

Diversity Equity Inclusion Advisory Board DRAFT Action Plan
(July 17, 2020 DRAFT)

1. Seek applicants for Founding Advisory Board (July)
 - A. 7-9 Residents, 1-2 Trustees, 1-3 Staff
2. Board of Trustees appoint Founding Advisory Board Members (September)
3. Founding Advisory Board Formation (September)
 - A. Board Member “On-boarding”
 - i. Orientation on State and Town policies (Open Meetings, meeting agenda process, IT Protocol, etc.)
 - ii. Time commitment (Board Members to decide)
 - iii. Build familiarity with Town operations and staff
 - B. Board Members clarify WHAT they will be doing
 - i. Develop written documents clarifying
 - a. Purpose
 - b. Duties
 - c. Member Terms
 - ii. Identify initial focus areas and goals
 - a. Consultant/Facilitator RFP
 - b. Resident Survey?
 - c. Town Government (assessment on Equity/Inclusion continuum and recommended actions—see “Equity/Inclusion Continuum” handout)?
 - d. Human Resources (equity in hiring, compensation and other matters)?
 - e. Cultural Activities?
 - f. Housing (affordability, equal access, and other issues)?
 - g. Business access?
 - h. Language access?
 - i. Voting access?
 - j. Community Policing (issues in addition to and broader than the focus of the Police Directives Community Task Force is working on)?
 - k. Parks (how to make them welcoming to all)?
 - l. Education (in coordination with the School Districts)?
 - m. Other?
 - iii. Initial budget needed to complete work in 2020 and proposed budget for 2021
4. RFP for consultant/facilitator/Advisory Board liaison (September - October)
 - A. Steering committee conducts interviews
 - B. Steering committee makes recommendation to hire
 - C. Facilitator hired - can be available for up to 1 year to assist the group
 - D. Recommendation will be brought to BOT to vote on hiring

5. Community engagement (September and continuing)
 - A. Create a plan that clearly lays out the steps/timeline the Advisory Board and Town are taking.
 - B. Share steps and resources for residents interested in participating
 - i. FB group (not Town sponsored)
 - ii. Training ideas
 - iii. Purpose of Town's involvement
6. Resident survey (September - October)
 - A. Identify issues residents believe need to be focus areas for Town of Erie
 - B. Learn about what residents believe they can do and what Town can do
 - i. Helps not duplicate
 - C. Gather resources – who/what is available that we can use for Advisory Board, staff training, resident intention
 - D. Gather information in several formats – Bang the Table, Call in (for those without compute access/savvy, writing, neighborhood groups, translation, etc.)