



Date: January 23, 2024

Honorable Mayor and Council Members:

Author and title: Erica Mertens, Diversity Equity, and Inclusion Program Manager

Title: **Contract amendment with Equity and Wellness Institute for Diversity, Equity & Inclusion Training**

Jen Callaway, Town Manager

Recommended Action:

- (1) Authorize the Town Manager to execute a contract amendment with Equity and Wellness Institute (EqWI) in the amount of \$22,700 to administer staff training related to the Diversity, Equity & Inclusion Action Plan.
- (2) Amend CIP C2403 to increase the budget for a Diversity, Equity and Inclusion Action Plan by \$22,700 to \$121,700.

Discussion:

One of Town Council's strategic focus areas for 2023-2025 is to *Enhance communication and public outreach to facilitate community cohesion*. The Diversity, Equity and Inclusion (DEI) Action Plan is one component of the Town's workplan to support this effort, which will institutionalize new programs and policies to create a more equitable, diverse and inclusive place for all people to live and work in Truckee.

In October 2023, Town Council approved the contract for Equity and Wellness Institute (EqWI) to develop a DEI Action Plan, with the premise of a future contract amendment for a training budget. The training will help augment the planning process by providing foundational information to key employee groups involved in the DEI Action Plan planning process. This contract amendment includes the following two trainings:

Steering Committee Training

EqWI will host a training session with the staff steering committee, comprised of 7 staff members from every department in the Town organization. The steering committee is integral to the DEI action planning process, as it meets monthly to provide insight, feedback and direction to EqWI and the DEI Program Manager on the plan progress.

The steering committee training will provide foundational understanding of DEI concepts for the steering committee to be most effective in providing feedback throughout the DEI action planning process. During this two-hour training, the steering committee members will

Leadership Team Training

EqWI will host a 3-hour training with the Town Leadership team during the annual retreat, which will help prepare the organization for the integration of the future DEI Action Plan, which will complete in fall 2024. EqWI staff will work with the DEI Program Manager to create a carefully

tailored training, based off of the DEI Action Plan data collection and analysis collected to this point. The training may include topics such as the foundations of DEI, how to address inequities within institutions, and courageous conversation groundwork.

It is anticipated that EqWI will identify an organization-wide training plan through the final DEI Action Plan. The first two trainings for the steering committee and leadership team will act as a primer, before conducting future trainings for staff at large.

Summary: Staff recommend that Council authorize the Town Manager to execute a contract amendment with Equity and Wellness Institute in the amount of \$22,700 for the Town's DEI training.

Priority:

<input checked="" type="checkbox"/>	Enhanced Communication	<input type="checkbox"/>	Climate and Greenhouse Gas Reduction	<input type="checkbox"/>	Housing
<input type="checkbox"/>	Infrastructure Investment	<input type="checkbox"/>	Emergency and Wildfire Preparedness	<input type="checkbox"/>	Core Service

Fiscal Impact: CIP C2403 was previously amended and approved for \$99,000. Staff recommends that Council approve a budget amendment to increase the C2403 budget by \$22,700 to \$121700, to be funded by the General Fund.

Public Communication: Agenda Posting.

The project will include opportunities for stakeholder engagement throughout the development process, including public workshops.

Attachments:

- (1) Equity and Wellness Institute Scope of Work