



To: Members of Dublin City Council's Administrative Committee
From: Dana McDaniel, City Manager
Date: April 27, 2021
Initiated By: Homer Rogers, Human Resource Director
Jennifer Miglietti, Human Resource Director
Robin Myers, Talent Development & Training Manager
Re: Diversity, Equity, Inclusion and Ethics Training for members of City Council, Boards, and Commissions.

Discussion

All who engage in Public Service must uphold the highest standards as they represent the entire community from which they serve. These standards include not only fiscal responsibility, but ethics, dignity and respect for all. It is with this in mind that this memorandum proposes required training for members of City Council, Boards, and Commissions in the areas of ethics, implicit bias and diversity, equity and inclusion.

The proposed required training is divided into three segments; two online training sessions utilizing the City's contracted electronic training platform, Cornerstone, and one live/virtual training session, conducted by Mr. Stephen Francis of Francise of Franchise D&I Solutions, LLC.

a. State of Ohio Ethics Law - (1 Hour) – Training is delivered in an eLearning module via our Cornerstone platform. This training is provided by the State of Ohio ethics commission.

b. Understanding Diversity, Equity and Inclusion - (50 minutes) – Training is also delivered in a eLearning format via Cornerstone. This self-paced course consists of nine micro-training modules that increase participants confidence with a topic that can often come with anxiety and tension. It's meant to shape conversations within our organization to foster a workplace that embraces our diversity, equity and inclusion program. The nine micro-training modules are:

- Develop Your Cultural Intelligence Strategy to Plan for Multicultural Interactions
- Examine Your Cultural Intelligences
- How Does Unaddressed Bias Impact You and You Work and the World
- Embrace Age Diversity as a Team
- Address Micro-Aggressions with Your Peers
- The Power of Words: Respecting Identities in the Workplace
- What Do You Assume About Gender and Identity and Sexual Orientation
- Navigate Using Gender and Sexuality Terms at Work
- The Costs of the Stigma of Mental Illness at Work

c. Diversity, Equity, and Inclusion / Managing Implicit Bias - (1 hour) – This live/virtual and interactive training session, delivered by Mr. Stephen Francis, exposes participants to basic concepts and definitions of diversity, equity and inclusion and review and discuss communication

skills for cultural competence and for positive intent. The goal of the workshop is to help participants better identify bias. This leads to better decisions and outcomes, and to the fostering of an inclusive, open and welcoming environment. Steve will tailor this interactive training to include examples of issues that may confront those serving in elected or appointed positions in public service on councils, boards or commissions.

Currently, all the training listed above is required of all City employees with one difference. The session taught by Steve Francis is 2 hours in length for City Staff as it also includes additional videos and sharing amongst City Staff.

Cost

There is no additional cost for the two eLearning courses described above beyond what is already included in the City's contract with Cornerstone.

The Diversity, Equity and Inclusion / Managing Implicit Bias training course does come with a fee of \$1,250 per session. As the roster of Council, Board and Commission members is just under 50 in total, we should be able to accomplish this training in 3 to 4 sessions and would be funded from the currently budgeted training dollars allocated to the Office of Legislative Affairs for Council, Board, and Commission training.

Recommendation

Staff recommends the Administrative Committee advance this proposal to City Council to require all Council, Board and Commission members to receive this training in a timeframe to be determined by City Council from the date of approval by Council, or as soon as practicable. Future requirements would be from the date sworn into public service after being elected/appointed or as soon as practicable. The two eLearning Courses will be available indefinitely, but the Live/Virtual Training would need additional coordination in the future.