Stoughton DEI Taskforce
Strategic Planning Subcommittee Report Sept 7, 2022

Part of piloting the survey to get feedback to refine and finalize it before inviting City employees included sending it to the Mayor, Tim Swadley, and AJ Gillingham, the director of HR. They like the questions but cautioned us about the length and number of open-ended questions which can be time-consuming.

ACTION: please take the survey if you haven't already and email Sharon (and only Sharon) your suggestions to make it shorter and scale back the number of questions. Note: You received the survey link and instructions in email from Sharon Aug 3 and July 26th. Email Sharon.meilahnbartlett@gmail.com if you need it resent.

As we reported in August, Sarah, Sharon, and Jean Ligocki had a productive meeting with Tim and AJ, though they were unable at that time to get the information they requested about 1) the platform we would use for the survey or 2) webspace to publicize the taskforce's efforts. They held a follow-up meeting with Tim and AJ on Aug 23rd in order to move forward these two important pieces of the taskforce's work. Note: Tim and AJ have requested a small group of 2-3 people liaise with them for requests related to the survey and other communications in the future.* This will be suggested separately as an agenda item for the Sept 7 taskforce meeting.

Updates from the Aug 23, 2022 meeting:

Updates on DEI on City website:

- TaskForce page is live and direct link now available from home page
- Platform is govoffice.com and basic template used for all pages
- *City wants a process for how to get taskforce updates and from whom

ACTION: taskforce members: please consider initial website content and enhancements needed including who will maintain these:

- How to recognize elected official sponsors (Jean and Bret)
- Key resources and audience for them
- News/Events
- Goals? Mission statement? Link to city social media platforms?
- Add biographical info about taskforce members? Districts where each of us reside?

Other City communication Pathways

- E-newsletters: create our own? IT could support few times annually or City's *Around the Clock Tower*
- Tim can share DEI news in his *Coffee with Mayor* [2nd Fridays at senior center at 10am].

- City's Facebook** flyer to Tim for review; he'll forward it to Jen who posts it pretty quickly
    - ACTION: Can we quickly get some Taskforce information on city's Facebook? Let's look at what's there and test them a bit. Submit some content, see how they react, what do they ask us to revise? Perhaps someone from the Awareness/Education or Events subcommittees?
- Depts have other social media platforms – what are these? [Sharon will talk to Jim Ramsey, the director of the public library, about publicizing on the library website]
- IT does not have formatting or file preferences at this time; they rely on SquareSpace

**Note: we can't post anywhere without Tim's authorization

Implementing DEI Survey:

- Mayor supports asking for funding for a subscription to Survey Monkey (SM); suggested DEI Taskforce determine number of people who will have access for loading/finalizing survey and managing results (data)
- More discussion needed on maintaining anonymity and confidentiality of respondents.
- AJ is thinking of ways to incentivize employees taking it including offering a reward and/or asking managers to share it with their teams. What are the ramifications of these options?
- Mayor seeks to know timeline for survey pre-launch activities, launch survey plans and management of responses, analysis of responses and outcome (to inform city DEI strategic plan). As a possible example thinking backwards from the taskforce's goal to create a plan by spring 2023, Sharon noted that if the survey is deployed this fall and responses are received by December 2022, the taskforce could begin using the results to begin writing in early 2023.

NEW information:

Most of the city workers don't live in Stoughton (are not residents) – how/does this matter to our survey items?

- If a significant proportion of city workers don't actually live here, how/does this matter to the questions we ask? To the final strategic plan?
- Maybe we create a section of strategic planning work called "Questions for additional exploration" and include this and other things that we know seem important but aren't currently sure how to address

Asks of City:

Demographics of city workforce: AJ to explore/report back to Jean by September 1

Takeaways

- Be vigilant keeping this separate from HR but also indicate HR receptive and encouraging
- DEI web page is for Taskforce now but eventually to be City DEI repository