



AGENDA OF THE EQUAL RIGHTS COMMISSION

MONDAY, NOVEMBER 15, 2021, 5:00 PM

Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

1. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

E. Regular Business.

1. Consideration with possible action to review and discuss the City of Green Bay Diversity and Inclusion Strategic Plan.
2. Consideration with possible action to discuss the needs of different groups and diversity, equity, and inclusion in the City of Green Bay as a community and organization.

F. Informational.

1. The next Equal Rights Commission meeting will be held on December 13, 2021 at 5:00pm.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Equal Right Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.

- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions

Equal Rights Commission



Zoom Meeting Information

Join Zoom Meeting

<https://us06web.zoom.us/j/84306335814?pwd=NHI5cFdMYkl2WW0zMkMrSmxQRTZkZz09>

Meeting ID: 843 0633 5814

Passcode: 659176

One tap mobile

+13017158592,,84306335814#,,,,*659176# US (Washington DC)

+13126266799,,84306335814#,,,,*659176# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

Meeting ID: 843 0633 5814

Passcode: 659176

Find your local number: <https://us06web.zoom.us/j/84306335814?pwd=NHI5cFdMYkl2WW0zMkMrSmxQRTZkZz09>

Additional Information

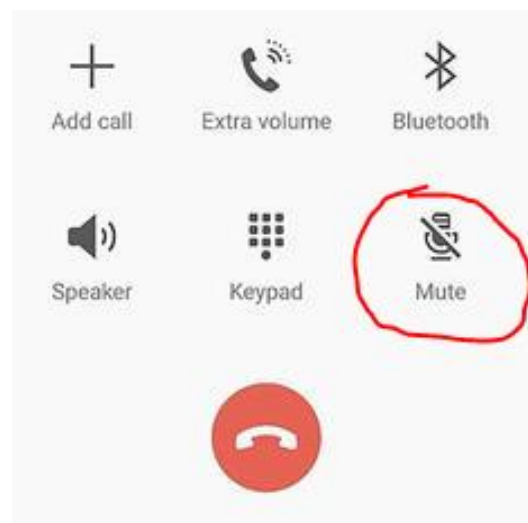
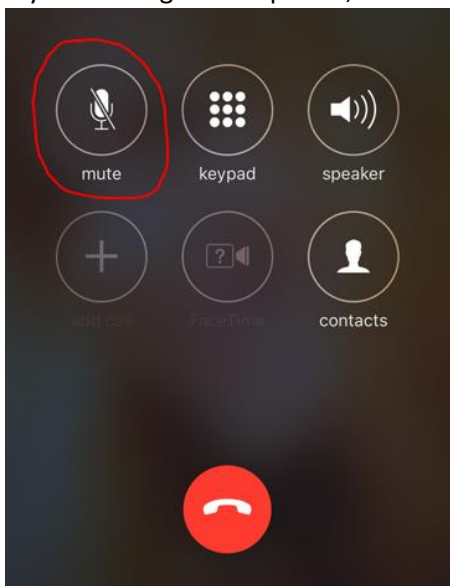
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the
Equal Rights Commission
of the City of Green Bay

MEETING DATE

November 15, 2021

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action to review and discuss the City of Green Bay Diversity and Inclusion Strategic Plan.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Diversity and Inclusion Strategic Plan 2021



Strategic DE&I Plan: City of Green Bay

Plan I-ACT (Intentional Awareness and City Transformations)

The purpose of this plan is to grow employee intentional awareness and to provide educational programming and curriculum design on diversity, equity, inclusion, and emotional intelligence. Via implementation of the key project components, the following concepts will be fostered: Diversity, allyship, equity, belonging, inclusivity and self-development within the City of Green Bay.

Key Project Components: This project will be made up of five crucial components including:

1. Employee Resource Groups –TBD
2. Educational Programing - Q1, Q2 of 2021, On-going
3. Programming Support-Discussion Series- Q2 2021, On-going
4. Diversity, Equity and Inclusion (DEI) City of Green Bay Marketing, Hiring, Retention Plan– Q1 2021 and ongoing.
5. Community Partnerships

Component 1 Focus: Employee Resource Groups (ERG)

Goal: To develop Employee Resource Groups (ERG) to foster diversity, inclusion, community, belonging, allyship and support within the organization and City of Green Bay. This will help to reduce turnover, support retention and belonging.

