation.
4. Human Resources
 - a. Co-create strategies in connection with the workforce focus outcomes defined in the district strategic plan focused on increased recruiting, hiring and retention of a diverse staff that is representative of a global society.
 - b. Supports, monitors, and facilitates the equitable and consistent application and interpretation of District policies and/or State, Federal, and local regulations.
 - c. Support and co-lead the facilitation of staff Affinity groups.
5. Student Engagement
 - a. Co-create and support student leadership opportunities in matters related to diversity, equity, and inclusion.

- b. Support the coordination of on-campus and off-campus opportunities (i.e. workshops, national and state conferences) for students to further their own equity education or pursue specific long term goals (i.e campus visits).
 - c. Engage with and support student organizations focused on equity, diversity, and inclusiveness (i.e. Affinity groups, Black Student Unions).
 - d. Engage with students, staff, and families in classrooms, common areas, co-curricular events.
6. Family and Community Partnerships:
- a. Engage with school community stakeholders including, but not limited to: School community-parent/guardian organizations, the Village of McFarland, business education partnerships, service clubs, and student organizations (i.e. Black Student Union).
 - b. Serve as a liaison with local, state, and national agencies, organizations, and groups to cultivate partnerships focused on closing equity/achievement/graduation gaps.
 - c. Serve as a liaison between families and schools in relation to equity-related opportunities and challenges
7. Communications:
- a. Support and assist with district and building communications to ensure communications are culturally representative, representative of diverse family structures, and take into account home languages of families.
 - b. In collaboration with District Administration, provide ongoing communication to all district stakeholders including the School Board regarding the District's equity goals, vision, plan, and accomplishments.

Town of Nantucket Job Description: Diversity, Equity & Inclusion Director

Position Title:	Diversity, Equity & Inclusion Director	Grade Level:	Non-Union
Department:	Town Administration	Date:	7/1/2020
Reports to:	Town Manager	FLSA Status:	Exempt

STATEMENT OF DUTIES: The DEI Director is responsible for leading the development, implementation and monitoring of training and awareness programs, strategic plans, and initiatives that promote diversity, equity and inclusion within the Town workforce and externally with related committees/boards. The DEI Director will participate in internal employment diversity matters and policy review, collaborate with Culture & Tourism on cultural events, act as the liaison to staff advisory groups related to DEI, and partner with the Town public outreach coordinator for outreach on DEI initiatives. The DEI Director will serve as the Town's liaison to the community relating to community programs, forums and initiatives.

SUPERVISION REQUIRED: Works under the supervision of the Town Manager or his/her designee. Performs a variety of duties requiring the exercise of independent and objective judgment. Works frequently on own initiative to handle areas of responsibility and assigned tasks in a professional manner. Consults with the Town Manager or designee where clarification, interpretation, or exemption to organizational policies may be required.

SUPERVISORY RESPONSIBILITY: Supervisory responsibilities include training, scheduling, disciplinary actions, payroll, budget oversight, and performance evaluations of direct reports.

CONFIDENTIALITY: Has regular access to confidential information such as personnel files, HIPAA records, payroll data, collective bargaining documents, executive session strategies, and legal matters that are obtained during performance of essential position responsibilities and in accordance with the State Public Records Law.

ACCOUNTABILITY: Consequences of error, missed deadlines or poor judgment may include adverse customer relations, legal repercussions, poor employee morale and monetary loss to the Town.

JUDGEMENT: The employee is required to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations, or transactions, and determine actions to be taken within the limits of standard or accepted practices. Independent judgment is needed to facilitate exceptional customer service with the general public and employees while maintaining confidentiality.

COMPLEXITY: The work consists of the practical application of a variety of concepts, theories, practices and principles relating to the field of diversity, equity and inclusion. Assignments typically involve investigation and interpretation of conflict resolution, assessing services, programs and policies, recommending strategies, studying industry trends, maintaining policies, and evaluating compliance with established policies or contracts. Prepares reports and presentations as requested

WORK ENVIRONMENT: The employee works under standard office practices and conditions. Interruptions are frequent. The work day may frequently be greater than eight (8) hours. The standard workweek shall be 40 paid hours per week (Monday – Friday). Daily schedule may vary to accommodate department operations. Work outside of the standard workweek and outside of the typical daily schedule may be necessary to accommodate emergency or other atypical situations.

