



**To:** Members of Dublin City Council  
**From:** Megan O'Callaghan, City Manager  
**Date:** November 8, 2022  
**Initiated By:** Homer Rogers, Assistant City Manager/Chief Strategy and Innovation Officer  
Jennifer Miglietti, Director of Human Resources  
Jennifer Rauch, Director of Planning  
**Re:** Training for Members of City Council, Boards, and Commissions

## Summary

In furtherance of the requirement established by City Council in 2021 for bi-annual training on Ethics and Diversity, Equity and Inclusion (DEI), staff presented a proposal in a September 2, 2022 memo to Council for training to be conducted in 2023. During its September 12, 2022 meeting, Council referred the proposal to the Administrative Committee for review. The Administrative Committee then met on October 4 and November 1, 2022 to consider the proposal and discuss a specific request from the August 31, 2022 Joint Work Session with City Council, Boards, and Commissions for members to obtain training when dealing with difficult situations.

In their review, the Administrative Committee concurred with the State of Ohio Ethics training (one hour) as a requirement. The Administrative Committee made modifications to the proposed DEI training to eliminate repetitiveness and provide individuals with a more engaging option. It was also understood that Cyber-Security Training (1 hour) is currently ongoing and required of all who access City networks or devices. The Cyber-Security Training time commitment was also a factor when considering the other additional training requirements. Finally, the Administrative Committee asked staff to arrange make up training for those who did not complete the 2021 requirement.

Other than the State Ethics Training with which the Administrative Committee concurs, the following are proposed to address each of the requested and/or required training courses.

## Training for Managing Difficult Situations

As part of the Joint Work Session between City Council, Boards, and Commissions, a request was made for members to obtain training and support when addressing difficult situations that the City's Boards and Commissions must address from time to time. Staff recommends providing a comprehensive approach to members of all Boards and Commission, which could include Planning and Zoning Commission, Architectural Review Board, Board of Zoning Appeals, Community Service Advisory Commission, and other Commissions as needed. The training would be provided to Board and Commission members that make determinations, as well as those that make recommendations to City Council. The training would be tailored to each Board and Commission and the types of requests they review and recommendations made. The anticipated format would be conducted in person to allow for conversation and discussion. The details for this training will be finalized in consultation with our consultant, Greg Dale with McBride Dale, who has previously handled our yearly training of Board and Commission members. The intent is to conduct this training during one of the regularly scheduled 1st quarter 2023 meetings.

## **Diversity, Equity, and Inclusion Training**

Based upon guidance from the Administrative Committee meeting, staff recommends the following options for DEI training requirements for 2023. Individuals may selection Option 1 or Option 2.

Option 1. "Inclusion and Belonging" A virtual live interactive training (60 minutes) delivered by Leverage HR, operated by Sapna and Bob Welsh, a Columbus-based company. The feeling of "Belonging" has become a topic of much emphasis recently and is now a goal of the DE&I effort. Sapna and Bob have offered to conduct a couple virtual live sessions. One of the live sessions will be recorded and available for 3 months for anyone who was not able to attend either scheduled session. Cost for this training is \$2,400 per session. Attendance at the live sessions will be managed to ensure compliance with Public Meeting Law requirements.

OR

Option 2. "A Seat at the Table" Three eLearning modules of the "Seat at the Table" curriculum (30 minutes total), offered through the Cornerstone platform. These three modules are recommended to focus on significant segments of Dublin's population in support of the Sustainable-Services, Connected-Mobility, and the Resilient-Physical, Mental, Social goals of Dublin's Strategic Framework. Familiarity about the concerns of these segments of our Dublin society can have bearing on the decisions our Boards and Commissions contemplate. There is no additional cost for this training as it is already part of our Cornerstone eLearning platform. The three recommended modules are:

- "Talking about Age: A Seat at the Table" (10 minutes)
- "Talking about Asian Stereotypes: A Seat at the Table" (10 minutes)
- "Talking about Disability: A Seat at the Table" (10 minutes)

## **Make up Training Diversity, Equity, and Inclusion Training from 2021**

Six current Board and Commission members did not meet the 2021 requirements. Three individuals did not complete the live session on Implicit Bias Training. Unfortunately, the live session was not recorded for them to view, but Cornerstone offers other "Implicit Bias" training (30 minutes) and staff will assign one of these as an alternative. One individual did not complete the 42-minute "Understanding Diversity, Equity and Inclusion 2021" Cornerstone DEI Module. The module is still active in Cornerstone and staff will assign the module again to that person. Two remaining individuals did not complete either of the required DEI trainings and they will be assigned both of the trainings detailed above. Staff is reaching back out to these six individuals to remind them of the requirements and communicate a December 31, 2022 deadline for completion.

## **Recommendation**

Based on direction from the Administrative Committee, staff recommends the following training program and requirements for City Council, Boards and Commissions for 2023:

- 1) State of Ohio Ethics Training (One Hour - Online)
- 2) Diversity, Equity, and Inclusion Training (Individual requirement - select one option)
  - Option 1 – "Inclusion and Belonging" (One Hour - Virtual Live Interactive)
  - Option 2 – "A Seat at the Table" (30 Minutes/3 modules – Online)

3) Managing Difficult Situations (Delivered in person at a scheduled Board or Commission Meeting as a group requirement)

All required trainings are recommended to be completed by the end of the first quarter of 2023. Training on Ethics and DEI are to remain a biannual requirement and will be assigned to any new City Council, Board or Commission member appointed in 2023 or 2024 to be completed within 90 days of appointment. Staff will report progress of the completion of these trainings to Council at the end of the first quarter.

All make-up training from the 2021 requirement will be due by the end of 2022. Staff will keep Council apprised of this status.