ERG Startup Guide:

- A) Submit paperwork to HR regarding the desired ERG startup
- B) Once approved by HR, set up first meeting with ERG leadership
- C) Meet with ERG leadership to:
 - Establish who will have what role within the ERG
 - Establish the core mission of the ERG, goals
 - Discuss budget for ERG
 - Discuss when leadership will meet (once a month is the general sequence) and when meetings will be held with all members
 - Develop the ERG yearly plan (objectives, goals, activities)
 - Decide who will set up meeting occurrences
 - Decide who will be responsible for notifying members/potential attendees of future events and/or info
- D) Hold a second meeting with leadership within two weeks to plan first event

- Decide if one to two more planning meetings are needed for first event, (generally 2-3 on a weekly to bi-weekly basis depending on timeline)
 - Ideate on the event
 - Establish who will do what for the event
 - Establish event date/s (if it is a series event such as a book club or speaker series determine dates)
 - Determine if outside speakers are necessary and identify who will reach out and bring the info back to ERG leadership
 - Establish who will be leading, speaking and when during the event
 - Establish what the activity will be and what resources and logistics need to be addressed to make this a success
 - Decide who will send out next invite for the next event planning meeting and agree on a meeting date
- E) Set up third meeting for leadership to go over (if an additional meeting is needed to accomplish the following steps, please set up accordingly)
- The script for the event and the sequence of delivery
 - Marketing for event (identify who will create marketing when it will be reviewed by ERG leadership and when it will be cascaded out)
 - Create survey for members/ attendees of 3-5 questions to gauge event success in Microsoft Forms or Survey Monkey
 - Identify if resources/outside speakers are available for desired date
 - Any loose ends for event planning/event execution
- F) Selected person sends out marketing material/s to ERG leadership team for OK
- G) Once marketing materials are agreed upon by ERG leaders, ERG leaders submit marketing material/s and survey to HR for approval three weeks before event
- H) When HR (Joe, Melanie, Raiya) has approved marketing material/s and survey, cascade marketing out to employees preferable two weeks prior to the event and no later than one week prior to event
- I) Hold additional meeting one week before event to
- Do a dry run through of event, (speaking points, activity, gauge timing)
- J) Hold first ERG event
- Within 24 hrs of event send out survey that has been created
 - Meet with leadership within two weeks of event to discuss survey results, identify what went well and where improvements can be made
 - In this meeting create meeting agenda for upcoming member meeting

Next Steps:

- K) Set up first member meeting within one month of ERG event to discuss:
- Any new happenings, upcoming events, and ideations
- L) Selected ERG leader will issue a meeting reminder via email and include reminder burst for those who may not have email
- Include set agenda in this email
- M) Hold first member meeting with leadership and members
- Begin meeting with introductions, going over mission, values, goals

- Walk through agenda with members and lead meeting via set agenda
 - Receive member input
 - Close meeting with appreciation and re-cap of who will do what for next meeting
- N) ERG leaders meet within two weeks to discuss member meeting and assess the direction of next steps based on all info from meetings/event.

Component 2 Focus Q1, Q2, Q3, Q4 2021, 2022 Ongoing: Educational Programming

Goal: To introduce awareness surrounding diversity, inclusion, belonging and emotional intelligence concepts to the City of Green Bay and foster discussion to further education on key concepts and initiatives:

- **Inclusive Insight Cards and Discussion** (*Monthly*)
- **Mayor's Dialogue Series** (*TBD*)
- **Newsletter Content** (*monthly*)
- **5 Book Clubs**-(*Quarterly*)

Inclusive Insight Cards and Discussion:

