Stoughton DEI Task Force Questions-
DRAFT Survey for City Employees

Survey for City Employees

Hello from the City of Stoughton Diversity, Equity and Inclusion (DEI) taskforce! Established in March, in response to an open invitation from Mayor Tim Swadley, we are neighbors interested in amplifying the voices of diverse communities within Stoughton. Through engagement and listening, we're identifying issues and barriers that may limit Stoughton neighbors from full participation in and benefit of civic life. Anyone is welcome to participate on the taskforce, as we all have contributions to make.

Recognizing DEI efforts may already be underway across City offices, we want to learn from your experiences, successes and unanticipated challenges or outcomes. We're seeking to jumpstart engagement with (INSERT NAME OF CITY OFFICE HERE) to get informed and identify ways to establish and/or support DEI initiatives to realize our shared DEI vision.

Sample self-assessment items:

Diversity, Equity and Inclusion values can be enacted in different ways across many settings, including within the workplace.

A. How familiar are you with the terms "diversity," "equity," and "inclusion" and how they relate to each other?

1. I have never heard of them or I have heard of them but I don't know what they mean.
2. I have a vague idea what the terms mean and their differences.
3. I have a clear idea of their definitions and differences
4. I can explain each and I have effectively applied/used in different settings.

B. How familiar are you with the term "_____" and what it means?

a. I have never heard of it
b. I have a vague idea what the term means
c. I have a clear idea of the term but haven't studied it
d. I can explain what it is and I have studied it in previous classes.

C. How familiar are you with the idea that _____?

1. I have never heard of it
2. I have heard of the idea but don't remember what it is
3. I have some idea what it is, but not too clear
4. I know what it is, and could explain what it's means
5. I know what it is and could use it to analyze something like a book or a film

Sample Skills checklist

The list below reflects some common themes and identities you may have knowledge about or have personal experience with. It's not intended to be a complete list; we're seeking to identify opportunities to connect and collaborate, learning more about which topics, if any, resonate with you. Your knowledge and experience will inform the City and encourage inclusion of diverse perspectives and communities in civic activities.

__ Anti-racism ___ Gender equality __ LGTBQIA topics ___ First Nations peoples
__ Accessibility ___ Social justice __ Grassroots organizing ___ Voting/civic engagement
__ Healthcare ___ Economic well-being __ Social services ___ Technology/Digital Divide
__ Public safety ___ Healthy Aging __ Healthy Agriculture ?

__ Other (please describe) _____

Open Ended Items
These next items invite more detailed responses given we all possess or have an opportunity to further refine our DEI fluency. Sometimes we use common language but overlook whether we share common meanings of these terms. There is tremendous value in learning different meanings and understandings in this work. Will you take a few minutes to thoughtfully respond to these items intended to inform our learning?

1. Are there definitions of diversity, equity and inclusion that you rely on? YES / NO
2. If yes, please explain a bit about them.
3. If no, share anything you like about how <u>you</u> understand the terms.
4. Having an understanding of DEI language is part of our work, but we invite examples of what sorts of actions reflect being 'inclusive'. What kinds of actions are inclusive in your opinion?
5. If you were invited to share about how you personally take action/s to be inclusive, what would you share about? (Example: welcoming regardless of a person's identity markers)?

It's not uncommon to look to others to lead or initiate DEI work; sometimes we make assumptions about or question who *should* be leading this work and figuring out role/s that we can play and make contributions. These next items seek to understand how <u>you</u> activate DEI values…

6. As you think about INCLUSION, how are you inclusive and/or how could you be more inclusive? Share your ideas or steps that you've taken that have been effective
7. As you think about EQUITY, are there actions you have taken to be more equitable?
8. How do you enact DEI values in your work for the City of Stoughton?
9. How do you access/share resources (resources you control and/or that others control)?
10. Are there particular offices or other entities within the City infrastructure that you rely on?
11. Are there entities outside of the City of Stoughton infrastructure (non profits, service orgs, etc) that you look to?
12. What do you rely on them for?
13. Enacting DEI values requires resources. Are there existing resources that you think might be particularly useful for supporting DEI activities? YES / NO / MAYBE
14. Do you have access to these resources? YES / NO / MAYBE
15. Can you help get access? YES / NO / MAYBE
16. As a <u>community,</u> what DEI values would you like to see enacted?

17. What would tell you Stoughton has achieved that step?
18. As an individual, what DEI values would you like to enact?
19. What is one thing you can do to reach one or more of them?

CONCLUSION (As part of survey submission/thank you message)

1. [We would explain how we intend to apply the answers to these questions.]
2. [Ask:] Would you be willing to share more with the task force? If so, please provide your name and email here.

REFLECTIONS on the SURVEY and STRATEGIC PLAN

BACKGROUND:

Sarah/Sharon/Renee volunteered to strategize about how to collect information from Stoughton City Employees *and* from members of the DEI Taskforce. We created DRAFT surveys for each group. Our efforts are to learn what City employees may already be doing in relation to DEI and to encourage our Taskforce members to gain greater familiarity with one another's backgrounds, skills and interests to more rapidly leverage our assets and move our work charge forward.

GUIDING PRINCIPLES

We all struggle with post COVID 'new normal' but neighbors who were already disadvantaged due to racism, health literacy, lack of access to medical care, wealth inequities, etc are struggling more. Their ability to engage equitably in civic life is essential.

Enacting DEI values is *both* an individual and a shared responsibility.

Mistakes happen; it's possible to acknowledge them and to commit to moving forward with integrity.

Feeling challenged (and uncertain, concerned, frustrated and/or anxious) when doing this work is not uncommon. Also common to experience peace, joy, surprise, growth and connection!

What Does Success Look Like?: Demonstrable examples of DEI values being enacted across City workforce – top down/bottom up and across units that partner or collaborate for particular reasons.