NATURE AND PURPOSE OF PUBLIC CONTACT: Relationships with co-workers and the public may involve frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating or other problems. More than ordinary courtesy, tact, and diplomacy may be required to respond to requests for information or to deal with uncooperative or uninformed persons.

OCCUPATIONAL RISK: The essential duties of the position present minimal potential for personal injury. Occupational risk exposure is similar to that found in a standard office environment.

ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- In collaboration with the HR Director, develop employment policies and programs, including but not limited to the Equal Employment Opportunity Program/Affirmative Action Plan to attract, retain and promote a diverse work force for the organization;
- Assist with employment discrimination and harassment investigations in collaboration with the HR Director;
- At the direction of the Town Manager or designee, respond to public concerns related to DEI and act as a neutral, independent investigator to conduct prompt, thorough, unbiased investigations of reported incidents by interviewing all parties and relevant witnesses and by identifying and gathering other information and documents relevant to the resolution of the complaint;
- Design, implement, assess and gain support for diversity and inclusion efforts Town-wide, with particular focus on staff development and retention of the minority workforce;
- Develop training to educate employees and managers on how to recognize, accommodate and appreciate individual differences and how these can be bridged back to assist in meeting the organization's strategic plans and initiatives;
- Review Town's employee training practices, protocols and procedures so as to encourage and develop ways in which to mandate DEI if not in conflict with applicable personnel-related laws, rules or regulations;
- Develop metrics for measuring the effectiveness of diversity initiatives implemented and prepare reports to senior management on the value of the initiatives;
- Acts as an Town employee advocate for and presents the needs of employees of ethnic minorities, LGBTQ+ community, and those affected by age or disability.
- Prepare and submit required AAP/EEO statistical reports;
- Responsible for collecting, analyzing and reporting the Town's employee diversity data;

Town of Nantucket Job Description: Diversity, Equity & Inclusion Director

- Stays abreast of current knowledge and materials related to laws, rules, regulations, and best practices for advancing EEO/Diversity and translates such information into practice or policy updates and/or recommendations;
- Serve as the Staff Liaison to the Town's related DEI committees/boards/commissions as assigned;
- Supports Health and Human Services Department to collaborate with community boards, groups, non-profits, schools, councils, business organization, etc. to raise awareness and promote DEI initiatives;
- Support the Culture & Tourism Department with the coordination of special cultural events related to DEI;
- Partner with the Public Outreach Coordinator for outreach on DEI initiatives;
- Performs related duties as may be required or assigned.

RECOMMENDED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Bachelor's degree in business, employment law, human resources management, social work, organizational behavior or related field required with three or more years of related experience; or any equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities to perform the essential functions of the position. Master's degree in above related subjects preferred. Demonstrated experience with diversity topics, including but not limited to: assessments, strategy development, policies, hiring practices, educational programs (including unconscious bias), scorecard development and tracking preferred.

SPECIAL REQUIREMENTS: Valid Class D Motor Vehicle Driver's License recommended. Mediation training within one year.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge: Thorough knowledge of relevant municipal local, state and federal personnel laws, practices and regulation pertaining to municipal employees and union contracts; knowledge of Town department operations and services; proficiency in the procedures regarding classification and compensation structures; understanding of various Federal rules and regulations including civil rights and A.D.A.

Ability: Ability to supervise employees, develop policies, implement and monitor effectiveness of a wide range of personnel services and policies; ability to work effectively with confidential, sensitive information; capacity to communicate effectively with the public and employees; aptitude to mediate employee conflicts and impartially enforce personnel rules and regulations.

Skills: Proficiency in written and oral communication; advanced Word, Excel, Outlook, PowerPoint and standard office software; proficient customer service and interview skills.

PHYSICAL REQUIREMENTS:

PHYSICAL DEMANDS: Minimal physical demands are required to perform the essential functions of the position. The employee may be required to lift, push or pull office equipment or

pick up objects weighing thirty (30) pounds or less.

MOTOR SKILLS: Duties require the employee to utilize basic manual dexterity for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment.

