



**Diversity & Inclusion
Commission**

**City of Hamilton
Diversity & Inclusion Commission**

2017-18 Action Plan



Diversity & Inclusion Commission

Responsibility:

The purpose of the Diversity and Inclusion Commission shall be to study internal and external barriers to diversity and inclusion and provide recommendations regarding such barriers.

Duties of the Commission:

The Diversity and Inclusion Commission shall perform the following duties:

1. Identify and develop recommendations to address barriers within City organizational systems to a diverse and inclusive workforce reflective of the community we serve
2. Develop strategies to attract and retain a talented workforce skilled at working in an inclusive and respectful manner with one another and the community
3. Create a diversity and inclusion framework for City policies, processes, plans, practices, programs and services in an effort to meet the diverse needs of those we serve
4. Develop strategies with various stakeholders in the community related to the impact of City services and other outwardly focused activities with a view towards promoting just and harmonious interaction between City operations and all segments of the community



Diversity & Inclusion Commission

Actions Already Undertaken:

1. Amended the City's Value Statement of Respect to include valuing diversity and committing to provide an inclusive workplace.
2. Analyzed the Human Resources Department's baseline demographic data and the employee increases necessary to meet the goals of the commission.
3. Partnered with the City's Human Resources Department to execute an anonymous employee survey to gain insight on employees' perceptions of diversity and inclusion and any associated barriers. The survey provided the commission insight on the top three perceived barriers which were:
 - (1) limited recruitment reach
 - (2) employees not wanting to acknowledge differences
 - (3) concern that standards would be lowered for the sake of diversity
4. Expanded membership to allow individuals, known as Diversity Ambassadors, the opportunity to serve in the carrying out the work of the commission.
5. Adopted a list of public meeting spaces intended to encourage City boards, commissions and committees to utilize when conducive to their meeting need.
6. Partnered with Miami University Hamilton and the Booker T. Washington Community Center to sponsor a Diversity Workshop.



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Recommendations from the Commission to City Council & Administration:

1. Develop a program to address at least one of the barriers expressed in the employee survey.
2. Update the City's Affirmative Action Plan.
3. Offer diversity and inclusion training to all employees.
4. Create recruitment and promotion plans in all City Departments.
5. Create a standardized employee performance evaluation system to ensure fairness in promotions.
6. Implement a classification and compensation study to ensure fairness in compensation.
7. Create a mentoring program that prepares employees for advancement.
8. Implement the Hamilton Employee Leadership Program (HELP).
9. Recruit diverse individuals by standardizing the application process for all boards, commissions and committees.
10. Encourage minority and women business enterprise.
11. Implement the EMBARK Internship Program.
12. Develop an employment plan for Individuals with Developmental Disabilities (IDD).
13. Develop and implement a recognition program for department and divisions who make successful diversity and inclusion gains.



Diversity & Inclusion Commission

Action Plan for the Commission in 2017-2018:

1. Execute a citizen response survey intended to gain insight on citizens' perceptions of diversity and inclusion and the barriers associated with them. (CECP/MC)
2. Identify and connect with local organizations to foster opportunities for expanded recruitment and promotion. (IRRP)
3. Develop relationships with underrepresented individuals and groups in the Hamilton community. (CECP)
4. Use new strategies to reach a broader audience in our public communication efforts. (MC)
5. Host an event promoting diversity and inclusion. (CECP)
6. Recommend policy amendments to city employment requirements that maintain standards but eliminate barriers to diversity and inclusion. (IRRP)
7. Develop and distribute a Diversity Lens. (MC)
8. Conduct a basic Spanish instruction program for employees. (CECP)

The letters in parenthesis () following action items refer to the Diversity and Inclusion Commission subcommittee that is committed to carrying out that action item.

Internal Retention, Recruitment and Promotion Subcommittee (IRRP)
Marketing & Communications Subcommittee (MC)
Citizen Engagement & Community Partnerships Subcommittee (CECP)