

To: City Council

From: Dana McDaniel, City Manager

Date: September 6, 2022

Initiated By: Homer Rogers, Assistant City Manager/Chief Strategy and Innovation Officer
Jennifer Miglietti, Human Resource Director
Robin Myers, Talent Development & Training Manager

Re: Periodic Training Requirements for members of City Council, Boards, and Commissions. (DEI, Ethics, & CyberSecurity)

Discussion

The purpose of this memorandum is twofold. First, we are making Council aware that cybersecurity training will be initiated in the October timeframe for all who access City owned electronic devices and networks to include City Council, Boards, and Commission members as well as all City Staff. This training will be delivered via Cornerstone and will take approximately 30-minutes to complete. Specific details will be sent out when the training is initiated.

Secondly, during the May 24, 2021 meeting, Council directed all City Council, Boards and Commission Members to undergo Diversity, Equity & Inclusion / Implicit Bias training and the State of Ohio Ethics Law training on a biannual basis. This training is being planned for delivery again in 2023.

While the State of Ohio Ethics Law training (1-hour provided by the State of Ohio Ethics Commission) is already packaged and standardized, there are options for Council to consider for Diversity, Equity, and Inclusion Training. For reference, in 2021 Council required an online session on DE&I (50 minutes) and a live session on "Managing Implicit Bias and Racism" (1 hour). In 2023, Staff proposes the training options for DE&I detailed below:

1) **"A Seat at the Table Curriculum"** (1 hour 10 minutes total) * Note: Any of the below modules can be removed from the curriculum if there is a desire to shorten the curriculum.

- A. Talking about Age: A Seat at the Table
- B. Talking about Asian Stereotypes: A Seat at the Table
- C. Talking about Depression
- D. Talking about Mothers & Fathers
- E. Talking about Disability
- F. Talking about Pronouns
- G. Talking about White Privilege

2) **"Leading an Inclusive Team"** (37 minutes total) * Note: While this curriculum is designed for leaders of teams, the modules give great insight to concepts of improving inclusion that all can benefit from)

Memo re. Diversity, Equity, Inclusion and Ethics Training for members of City Council, Boards, and Commissions.

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- A. What does it Mean to Have an Inclusive Tea,
- B. Be an Inclusive Leader
- C. Change Your Management Practices to Be Inclusive
- D. Build an Inclusive Team Culture
- E. Foster Inclusive in Your Organization

The Human Resources Staff is planning for all the same or similar training listed above to be required of all City employees.

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.

Recommendation

Staff recommends Council to refer these options for DE&I training to the Administrative Committee for review and recommendations to City Council to meet required periodic training for Council, Board and Commission members. While the Cybersecurity training is about to be launched in the October 2022 timeframe, staff recommends a timeline for completion of the Ethics and the selected DE&I training(s) to be completed by the end of 1st Quarter 2023. Newly appointed members during 2023 should then be required to complete this same training within 90 days of appointment. If a member of a Board or Commission can show evidence of completing the State of Ohio Ethics Training through some other means during 2022 or later, then they should be given credit for meeting this requirement from Dublin in 2023. Finally, Staff continues to recommend that this be a biannual training requirement for all Council, Board, and Commission members who continue to serve beyond their current terms.