VISUAL DEMANDS: The employee is frequently required to read documents and reports for understanding and routinely for analytical purposes. The employee may be required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Appointment to the position is contingent upon passing a pre-employment physical examination.

ACKNOWLEDGEMENT:

I have read and understand the essential job functions and the physical and mental abilities required for this job. My questions have been addressed, and by signing this document I acknowledge receipt of a copy of this job description.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____

DEI Tasks in Village of McFarland Government

Administration

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes... <i>describe staffing assignment</i>	If No... <i>describe resources needed</i>	Other Comments
Accessing grant funds to subsidize local spending on a variety of initiatives.	Finance	Yes, in a decentralized manner.	Typically whatever the grant is related to, a staff member in the respective department researching and applies for grants. Additionally, some Village consultants help with this task.		It depends on the vision. If the intent is for some to have the job of applying for and researching grants for the Village, this would require an additional position or more work identifying the intent and extent of the task.
Accounts Receivable Hardship Policy		Yes	Deputy Treasurer/Accountant		
Building Representation	Human Resources	Yes	Human Resource Generalist		
Consistency with Civil Rights Law	General	Yes, in a decentralized manner.	Differing positions and legal support depending on the law to be applied.		
Enhancing Recruitments	Human Resources	Yes	Human Resource Generalist		

Holiday Recognition	Human Resources	Yes	Human Resource Generalist.		'Holiday recognition' is fairly broad. More clarification and specificity would likely be necessary to assess this more fully. What's provided is information related to employment related matters. Village Wide events would be something additional. Comm & Tech does some work with Community Events, but again more information needed.
Oversight of State and Federal Regulations	General	Yes, in a decentralized manner.	Each respective Dept is responsible for knowing the regulations that pertain to their respective areas.		Similar theme. This is likely already covered within the Village's current staffing and responsibilities.
Personnel Policy Manual Updates	Human Resources	Yes	Human Resource Generalist		

Resource Allocation	Finance	Yes	Department Heads, Administrator		Conducted through the budget process to ensure resources, as available, are applied equitably to the services provided.
Training Program Development	Human Resources	Yes	Human Resource Generalist		
Understanding the procurement process through RFP system and how it can access other areas.	Finance	Yes	Department Heads, Administrator		Staff prepare RFPs based on a set criteria authorized by the Village Board, and then identify as broad a distribution network as possible to ensure the appropriate resources are accessed.

Communications & Technology

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes...describe <i>staffing assignment</i>	If No...describe <i>resources needed</i>	Other Comments
ADA Compliance	General	Yes	Staff have been and continue to be trained on best practices for ADA compliance. This is overseen by the Director.		
Building Community Relationships, Forming Partnerships	Engagement	Yes	Have helped and continue to help community organizations with promoting of events and/or news. Also assist in AV and/or broadcasts.		To name a few: School District, McFarland Community Festival, Farwell Gallery, Sailing Club, LWCA, McFarland UCC, Historical Society.
Closed Captioning	Cable	No		Currently in process as a 2023 Capital Project.	
Diverse information distribution through multiple formats	Content Development	Yes	Continuous work on multiple types of information (feel good		Platforms currently used: website, bi-weekly email blasts (The Lookout), Facebook, Instagram, cable channel

			stories, alerts, announcements, promotions, events, dept-specific, etc.)		announcements/bulletins (also plays in lobby of the Municipal Center), flyers to various public bulletin boards, Senior Outreach events and Meals participants, The Outlook (three times per year).
Gathering Input	Communication	Yes, in a decentralized manner.	Varies by Department based upon the input that is needed.		Sometimes this happens through surveys, public information meetings, public meetings, general inquiries, or other efforts.
Improvement Relationship with Local Government, Increasing Trust	Engagement	Yes, in a decentralized manner.	Varies by Department to review service delivery and make improvements where applicable.		Partner with programming and other events to connect, engage with people to build relationships.
Translation Services	Communication	No		Need to know what the community translation needs are (i.e., what languages are needed for translation?). A reputable	While there is no formal program, different Departments have found ways to formally address this when needed.

				organization and/or individual to help with translations.	
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Community & Economic Development