Inclusive Insights 2021 Concepts

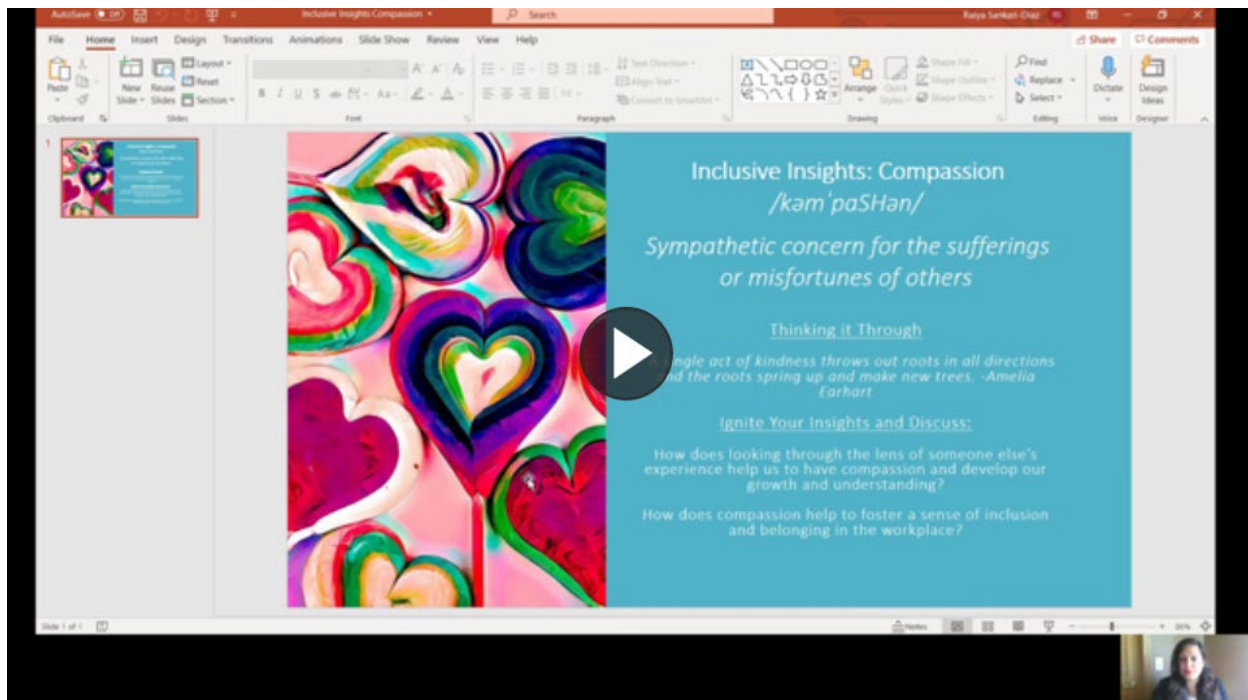
February- (ERGs)	March-Allyship	April-Change
May-Compassion	June-Empathy	July-Intention
August-Appreciation	Sept.-Recognition (Book Club Offering)	Oct-Reflection
November-Trust	Dec. Listening	

Inclusive Insights 2022 Concepts

January- Inclusivity Leadership Book Club	Feb. Interaction	March-Understanding- Discussion Opportunity
April-Growing	May- Communication Book Club Offering	

