



1. PURPOSE

- Promote diversity, equity, and inclusion throughout our organization and community.
- Provide recommendations on organizational and citywide diversity, equity and inclusion policies and strategies.
- Promote the cultivation of an inclusive organizational culture that practices authentic communication and fosters mutual respect.
- Provide input on issues and initiatives brought to council by internal and external groups.
- Find ways to ensure decision-making and employee opportunities are fair and equitable.
- Implement innovative strategies to recruit, develop, retain, and promote employees with diverse backgrounds and perspectives.
- Challenge and address systemic racism and policies negatively influencing our service delivery
- Act as a bridge and champion for diverse community member engagement and access to city services

2. DESIRED OUTCOMES (What do we look like in the future?)

- Employees and community members feel valued, welcome, respected and included in decision-making
- We are hiring, training, and promoting a diverse workforce
- Organizational DEI efforts are implemented and accepted across all departments
- Leaders automatically think about DEI when they are making decisions
- Staff are comfortable talking about differences and ask questions to learn about someone who is different than them
- Staff, and especially managers, recognize discrimination or bias in the workplace and address immediately and appropriately
- Staff are educated on and understand the demographics of the community they serve
- Staff solicit and value community input, seeking to understand someone who is different from them
- Community partners are supported in their diversity, equity and inclusion journey

3. Roles and Responsibilities

Sponsors - Assistant City Manager and HR Director

- Identify city-wide DEI priorities and help describe desired outcomes
- Respond to team member feedback and makes adjustment to team and city processes accordingly

- Ensure team is equipped with training and resources necessary to fulfill roles
- Ensure team needs are addressed and met in biennial budget
- Work closely with DiveIn Leadership Committee and provides guidance, tips and coaching only when needed
- Act as liaisons to Executive Leadership Team and City Council
- Approve team charter and provide guidance for team workplan

Individual Team Members

- Serve 12-month terms, with no limit to the number of terms a member can serve
- Volunteer for sub-committees or projects
- Act as liaison between DiveIn Team and their respective departments
- Communicate to their respective teams and/or departments about the team objectives and upcoming activities of the DiveIn Team
- Attend monthly meetings
- Respond in a timely manner to requests for information or assistance
- Share experiences in subject matter in support of DEI
- Show support for committee activities and events
- Join a sub-committee and meet with their subcommittee outside of Dive-in Team meetings as needed

Committees

Leadership Committee

- Leads administrative functions of team, including management of shared document library and Teams, schedules meetings and updates charter and workplan each year
- Research other DEI Initiatives
- Represent Bothell Regionally at DEI forums
- Ensure any department without a DiveIn Team member has a member assigned to be their liaison or department director receives information and tasks
- Assist and/or fill in on other Team committees to provide guidance and support with their goals and tasks as well as providing direct engagement with the Leadership Committee as a whole
- Ensures changes in membership are determined by the end of the calendar year
- Appoint DiveIn Team member(s) to serve as liaisons for city-wide DEI advisory committee

Training Committee

- Make recommendations for recurring staff curriculum and training; this may include outside instructors, or, eventually, attending "Train the trainer" courses to teach staff

- Identify gaps in race relations, bias, discrimination, or cultural competencies and recommend training
- Develop and implement recurring training topics for management

Cultural Education Committee

- Develop fun and engaging events or forums for multi-cultural education and celebrations
- Produce annual recognition calendar and proclamation schedule
- Coordinate with community engagement committee for public participation

Community Engagement

- Act as bridge and champion for diverse community member engagement and access to city services
- Use current community demographics to guide team efforts, ensuring current demographics are incorporated into staff education
- Research and help maintain stakeholder contact data and routinely check in with key stakeholders

4. Milestones and Check Ins

- Team provides update to ELT at least once per year
- Team produces Annual Recognition and Proclamation Calendar before January 1st of each year

5. Ground Rules

- Show up and participate! Everyone has amazing input and insight. Weigh in.
- Understand that we all work together and what is best for our Bothell community comes first
- Engage in productive discussions, but be respectful, professional and courteous.
- Be open to different thoughts, perspectives and ideas
- Try not to take things personal! We serve our community and assume that everyone works to that end.
- Show grace for others as we discuss difficult topics, personal identifiers, words, and phrases. In our zeal to accommodate our community and diversity, do not assume everyone knows the politically correct term or name.

What does our team work on in 2022?

- Coordinate with external DEI consultant to deliver:
 - ✓ Diversity and implicit bias training for leadership and City Council
 - ✓ Organizational equity needs assessment
 - ✓ Racial equity plan
- Identify facilitator/trainers, research and offer specialized DEI and facilitation training as desired and as schedules and resources permit

- Plan and draft DEI 101 curriculum for new employees
- Robust and well-researched celebration annual calendar, noting milestones for each
- At least three of the following: cultural celebration, recognition, or DEI education opportunity for city staff