Task	Service Category	Do we do this now? Yes or No	If Yes...describe staffing assignment	If No...describe resources needed	Other Comments
Affordable Housing	Housing	Yes	Director	One areas to build on would be to continue to annually fund the Affordable Housing Fund to build a larger source of revenues to apply toward future projects.	Creation of new deed restricted affordable housing units is primarily market driven by private developers unless it is on property owned by the Village and sold for that purpose. The Village sets policies through Plans regarding supporting affordable housing. At times this has also included land acquisition or partial waiver of impact fees to support affordable housing developments. The Village is has recently established an Affordable Housing Fund and the Finance Committee is working on related policies to guide the use of funds.
Apply adjustments in how we review and apply building,	Code Compliance	Yes	Director as Zoning Administrator, Village Engineer,	2024 CIP includes funding for a comprehensive update to our Zoning Code. This process is likely to include discussion regarding ways the Zoning Code	An example of this is sending out public hearing notices or other meeting notices in excess of code requirements or not taking action on a development

property maintenance, and zoning standards.			Building Inspector, Property Maintenance Officer	can be adjusted to support DEI. For example, allowing a greater range of uses in single family zoning districts, accessory dwelling units, etc.	permit on the same evening as a public hearing, particularly if there is opposition. Generally, codes are applied uniformly and are generally not written to allow DEI adjustments or are required to adhere to state standards (e.g. UDC). Providing notifications in excess of code requirements is one area where adjustments can be made to support DEI. Other instances include provisions that allow for reasonable accommodations, which are already provided for under Village ordinances
Communicating “green” initiatives.	Sustainability	Yes	Director, Associate Planner		Facilitated through Lookout and Outlook articles, S&NR Committee meetings, Department planning projects, networking with sustainability organizations.
Properly integrating DEI into our plans and planning work.	Planning	Yes	Director, Associate Planner	Refer to tasks under Communication for additional resources related to greater/more diverse community engagement on Village projects beyond property owners within the immediate planning area.	Projects, like the East Side Plan update, routinely include surveys, focus groups, public meetings, and public hearings. The East Side Plan included creation of new online public feedback tool, and constant contact project email list.

How do we support the development of a diverse workforce? Chamber of Commerce?	Economic Development	Yes	Director	Expand areas for business development to occur through both infill redevelopment and new greenfield business parks. Continue to support the development of diverse housing. Housing is where jobs go to sleep at night. Strengthen relationships/connections/communications with businesses including non-Chamber members. Not all businesses belong to the Chamber. This can be facilitated through increased BREV (business retention and expansion visits). This requires additional staff capacity or coordination with the Chamber.	Village is a member of the Chamber. C&ED Director serves on the Chamber Board. C&ED Director passes relevant ED information from state agencies to Chamber Executive Director for sharing with members.
Impacts on natural resources (land, air, groundwater, and surface water).	Sustainability	Yes	Director, Engineer, Building Inspector, Associate Planner	While this task is listed under C&ED, all Departments have some role to play in supporting this sustainability and DEI task.	Ordinances provide for review of development impacts on natural resources. Occasionally they need updating. For example, Staff is working on updates to our stormwater mgmt ord. Our planned 2024 Zoning Code rewrite will provide additional opportunities to revisit other ordinances amendments described in the Sustainability Action Plan.

Planning to rewrite the Zoning Code and thinking about how we meet applicable regulations.	Code Compliance	No, but pending.	Director, Associate Planner	Project is identified in current CIP for 2024. Funds are necessary to hire a consultant to complete the project with C&ED staff assistance. Project likely carries over into 2025 before completion.	
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Fire & Rescue Department

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes...describe <i>staffing assignment</i>	If No...describe <i>resources needed</i>	Other Comments
Ambulance Transport Hardship Waiver	EMS	Yes	Admin Assist with EMS billing company facilitate with Senior Outreach Dept supporting.		
Community Based EMS Program	EMS	No		Requires training of Staff and ability to schedule Staff to make appts. which currently is not possible due to min. staffing levels.	Ideally, service would be coordinated by administrative level EMS trained Staff member. Current Staff at that level is over committed to present level of operations.
Increase Outreach	General	Yes	On Shift FF/Medics and Fire Inspector provide.		Currently the level provided is limited by Crew being on shift and scheduling of classes is subject to routine calls. Often causes difficulty for individuals taking classes.

