



MEMORANDUM

To: LOC Board of Directors

Date: June 2, 2021

From: Christy Wurster, Operations & Member Engagement Director

Re: Informational Report - Equity & Inclusion Committee Priorities

The E&I Committee met on April 27, 2021, May 11, 2021, and May 25, 2021 to refine the details of the recommended priorities to be presented to the LOC Executive Committee, and ultimately the LOC Board of Directors, at their June meetings. The following priority items were discussed:

Enhance Scholarship Opportunities for Attendance at LOC Conferences, Workshops & Trainings

The Equity & Inclusion Committee recommends that the FY 21-22 LOC Budget include an appropriation of \$10,000 for enhanced scholarships to cover not only event registration, but also lodging, travel expenses, and food that is not included in the cost of registration at these events. If sufficient funds are available, and there is a demonstrated need, a minimum wage stipend could also be provided. Receipts would be required for reimbursements, and scholarship recipients would need to sign a statement of demonstrated need.

The intent would be to partner with the LOC Foundation to increase scholarships beyond the FY 20-21 budget of \$6,700. Financial support from private sector corporations would be sought in collaboration with the LOC Foundation, with special care given not to compete with identified LOC sponsors. Grant opportunities utilizing staff resources, committee members, and/or a professional grant writer will be considered.

Scholarship recipients will be invited to the E&I Committee after the event to participate in a roundtable discussion to socialize about their experience, what they learned, and how LOC can make the experience even better at future events.

Broaden Education in Equity and Inclusion

The E&I Committee discussed the need to broaden education in equity and inclusion via the following opportunities: 1) Local Focus newsletter, 2) podcasts, 3) interviews, and 4) website enhancement. This would include the preparation of professional articles on E&I topics to be included in periodic Local Focus publications, podcasts featuring representatives from recognized caucuses and underrepresented members, interviews with subject matter experts, and website development and enhancements. These would be no cost, low-cost items.

Race, Equity, and Leadership (REAL) Training through the National League of Cities (NLC)

The E&I Committee discussed whether the REAL 100-400 training for the LOC Board and staff will provide the most benefit to our members, given the anticipated cost up to \$33,289. The training previously identified through a scope of work included REAL100-Normalizing Racial Equity in Local Govt, REAL 200-Operationalizing Racial Equity in Local Govt, REAL 300-Organizing Racial Equity in Local Govt, REAL 400-Leadership Training Curriculum in Advancing Racial Equity in Local Government, as well as technical assistance/capacity building. This would be for the current Board and staff. While the Committee acknowledges the value of partnering with NLC, there is concern about the cost-benefit ratio, since the offered training is for a limited number of participants and cannot be shared via video on the LOC website.

The People of Color Caucus was asked to give a recommendation regarding the value of the REAL training, but since it is not recorded and must be purchased to experience it, the Caucus is unable to give advice. The E&I Committee discussed several options such as bringing in a director from another municipal league to share their input on the training program, identifying who has been through the training and how it has benefitted them, and identifying options for making the training available to all cities statewide including through the member training program and/or through session(s) at our conferences. The committee discussed offering the REAL training, or some aspect of it, to more of our members through either training at the annual conference, or through the member training program. Staff will continue to explore these options with NLC. The E&I Committee is not making recommendations on this training currently.

Investment in Short-Term and Long-Term Infrastructure

The E&I Committee recommends that the LOC invest in both short term and long-term infrastructure to support virtual participation and the “Equity of Opportunity” in LOC events and activities. Some of the efforts discussed in support of short-term infrastructure include the distribution of information on low-cost opportunities to acquire hotspots through NPP Gov contracts and the promotion of the availability of resources through the Small Cities Program. The long-term effort includes support for continued lobbying for statewide broadband service to enable all members to have access to training opportunities. This is a no cost item.

Five (5) Annual Board Trainings on various E&I topics

The E&I Committee recommends that the LOC Board of Directors receive training on various topics associated with equity and inclusion at each of the five (5) annual board meetings for a period of 30 minutes to one hour. The topics to be addressed include accommodations training, LGBTQ+ training, implicit bias training, and other topics to be determined. The anticipated cost for these trainings will be approximately \$2,500-\$5,000 total.

Staff Training

The Committee supports dedicating \$7,500 for LOC staff training. Concern was expressed that this allocation is included in the Special Projects budget, which is a one-time line item. Staff training, including training on equity and inclusion topics, should be included in the base budget annually.

Legislative Action

The Executive Committee encouraged the Equity and Inclusion Committee to include legislative action in its priorities. The committee discussed whether legislative involvement should become a priority of this committee. Since LOC already has legislative action committees, it was determined that while there will be opportunities to assist the IGR staff through testimony and other support, this will not be the focus of this committee. Staff will provide the IGR team with a list of names of members of the E&I Committee that are available as a resource, when needed.

