



**Personnel and Policy Committee
Summary of 8-25-2020 Meeting**

Participants

Councilors Scully (Chair), George Lapointe, and Patrick Wynne and City Manager Nate Rudy

Diversity, Equity, Inclusion and Access (DEIA)

Participants discussed and identified the following process to recommend to the City Council for advancing DEIA:

<p>What?</p>	<p>Launch an initiative to advance DEIA in Hallowell that will lead to specific, agreed upon outcomes. Establish an ad hoc task force to consider several questions, including:</p> <ul style="list-style-type: none"> ▪ Is the City of Hallowell delivering services to all those who need services? ▪ Do all people living in Hallowell feel represented? ▪ What can and should the City do to advance DEIA? ▪ What can the community do to help advance DEIA?
<p>Why?</p>	<p>The purposes of the initiative are to:</p> <ul style="list-style-type: none"> ▪ Deepen and broaden understanding of DEIA and why this is important to Hallowell. ▪ Get a clearer picture of what needs to happen in both the near term and the longer term. ▪ Implement specific, agreed upon steps to advance DEIA in Hallowell.
<p>Who?</p>	<p>In addition to a few Councilors and the City Manager, the task force should include up 8-10 individuals to provide expertise and guidance relating to DEIA. Those serving on the task force should represent a broad array of stakeholders, such as people of color, immigrants, people who are LGBTQ+, people with physical disabilities, people with mental illness/other behavioral health issues, veterans, youth, elders, and faith leaders.</p>
<p>When?</p>	<p>The following timeline is recommended for the DEIA task force:</p> <p><i>Sept. and Oct. 2020:</i> Identify potential DEIA task force members and invite 8-10 to serve.</p> <p><i>Mid-Nov. 2020:</i> Hold first task force meeting.</p> <p><i>Nov. 2020 through April 2021:</i> Task force does its work.</p> <p><i>May 2021:</i> Task force reports back to City Council, including recommendations for FY 2022 budget.</p>
<p>How?</p>	<p>Start with an initial draft list of possibilities (see Attachment #1)</p> <p>Perform Community Network Analysis (see item 2 in Attachment #1)</p> <p>Hold 6 meetings of task force, plus a public forum in April to review task force recommendations.</p> <p>Accept offer of Chair of Personnel & Policy Committee to organize/coordinate the work of the task force.</p>

Indigenous Peoples' Day

Participants agreed that, if needed, the City Council should vote on September 8 to ensure that Hallowell ordinances and documents reflect the State of Maine's change from Columbus Day to Indigenous Peoples' Day.

Possible DEIA Resolution

Participants agreed that the P&P Committee will work on a recommended DEIA resolution for consideration by the City Council on October 13. Attachment #2 is a recent resolution recently adopted by Oakland.

Trash in the Summer

Participants discussed the recurring issue of trash removal from City properties. There are periodic complaints about overflowing trash bins from Thursday evenings through the weekends during the summers with Public Works staff working Mondays through Thursdays. It was agreed that the summer work schedule can be an issue discussed during 2021 contract negotiations. It was also agreed that users of public property should be reminded that they should carry out and trash they carry in.

Exit Interviews

Participants considered a question asked about the City's use of exit interviews. While the current City Manager has invited departing employees to participate in exit interviews, this might not be true of future City Managers. Participants discussed having the City's personnel manual state that the City Manager "shall offer" an exit interview to departing employees, while making it clear that the City Manager will continue to have full management discretion in how exit interviews are carried out.

Attachment #1

Some Initial Possibilities for Advancing Diversity, Equity, Inclusion, and Access

1. Determine the extent to which and how various City processes could be improved upon to advance DEIA.
2. Increase understanding of and build on what is already happening in Hallowell:
 - Perform a Community Network Analysis to identify groups working on issues of minority representation and levels of / gaps in service to minority communities.
 - Boost community awareness of how the Cohen Center and the Hallowell Food Bank serve Hallowell residents, and the direct and indirect benefits these entities provide to the City government and the community.
3. Celebrate Hallowell's LGBTQ+ community through an oral/written history project.
4. Honor Indigenous Peoples living in what is now Maine.
 - Adopt a City Council Resolution recognizing that Hallowell was built on land appropriated from Native American tribes.
 - Update City documents to reflect renaming of Columbus Day to Indigenous Peoples' Day.
5. Design and implement an internship program for students of minority identity and/or immigrants.
6. Improve physical access in Hallowell:
 - Repair and redesign of the Second Street entrance to City Hall. This is the Americans with Disabilities Act (ADA) access point to City offices and the auditorium.
 - Promote ADA access to downtown businesses via temporary/removable ramps and other technology.

Attachment #2

TOWN OF OAKLAND

TOWN COUNCIL – MUNICIPAL RESOLUTION

2020

Town of Oakland Diversity Declaration

BE IT RESOLVED by the Oakland Town Council, acting as the Municipal Officers,

That, the Town of Oakland strives to be a community that is welcoming and supportive of all its members regardless of race, religion, gender, age, sexual orientation, gender identity and expression, and

Diversity is part of our history, culture, and identity, and

This diversity declaration endeavors to foster and promote an environment that allows for all members of our community to feel valued, appreciated, and free to be who they are at work and at play, just as much as they are at home, and;

To grow and nurture a culture where inclusiveness is a societal norm, not just an initiative, and

To foster a deep sense of pride, passion and belonging regardless of our individual differences, and

To unify our shared commitment to prosperity, ingenuity, and civic responsibility, and

We will routinely examine our beliefs and biases to ensure that we are upholding our values around diversity and inclusiveness. Communities that actively lift the human spirit and support diversity and inclusion are proven to be stronger societies where equity is more readily practiced and more obviously accepted.

APPROVED: August 12th 2020