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| Equity Team Charter |
| **Team Name:** | City of Fort Collins Equity Team |
| **Team Sponsors:** | Janet Freeman, Beth Sowder |
| **Executive Sponsors:** | Jackie Kozak-Thiel, Kelly DiMartino, Teresa Roche­ |
| *Document History* |
| *Version* | *Date* | *Author* |  |
| 4 | 12/2016 | Janet Freeman |   |
| Team Members  |
| Name | Department | Roles |  |
| Janet Freeman | Social Sustainability | Overall Team LeadSteering Committee  |   |
| Nalo Johnson | Finance | Steering Committee  |   |
| Andrés Gavaldon | Finance | Steering Committee |  |
| Alma Vigo-Morales | Community Liaison/ Diversity Consultant | Steering Committee |  |
| Beth Sowder | Social Sustainability | Team Sponsor |  |
| Jackie Kozak-Thiel | Sustainability Services | Executive Sponsor |  |
| Kelly DiMartino | City Manager’s Office | Executive Sponsor |  |
| Teresa Roche | Human Resources | Executive Sponsor |  |
| Various City Staff | Multiple | Core Equity Team members and members of various subcommittees (see attached) | Attends monthly team meetings. Some members lead/co-lead subcommittees as well. Please see attached roster for names and departmental information. |

| Project Definition |
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| **What is the scope of this project?** | The Equity team consists of staff members from multiple service areas. The team is chartered to help steward a sense of belonging for all in Fort Collins, support the goals/objectives in the SSD strategic plan, and support the City’s Strategic Priority concerning equity and inclusion and diversity.The Equity team is/serves as:* An internal resource for organization concerning issues of equity and inclusion
* Consultative body for internal projects, programs and policies (providing an equity lens);
* Helping identify and facilitate equity and inclusion trainings (including identifying gaps in training that are needed)
* Internally focused (with citizen participation as needed to inform our internal processes)
* Primarily focused on internal equity and inclusion needs (subcommittee work may have more of an external focus as appropriate)

The Equity team is not a Compliance Officer – eg, handling complaints |
| **Who are the stakeholders?** | City of Fort Collins |
| **What are the key objectives of this project?** | 1. Managing efforts to achieve the objectives, goals and actions outlined in the Equity and Inclusion theme area of SSD’s strategic plan.
2. Support the City’s strategic objective NLSH 1.3: *Promote a more inclusive and equitable community that embraces and celebrates diversity*.
3. Support the City’s strategic objectives HPG 7.1: *Provide world-class services that meet the needs of the community;* and NLSH 1.8: *Foster positive and respectful neighbor (community) relationships and open communication, as well as provide support for conflict resolution.*
4. Align City equity and inclusion efforts and ensure the team’s integration into existing resources.
5. Serve as a consultative body for project, program and policy items utilizing an equity lens.
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| **How will we know that the project was a success?** | 1. Diversified workforce throughout the organization, including at leadership levels and those serving on boards and commissions, volunteers, etc.
2. Increase in City dialogue and messaging concerning equity and inclusion.
3. Identification of and assistance in addressing gaps related to equity, inclusion and diversity training.
4. Co-creation of a community-wide diversity collective with various community stakeholders.
5. Cultural norm established where equity and inclusion is considered in all aspects of City internal and external work (similar to the ways in which sustainability is taken into consideration for policies, programs and tools).
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| **What are the key deliverables of this project?** | 1. Equity education opportunities are available in Career Connect.
2. Organization wide communication to inform staff of equity team’s existence and capacity to vet projects, programs and policies with an equity lens.
3. Community-wide summit is offered.
4. Execution of subcommittee priorities.
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| Project Details |
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| **Start date:** | October 2015 | **Proposed end date:**  | Ongoing |
| **Enter anticipated project implementation cost: (if available and** *with comments where appropriate***)** |
| **Cost of contract labor:** | NA |  |
| **Cost of non-labor resources & materials:** | TBD |  |
| **Total Cost:** | TBD |  |
| **Major Known Risks***(including significant Assumptions)* |
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| **Constraints** (*List* a*ny conditions that may limit the project team’s options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project)).* |
| 1. The City has resourced .5 FTE to coordinate equity and inclusion efforts. While programming dollars were not resourced, the team will utilize shared best practices (including training documents) from other entitites and work with other City departments, such as Human Resources, to implement equity goals and objectives.
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| Project Organization |
| **Which group(s) and/or individuals will be involved in this project?** |  |
| **Name** | **Role** | **Estimate of Hours Needed** |
| CPIO | Website design, flyers  |  As needed |
| **Action Plan Items**  |
| Develop curriculum for 2017 quarterly team meetings | Ongoing |  |  |
| Identify training gaps and determine available resources. | Ongoing |  |  |
| Community Equity Initiative Subcommittee | 2017 | Facilitate 2017 community-wide diversity symposium |  |
| Policies and Tools Subcommittee | 2017 | Identify recruitment and retention best practices |  |
| Public Participation Subcommittee | 2017 | Identify barriers to particpation for boards and commissions, BFO teams and APP |  |
| LGBTQ+ Subcommittee | 2017 | Serve as advisory body internally and externally on issues affecting LGBTQ+ community |  |
| Transportation Subcommittee | 2017 | tbd |  |
| **Team Structure - 2017**  |  |  |  |
| * Participation in the equity team is open to any and all individuals who work for the City of Fort Collins and one community liaison external to the organization.
* Starting in 2017, the core team will meet monthly to vet projects, programs and policies; the steering committee will likewise meet on a monthly basis to set quarterly meeting agendas; quarterly team meetings will provide education and awareness opportunities to all members.
* Subcommittees to the core equity team are formed on an as-needed basis, and participation is open to any and all CFC employees. Community members may also serve on subcommittees as needed, with each individual subcommittee determining that individual’s length of service. Subcommittees meet as frequently as needed.
* Best practices dictate that equity and inclusion work establish safe and respectful spaces for crucial conversations to take place. As such, members of the core team will develop guidelines for safe and respectful discourse around equity and inclusion, which can be utilized as a training tool across the organization.
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