Serving At Risk Populations	EMS	Yes	Chief coordinates with Senior Outreach, Law Enforcement, and other stakeholders.		Limited to being reactive and not proactive due to limited Staff availability.
Smoke and CO2 Inspections	Fire	Yes	Fire Inspector provides scheduled service and fire crews provide during incident responses.		The program should be able to grow as the Fire Inspector grows within the position.

Library

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes...<i>describe staffing assignment</i>	If No...<i>describe resources needed</i>	Other Comments
Build Diverse Collection	Collections	Yes	All Staff	In the future, it would be nice to have funding to do diversity audits of our collections.	The Librarians (including Director) purchase materials for the collection using a diverse range of sources and select diverse materials. Besides making sure that we're selecting books by authors from the BIPOC and LGBTQ+ communities, we look for items that offer different perspectives on cultures, items that aid people with disabilities (Large print, audio books, etc...) ESL, as well as materials in other languages.
Program Development	Programs	Yes	Full-Time Staff	Increased funding to hire speakers and presenters in upcoming years. Grant monies have been declining since the	We try to select presenters from different communities on many topics. Over the last few years, we have received grants from the Center for East Asian Studies and the Center for African Studies for diverse programming

				pandemic ended.	and books. We also have resources through the Beyond the Page Foundation on diverse speakers and topics. We also hold a sensory story-time for kids who have sensory issues/sensitives and in 2022 we held a Silent Santa program aimed at families with special needs children.
Strategic Plan Development	General	Yes	Staff and Community Stakeholders		We're currently working through the Strategic Planning process with staff and community stakeholders.

Police Department

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes...<i>describe staffing assignment</i>	If No...<i>describe resources needed</i>	Other Comments
Community Restorative Court	Public Safety				
Programming	Community				

Public Works Department

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes...describe <i>staffing assignment</i>	If No...describe <i>resources needed</i>	Other Comments
Accessibility in our planning and implementation of improvements, programs.	Parks	Yes, remains ongoing.	Continually reviewing offerings available to residents. All new projects we review and make improvements to accessibility for all individuals.		We are currently working towards an accessible playground in a joint construction with the school district.
Review areas to improve our delivery when needed services are not being received (i.e. solid waste example).	General	Yes	We do review our services offered on an annual basis, to see what additions we could offer or how we can change what is already offered.		The biggest service request we receive is for curb side brush and yard waste collection. Most from residents that do not have access to transportation or proper transportation for hauling.
Reviewing impacts on all forms (i.e. – cars, pedestrians, buses, bikes, etc.)	Transportation	Yes, remains ongoing.	Continually reviewing offerings		

			available to residents		
Planning intersecting with service delivery (i.e. facility improvements).	Capital Projects		All new projects we review and make improvements to accessibility for all individuals.		
Subsidize low income families/users, creating a more equitable system.	Utility	Yes, remains ongoing.	Low Income Household Water Assist. Program (LIHWAP) – provides households relief from water and wastewater invoices. We also are rolling out the Eye on Water program with new water meters that allows the ability to monitor water usage and identify potential water leaks.		

Senior Outreach Department

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes...<i>describe staffing assignment</i>	If No...<i>describe resources needed</i>	Other Comments
Client Based Needs	Case Management	Yes	As requested by individuals within our service area.		Refer Spanish and Hmong speaking to language application services. Additional African American centric service only as indicated.
Meal Program	Nutrition	Yes	Anyone over the age of 60.		
Medical Loan Closet	Specialized Services	Yes	Anyone over the age of 60 in the service area and McFarland residents of all ages.		
Universal Design Guidelines within facility development	General	Yes			Ongoing.
Utilization of Mental Health Resource Team	Case Management	Yes	As indicated by Case Manager with consent of client.		