At this time, the E&I Committee does not recommend hiring a consultant as noted in the Equity Lens Framework, as much of this work can be accomplished through the work of the Committee and staff.

Recommendation

The E&I Committee recommended \$25,000 be incorporated into the FY 21-22 budget proposal for the following: Enhanced scholarship opportunities (\$10,000), internal staff training (\$7,500) and board/conference training (\$7,500) as identified above. These recommendations were approved by the Budget Committee.

The E&I priorities, proposed actions, and anticipated costs are summarized in Table 1 below.

TABLE 1 - E&I PRIORITIES - FY 2021-2022

PRIORITY	PROPOSED ACTION(S)	IDENTIFIED COSTS
Enhance scholarship opportunities for attendance at LOC conferences, including workshops and trainings	<ul style="list-style-type: none"> Enhance scholarships to cover not only conference registration, but also lodging, travel expenses, and food. If sufficient funds are available, and there is a demonstrated need, a minimum wage stipend would also be provided. Receipts will be required for reimbursement. Partner with the LOC Foundation to increase scholarships beyond the FY 20-21 LOC Foundation Budget of \$6,700: <ul style="list-style-type: none"> \$1,000 Phillip Houk \$1,500 LOC Trainings \$3,000 LOC Conference \$1,200 OMA Seek financial support from private sector corporations with special care not to compete with identified LOC sponsorship opportunities. Seek grant opportunities utilizing staff resources, committee members, and/or a professional grant writer, if needed. Scholarship recipients will be invited back to the E&I Committee to participate in a roundtable discussion to socialize about their experience, what they learned, and how LOC can make the experience even better. 	<ul style="list-style-type: none"> Annual Conference Registration \$375 Annual Conference Lodging \$500 Mileage \$300 Food Per Diem Not Included \$225 Min Wage \$12.50 /\$100 Day x3 = \$300 <p>Approximate Total Per Conference Scholarship \$1700</p> <p>Note: Not everyone would need a full scholarship.</p> <p>LOC Trainings currently offered virtually \$79/\$99</p> <p>Recommended FY 21-22 Budget: \$10,000</p>

TABLE 1 - E&I PRIORITIES - FY 2021-2022

PRIORITY	PROPOSED ACTION(S)	IDENTIFIED COSTS
<p>Broaden education in equity and inclusion through the following:</p> <p>LOC Newsletter Podcasts Interviews Website</p>	<ul style="list-style-type: none"> • Preparation of professional articles on E&I topics to be included in periodic Local Focus publications. • Podcasts featuring representatives from recognized caucuses and underrepresented members. • Interviews with subject matter experts • Website development for E&I 	<ul style="list-style-type: none"> • These items would be no cost or low-cost items.
<p>Race, Equity, and Leadership (REAL) Training through the National League of Cities (NLC)</p> <p>REAL 100-Normalizing Racial Equity in Local Govt 200-Operationalizing Racial Equity in Local Govt 300-Organizing Racial Equity in Local Govt 400-Train the Trainer Tech Assistance/Capacity Building</p>	<ul style="list-style-type: none"> • Further exploration of the REAL training including: <ol style="list-style-type: none"> 1) Seeking input from POC Caucus on their perspective 2) Considering offering REAL Training to LOC Board of Directors, LOC staff, and membership at large. 3) Bringing in State Director from neighboring League to share their input on the program. 4) Identifying who has been through the training and how it has benefitted them. 5) Identifying options for distributing to all cities statewide or availability for recorded content. 6) Identifying options for bringing in a speaker from NLC to our annual conference 7) Identifying options for REAL training through Member Training Program 	<ul style="list-style-type: none"> • Up to \$33,289 (See attached Quote) <p>Note: This item is being explored and there is no recommendation in the FY 21-22 Budget</p>

TABLE 1 - E&I PRIORITIES - FY 2021-2022

PRIORITY	PROPOSED ACTION(S)	IDENTIFIED COSTS
Investment in both short term and long-term infrastructure to support virtual participation and “Equity of Opportunity”.	<ul style="list-style-type: none"> Continued lobbying for statewide broadband service to enable all members to have access to training opportunities. (Long Term) Distribute information on low-cost opportunities to acquire hotspots through NPP Gov contracts. (Short Term) Promote availability of resources through the Small Cities Program (Short Term) 	<ul style="list-style-type: none"> No additional cost
Five (5) Annual Board Trainings on various E&I topics including Accommodations, LGBTQ+, Implicit Bias and others TBD	<ul style="list-style-type: none"> Schedule 30-minute to 1 hour training sessions on the agenda for each of the five annual Board meetings 	<ul style="list-style-type: none"> \$2,500-\$5,000 <p>Recommended FY 21-22 Budget includes \$7,500 for Board/Conference Training</p>