

HRIEC Tabular Progress Report July 2022

Strategic Racial Equity Action Plan


Report Created On: Jul 13, 2022

Plan Number	Description	Status	Start Date	End Date	Last Update Date	Last Update	Progress
Milestone 1.1.1	Build a workforce profile to include segments, composition, needs, union representation, special requirements, etc	Completed	Ongoing	Sep 30, 2021	Jun 28, 2022	Workforce profile has been retrieved from NeoGov	Progress 100%
Milestone 1.1.2	Map city government's workforce recruitment, hiring, retention and promotion process from a "customer-centered" perspective.	Completed	Ongoing	Aug 31, 2021	Jul 05, 2022	This process was completed after a series of workshops with staff representing all city departments.	Progress 100%
Milestone 1.1.3	Conduct decision-point analysis with data disaggregated by race and ethnicity to determine if and where there are any disparities.	Some Disruption	Ongoing	Jun 30, 2022	Jul 05, 2022	In Progress through 2022 to gather adequate data	Progress 0%
Milestone 1.1.4	Gather "Voice of the Customer" information as context for the process map and decision-point analysis.	On Track	Ongoing	Sep 30, 2022	Jul 05, 2022	Staff are still working through best methods to gather stakeholder feedback 07/2022	Progress 0%
Milestone 2.1.1	Build a profile of meaningful characteristics for each board and commission. <ul style="list-style-type: none"> Demographics Geography Renters v. Homeowners	Completed	Ongoing	Jul 31, 2021	Jul 05, 2022	Completed through surveying current commissioners and commission candidates	Progress 100%
Milestone 2.1.2	Map current related processes from a "customer-centered" perspective.	Completed	Ongoing	May 31, 2021	Jul 05, 2022	Completed 08/21 through a series of workshops with internal staff representing all city departments	Progress 100%
Milestone 2.1.3	Conduct decision-point analysis to determine metric of urgency and vital few improvements.	Completed	Ongoing	Oct 29, 2021	Jul 05, 2022	Completed 10/2021 following Fall Commission Recruitment and input received during process mapping workshops	Progress 100%
Milestone 2.1.4	Determine what common improvements can be and prioritize them. For improvements specific to the department/program/service, request their individual improvement plan	Completed	Ongoing	Dec 31, 2021	Jul 05, 2022	Completed 11/2021	Progress 100%
Milestone 2.1.5	Map new process from a customer-centered perspective including improvements	Completed	Ongoing	Dec 31, 2021	Jul 05, 2022	Completed 11/2021	Progress 100%

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Milestone 2.1.6	Present Improvement Plan to City Council and include Recommendations for Changes to Ordinance	Completed	Ongoing	Jan 31, 2022	Jul 05, 2022	Completed 01/2022; presented proposed new process and gathered approval from council	Progress 100%
Milestone 2.2.1	Implement the improvements.	Completed	Ongoing	Mar 31, 2022	Jul 05, 2022	Completed 03/2022 in Spring Recruitment season	Progress 100%
Milestone 2.2.2	Track and report results	Completed	Ongoing	Ongoing	Jul 05, 2022	Completed 04/2022; all 3 commission vacancies were filled with candidates of diverse backgrounds	
Milestone 2.3.1	Evaluate activities, resource investment, and results over the past year to identify good practice, benchmarking, and improvement opportunities. Determine what is necessary to achieve desired equity results next year.	Completed	Ongoing	Mar 31, 2023	Jul 05, 2022	Completed 04/22 by reviewing process, outcomes, lessons learned in Spring recruitment; all candidates were sent an experience survey	Progress 100%
Milestone 2.3.2	Share our effective practices and what we have learned with our leaders, staff, community, and peers.	Completed	Ongoing	Jun 30, 2023	Jul 05, 2022	Completed by 05/2022 by internal discussions with Department Heads and the city's Volunteer Coordinator who will manage commission recruitment going forward	Progress 100%
Milestone 2.4.1	Institutionalize the changes through formal policy and practice documentation.	Upcoming	Mar 01, 2023	Sep 30, 2023	Jul 05, 2022	This milestone is ongoing as we work to implement Spring 2022 changes again in the Fall of 2022 and Spring 2023	
Milestone 3.1.1	Identify key decision-making processes <ul style="list-style-type: none"> Request for Council Action (RCA's) Administrative Policies Department Policies Budget Process Programs & Services	Completed	Ongoing	Jun 30, 2021	Jul 05, 2022	Completed 06/2021	Progress 100%
Milestone 3.1.2	Map current decision making process by department and identify decision makers	Completed	Ongoing	Sep 30, 2021	Jul 05, 2022	Completed 08/2021 through a series of internal workshops with staff representing all city departments	Progress 100%
Milestone 3.1.3	Develop Updated Equity toolkit to be utilized in decision making based on GARE toolkit	Completed	Ongoing	Sep 30, 2021	Jul 05, 2022	Completed 12/2021; final draft version updated on the city Equity and Inclusion webpage	Progress 100%
Milestone 3.1.4	Gather feedback and consensus on the new toolkit; approval	Completed	Ongoing	Oct 31, 2021	Jul 05, 2022	Completed 01/2022 through internal staff, council, Strategy Team, and Department Head feedback	Progress 100%

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Milestone 3.1.5	Present new toolkit for Department Head and City Council approval	Completed	Ongoing	Dec 31, 2021	Jul 05, 2022	Newly designed and formatted toolkit was provided to council for review 01/2022	Progress 100%
Milestone 3.1.6	Update RCA's and policy documents to reflect the toolkit process	On Track	Ongoing	Ongoing	Jul 05, 2022	In Process awaiting an update to the city meeting agenda template	
Milestone 3.1.7	Establish reporting mechanism for use by departments (template/dashboard)	Completed	Ongoing	Mar 31, 2022	Jul 05, 2022	Completed toolkits will be stored in Microsoft Teams and on the city website	Progress 100%
Milestone 3.1.8	Develop & implement training on Equity toolkit for decision makers and others along the process map.	On Track	Ongoing	Sep 30, 2022	Jul 05, 2022	Department Head group has walked through the toolkit in development and using a Community Development example already provided to the EDA for consideration; training will continue on an as needed basis as solutions come up	Progress 0%
Milestone 3.1.9	Conduct training for commissioners and councilmembers on using the equity toolkit data in final decision making	On Track	Ongoing	Oct 31, 2022	Jul 05, 2022	A training or communication to commissioners is still in development; council members have already had an opportunity to review the toolkit	Progress 0%
Milestone 3.2.1	Launch new toolkits	Completed	Ongoing	Dec 31, 2022	Jul 05, 2022	Toolkit has already been soft launched with Community Development and is accessible for all city departments to use; staff are still working through appropriate future agenda items for the full toolkit	Progress 100%
Milestone 3.2.2	Quarterly check in/report on usage Align with PPP Quarterly reports	On Track	Ongoing	Ongoing	Jul 05, 2022	Updates will be provided as needed based on usage	

Report Legend

 No Update

 Overdue

 Priority