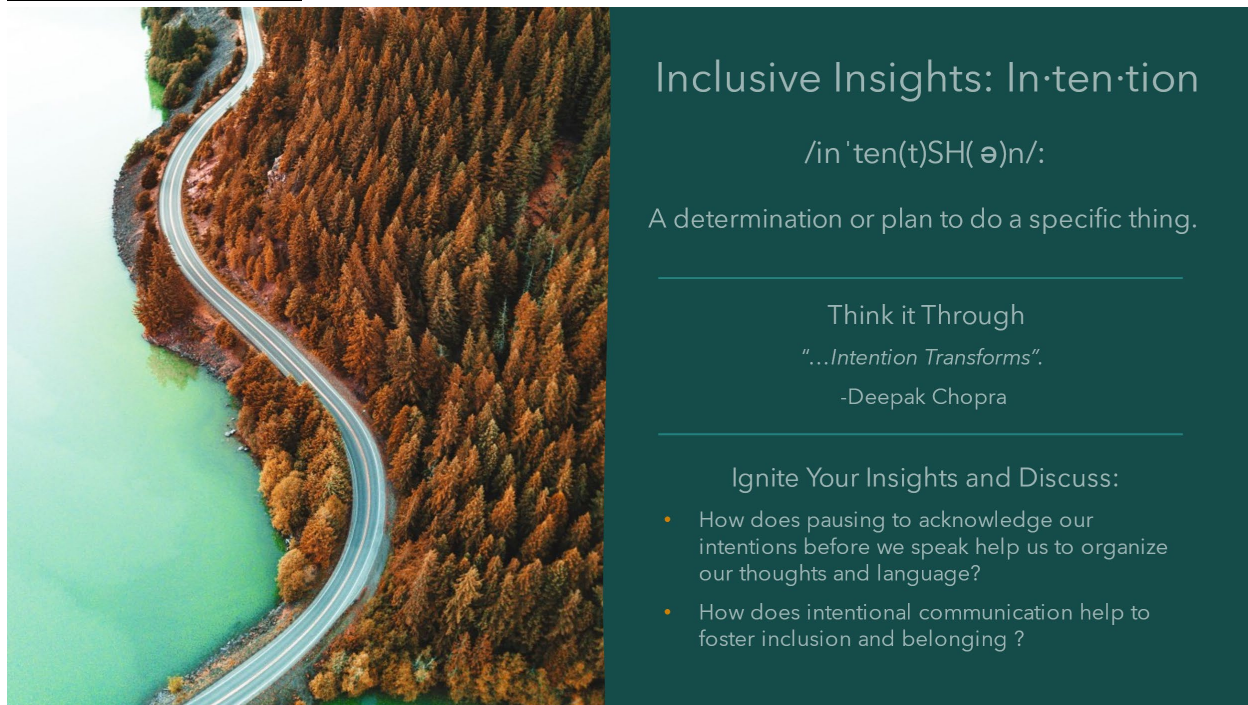
Inclusive Insights Training Video

<https://web.microsoftstream.com/video/4dd9c8e8-dccd-4718-a06e-2b9c8f304c86>



The screenshot shows a PowerPoint presentation titled "Inclusive Insights: Compassion" by Raya Sarkar-Choi. The slide features a vibrant background of colorful, overlapping hearts. The text on the slide includes the title "Inclusive Insights: Compassion" with the phonetic transcription "/kəm'pəSHən/", the definition "Sympathetic concern for the sufferings or misfortunes of others", a quote by Amelia Earhart: "A single act of kindness throws out roots in all directions and the roots spring up and make new trees.", and a section titled "Ignite Your Insights and Discuss:" with two discussion questions: "How does looking through the lens of someone else's experience help us to have compassion and develop our growth and understanding?" and "How does compassion help to foster a sense of inclusion and belonging in the workplace?". The presentation is displayed in a Microsoft PowerPoint window with a visible ribbon and a small video feed of the presenter in the bottom right corner.

Inclusive Insights Card



The card features a background image of a winding road through a forest with autumn foliage, next to a body of water. The text on the card includes the title "Inclusive Insights: In·ten·tion" with the phonetic transcription "/in'ten(t)SH(ə)n/", the definition "A determination or plan to do a specific thing.", a quote by Deepak Chopra: "...Intention Transforms"., and a section titled "Ignite Your Insights and Discuss:" with two discussion questions: "How does pausing to acknowledge our intentions before we speak help us to organize our thoughts and language?" and "How does intentional communication help to foster inclusion and belonging?".

Mayor's Dialogue Series 2021

May	June	October
Latinos are not a Monolith Dr. Marcelo Cruz, UW-GB	The History of Policing in Wisconsin Dr. Jillian Jacklen, UW-GB	The History of Native People in NE Wisconsin, Pro. Stephanie Dodge, UW-GB

Newsletter Content

Diversity and Inclusion Facts:

We must not only learn to tolerate our differences. We must welcome them as the richness and diversity which can lead to true intelligence.

Albert Einstein

Diverse teams are 87% better at making decisions.

1% of Fortune 500s have Black CEOs.

Gender diverse organizations are 15% more likely to have higher performance overall.