RESOLUTION 2020-14

A RESOLUTION TO ADVANCE RACIAL EQUITY, SOCIAL JUSTICE, DIVERSITY, AND INCLUSION WITHIN THE VILLAGE OF MCFARLAND

WHEREAS, on May 25, 2020, George Floyd, an African American man, died at the hands of four Minneapolis, Minnesota, police officers;

WHEREAS, acknowledging that black people are three times more likely to be killed by police than white people according to the research collaborative *Mapping Police Violence*;

WHEREAS, this act of intolerable violence and other similar acts that have occurred across this country in recent years are unpardonable and must serve as a wake-up call to every human being that recognizes life as both a gift and human right;

WHEREAS, observing that more diverse families are coming to the Village;
and

WHEREAS, recognizing that the Southern Wisconsin has one of the lowest probability of an individual reaching the top income quintile if they grew up in a low-income household.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of McFarland on behalf of all residents and employees, as follows:

- 1) We join with America in sharing its sorrow within the shadow of this heinous act;
- 2) We recognize that we all come from a common thread as a single human race and call on our country to recognize the value of human life;

3) We call upon our Community to join with us in committing to introspective evaluation of ourselves as public servants, citizens and as fellow members of the human family; and

4) Furthermore, we invite further dialogue and action within the Community to work together by doing everything we can to build a system that finally fulfills the promise of liberty and justice for all.

BE IT FURTHER RESOLVED by the Village Board of the Village of McFarland on behalf of all residents and employees, that the Village is committed to the following responses:

1) Engage the Village Board, McFarland Municipal Court, and McFarland Police Department to partner and join in the County's Community Restorative Court program and developing policies to refer all eligible cases to the program;

2) Create a diversity and inclusion committee or special committee;

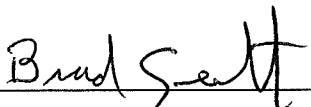
3) Annual review of committee appointments in order to appoint members of the Community of all demographics and increase education in order to engage communities of color to participate on Village boards, commissions, and committees;

4) Require and fund training for all Village Employees to participate at least annually in State and/or Nationally recognized, accredited, and/or professional training in racial equity, social justice, diversity, and inclusion within the Village;

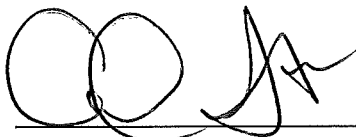
5) Reviews of police training and use of force policies to ensure consistency with State law and/or other nationally accredited groups as might be applicable;

- 6) Continue to publish current use of force policies for the McFarland Police Department on the Village website and encourage diversity within the membership of the Police and Fire Commission;
- 7) Work with the Library to increase programming, resources and discussions about cultural awareness;
- 8) Work jointly with the School Board for the School District of McFarland on diversity and equity initiatives;
- 9) Publish an annual report regarding the initiatives the Village of McFarland is taking in order to support anti-racist policies and activities in the Community as well as progress on advancing action steps of this resolution;
- 10) Review policies that create systemic barriers to diverse participation in committees; and
- 11) Affirm a commitment to equity.

ADOPTED at a regular meeting of the McFarland Village Board this 22nd day of June, 2020.


 Brad Czebotar
 Village President

Attest:


 Cassandra Suettinger
 Clerk/Treasurer

RESOLUTION #2020-14	
MOTION	SECOND
Czebotar	Rupert
ACTION	DATE
Adopted	06/22/2020
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington - Aye	Kryzenske - Aye
Clow - Nay	Rupert - Aye
Czebotar - Aye	Utter - Nay
Flaherty - Aye	
VOTING RESULTS	
Motion Carried:	5 - 2 - 0
Motion Defeated:	

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Thursday, June 22, 2023

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion and recommendation on revisiting the approved "Religious Holidays and Government Meetings for 2023" document.

PREVIOUS ACTION:

ISSUE SUMMARY:

On January 10, 2023, the Village Board approved the recommendation to recognize the religious holidays list provided by the DEI Committee. This list is to facilitate employee and public participation and inclusion, it is recommended that Village meetings be considered for rescheduling on the following religious holidays in 2023. Since then, some discussion on including Village events should be considered in conjunction with Village meetings. Trustee and DEI Chair, Stephanie Brassington, has asked for the DEI Committee to discuss this matter.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Religious Holidays 2023

To facilitate employee and public participation and inclusion, it is recommended that Village meetings be considered for rescheduling on the following religious holidays in 2023:

Ash Wednesday (Christian) – Wednesday, February 22nd

- Currently, no meeting(s) scheduled; no conflicts

Purim (Jewish) – Begins at sunset of Monday, March 6th to nightfall of Tuesday, March 7th. Meetings are acceptable to schedule, but keep in mind that the holiday is celebrated during this time.

