

Diversity Equity Inclusion Advisory Board DRAFT Action Plan
(August 5, 2020 DRAFT Reflecting Initial Community Input)

1. Seek applicants for Founding Advisory Board (July)
9 Residents (voting members), 1-2 Trustees (Ex-Officio non-voting members),
1-3 Staff (non-voting, liaison/information source on Town policies,
procedures, budget issues, and administrative support)
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. Preparation & Info Gathering (1-3 months)
 - a. Consultant/Facilitator RFP Development
 - b. Town Government organizational Self-Assessment
 - c. Resident Survey
 - d. Town Services Review
 - a. Housing
 - b. Business Opportunities
 - c. Language Access
 - d. ADA Access
 - e. Voting
 - f. Security and Policing (liaising with Police Directives Community Task Force)
 - g. Parks and Facilities
 - h. Recreational Programs
 - i. Cultural Activities
 - j. Education (liaising with other efforts...recommend the DEI Board allow community members to lead/guide work with the School Districts and individual schools. The Board should monitor progress with two primary purposes in mind: 1) to ensure consistent application across Erie public schools, and 2) to offer services and support to Erie private educational institutions if they choose to participate.)
 - k. Healthcare Access

- l. Food Access and Security (e.g., lack of grocery stores in Old Town, adequacy of the food bank to meet Erie's needs, etc.)
 - m. Town Human Resources (equity in hiring, compensation and other matters)
 - iii. Initial budget needed to complete work in 2020 and proposed budget for 2021
 - iv. Analysis (3-6 months)
 - a. Review of results of Resident Survey and Town Services Review by the Board (under the guidance of facilitator)
 - v. Recommendations
 - a. Create specific recommendations to address any concerns identified as a result of the previous work and emerging issues
- 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.)