10% of leaders in the workplace are women, while 90% are men.

Potential Book Clubs Books for 2021-2023

Book Title	Author	Concept Supported	Potential Dates
<u>The 5 Languages of Appreciation in the Workplace</u>	Gary Chapman Paul White	Recognition, Inclusion, Belonging, Appreciation	9/29-11/10 (2021)
<u>How to be an Inclusive Leader</u>	Jennifer Brown	Inclusivity	1/25-2/25 (2022)

<u>The Advantage</u>	Patrick Lencioni	Communication, Belonging	5/1-5/25 (2022)
<u>Emotional Agility</u>	Dr. Susan David	Emotional Intelligence and Emotional Agility	9/15-10/15 (2022)
<u>Blind Spot</u>	Banaji, Greenwald	Hidden Bias	1/15-2/15 (2023)

Component 3 focus Q3 Q4 of 2022, 2023: Programming Support

Goal: To support DEI educational growth and programming by identifying and showcasing potential speakers, media clips and resources to further employee discussion and strengthening understanding within the City of Green Bay. Initiative to begin in Q3 of 2022.

Media sources, partnerships and additional resources identified for programming support:

- **“The Look”** <https://www.youtube.com/watch?v=aJav36Nbn58>
- **Harvard Implicit quiz** <https://implicit.harvard.edu/implicit/takeatest.html>
- **16 personalities quiz, share results** <https://www.16personalities.com/>
- **Bias Blindspots-** <https://www.youtube.com/watch?v=BFcfqmVah8>
- **Prototype bias** https://www.youtube.com/watch?v=6_ylevcJCPc
- **Review clip** <https://www.youtube.com/watch?v=PWx5jSyWyPE>
- **Review clip on hiring bias** <https://www.youtube.com/watch?v=C-Dp372Js4>
- **Review clip bias Gail Tolstai-Miller** <https://www.youtube.com/watch?v=QCFb4BiDDcE>
- **SharePoint page**

Know to Grow Series

Date	Topic	Link
Sept. 2022	Know to Grow-SELF	https://www.16personalities.com/
Nov. 2022	Know to Grow-Emotion	TBD
Jan 2023	Know to Grow-Bias	TBD

Component 4: Q1 2021 and ongoing City of Green Bay DE&I Recruiting, Hiring Initiatives

Goal: To recruit, engage and retain a wide range of diverse talent and to capture the attention as to why the City of Green Bay is the place to be and work. This methodology aims to implore a larger, more diverse pool of applicants, engage, and retain those on staff and promote the City of Green Bay via online platforms. Seeks to engage new populations and educate others on the City of Green Bay.

Current Data:

City of Green Bay's population data according to the Census report:

76.7% White	3.6% Native American
15.2% Hispanic or Latino	4.2% Asian
4% African American	

Green Bay City employee data according to Tyler Munis software:

914 total employees to date	0.09% or 9 employees are Native American
94% or 862 employees are Caucasian	0.08% or 8 employees are Asian
1.75% or 16 employees are Hispanic	0.08% or 8 employees have no race specified in the documentation
1.2% or 11 employees are Black	

Plan: To assess and analyze hiring data, report on findings, create hiring goals, assess policy and hiring strategy. To tap into mining resources, promote and communicate the positive environment, organizational culture, diverse happenings in Green Bay, and to communicate employment opportunities within the City of Green Bay using LinkedIn, Facebook (Meta) and other methodologies identified by HR.

Action Steps, Marketing:

- Create and maintain strong online presence to promote the City of Green Bay via LinkedIn, Facebook (Currently implemented)
- Formulate ability to copy and paste live employment announcement link into LinkedIn, Facebook (Currently implemented)
- Maintain strong partnerships locally and explore and define alliances with key stakeholders (universities, tech schools, etc.) online (Currently in progress)
- Promote ERG online when established (TBD)
- Promote Inclusive Insights cards when created on LinkedIn, Facebook (Currently implemented)
- Promote events, happenings, and information (Currently implemented)
- Create discussion topics and post them (Future)