- Regularly scheduled Village meetings that occur during this holiday:
 - Monday, March 6th – Public Safety Committee
 - Tuesday, March 7th – Parks and Recreation Committee

Maundy Thursday (Christian) – Thursday, April 6th

- Currently, no meeting(s) scheduled; no conflicts

Good Friday (Christian) – Friday, April 7th

- Currently, no meeting(s) scheduled; no conflicts

Passover (Jewish) – Begins at sunset of Wednesday, April 5th to nightfall Thursday, April 13th. Avoid meetings April 5th through 7th and April 11th through 13th. Meetings are acceptable April 8th through 10th.

- Regularly scheduled Village meetings that occur during this holiday:
 - Tuesday, April 11th – Village Board
 - Wednesday, April 12th – CDA

Eid-al-Fitr (End of Ramadan) (Muslim) – Begins at sunset of Friday, April 21st to Saturday, April 22nd. Avoid meetings April 21st and 22nd.

- Currently, no meeting(s) scheduled; no conflicts

Shavuot (Jewish) – Begins at sunset of Thursday, May 25th to nightfall Saturday, May 27th. Avoid meetings May 25th through 27th.

- Currently, no meeting(s) scheduled; no conflicts

Eid-al-Adha (Muslim) – Begins at sunset of Wednesday, June 28th to Thursday, June 29th. Avoid meetings June 28th and 29th.

- Currently, no meeting(s) scheduled; no conflicts

Rosh Hashanah (Jewish) – Begins at sunset of Friday, September 15th to nightfall Sunday, September 17th. Avoid meetings September 15th through 17th.

- Currently, no meeting(s) scheduled; no conflicts

Yom Kippur (Jewish) – Begins at sunset of Sunday, September 24th to nightfall Monday, September 25th. Avoid meetings September 24th through 25th.

- Regularly scheduled Village meetings that occur during this holiday:
 - Monday, September 25th – Public Works & Utilities Committee

Sukkot (Jewish) – Begins at sunset of Friday, September 29th to nightfall of Friday, October 6th. Avoid meetings September 29th to October 1st. Meetings are acceptable October 2nd through 5th, but keep in mind that the holiday is celebrated during this time.

- Regularly scheduled Village meetings that occur during this holiday:
 - Monday, October 2nd – Public Safety Committee
 - Tuesday, October 3rd – Parks & Recreation Committee

Shmini Atzeret & Simchat Torah (Jewish) – Begins at sunset of Friday, October 6th to nightfall Sunday, October 8th. Avoid meetings October 6th through 8th.

- Currently, no meeting(s) scheduled; no conflicts

Hanukkah (Jewish) – Begins at sunset of Thursday, December 7th to Friday, December 15th. Meetings are acceptable to schedule, but keep in mind that the holiday is celebrated during this time.

- Regularly scheduled Village meetings that occur during this holiday:
 - Monday, December 11th – Sustainability & Natural Resources Committee
 - Tuesday, December 12th – Village Board
 - Wednesday, December 13th – CDA

If you, any Village employee, board, committee, or commission member believe there are other religious holidays that need to be addressed, please contact McFarland DEI Committee staff member, Stephanie Miller. The Village strives to be respectful, inclusive, cautious, and not leave anyone in an uncompromising position with meeting responsibilities at work and the most serious religious responsibilities.

Note: these are dates where the Village may be open for business.

This list was approved by the Village Board on Tuesday, January 10, 2023.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Thursday, June 22, 2023

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion of event development topics with the DEI S.M.A.R.T. goals.

PREVIOUS ACTION:

ISSUE SUMMARY:

This is an item that was requested to be a standing item on every agenda when possible.

- Discuss the last DEI co-sponsored event with Tasha Schuh (held March 1, 2023) - What went well? What could be improved?
- Discuss potential upcoming events and partnerships.
- Upcoming Village staff training: Implicit Bias Training with Christine Pribbenow; Wednesday August 2nd.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None