Action Steps Recruitment

- Discuss job creation, naming of positions and future roles in relationship to D&I goals (Implemented, on-going)
- Re-assess current methods of job advertising/recruiting locations (In-progress, resources determined)
- Assess current approach to recruitment/hiring (Implemented, on-going)
- Discuss D&I concepts via LinkedIn for reach (Implemented, on-going)
- Display pictures of employees having a great day “It’s a great day to have a great day here at the City of Green Bay!” (Future)
- Capture different downtown building locations, offerings and promote them via Facebook/LinkedIn (restaurants, shops, etc) (Future)
- Post fun facts about the City of Green Bay on LinkedIn/Facebook (Future)
- Cascade Inclusive Insights and D&I work out on LinkedIn (Implemented, on-going)
- Communicate Pride events online and in City Hall (Implemented)
- Diversify exhibits brought in (Implemented, in progress)

Action Steps Retention

- Define organizational culture (in-progress)
- Create culture cards (Future Q1 2022)
- Distribute culture cards during recruitment, hiring, onboarding (Q2, Q3 2022)
- Distribute culture card online (Q2 ongoing 2022)
- Create ERGs (TBD)
- Develop online learning strategy through CVMIC, Content review and user experience review (In progress)
- Develop online trainings for employees relevant to their interest (Future)
- Create and develop learning pathways for employee promotion, growth, and development (In-process)

Component 5 Q1 2021-Ongoing: Community Partnerships

Goal: To form lasting and intentional partnerships with the Green Bay community to impact diversity and well-being for all community members for the purpose of growing diversity, equity, and inclusion within the City of Green Bay and the outer lying community. Furthermore, to raise awareness surrounding DE&I statistics and progress internally and externally. Also, to create space for diversity of thought, awareness and continual project collaboration and outreach with area organizations.

Action Items:

- Diversity and Inclusion Coordinator to sit on and contribute to area DE&I Taskforces (*Implemented Q1 2021, ongoing, serves on New North, Fox Valley and Chamber Taskforces*)
- Diversity and Inclusion Coordinator to be a member of sub-committee on diversifying area boards (*Implemented, serves on Chamber sub-committee*)

- Diversity and Inclusion Coordinator to oversee HRC documentation and City of Green Bay contributions, Scorecard submission for HRC (*Implemented, Q2 2021*)
- Diversity and Inclusion Coordinator to participate in Hidden Bias, cultural awareness cohort via YWCA and area orgs in partnership. (*Implemented Q3 2021, ongoing*).
- Diversity and Inclusion Coordinator to respond to community members requests, challenges, and concerns (*Implemented, ongoing*).
- Diversity and Inclusion Coordinator to contribute/communicate to media inquiries on specific content for community awareness (*Implemented*)
- Diversity and Inclusion Coordinator to participate in online marketing campaign for DE&I for the City of Green Bay (*Implemented, ongoing*)
- Diversity and Inclusion Coordinator to partner with UW-Green Bay, City, to host Mayor's Dialogue Series for DE&I awareness (*Implemented, ongoing*)
- Diversity and Inclusion Coordinator to participate in regional panel/s when on DE&I subject matter. (*In progress*)
- Diversity and Inclusion Coordinator to form partnerships with other municipalities in the DE&I arena. (*Implemented, ongoing*)
- For the Diversity and Inclusion Coordinator to serve on the DEI Council for CVMC (*Implemented, ongoing*)

Equal Rights Commission:

- Startup of Equal Rights Commission Diversity, and Inclusion Coordinator presence (*Implemented, Q3 2021*)
- Assess needs and concerns of the community (*Q4-On-going*)
- Developing projects and policies based on community DEI needs (*Q4-On-going*)



Report to the
Equal Rights Commission
of the City of Green Bay

MEETING DATE

November 15, 2021

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to discuss the needs of different groups and diversity, equity, and inclusion in the City of Green Bay as a community and organization.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Equal Rights Commission
of the City of Green Bay

MEETING DATE

November 15, 2021

PREPARED BY

AGENDA ITEM # F.1

The next Equal Rights Commission meeting will be held on December 13, 2021 at 5:00pm.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None