

# Town of Concord DEI Commission

This Commission exists to ensure everyone who lives in Concord, works in Concord, attends school in Concord, or visits Concord for whatever reason is welcomed, valued, respected, and heard.

# Citizen Petition: DEI Director

## ARTICLE 10

*To determine whether the Town will urge the Select Board to ask the Town Manager to expedite the hiring of a full time Director of Diversity, Equity, and Inclusion as requested by the DEI Commission, or take any other action relative thereto*

## Current State

- Discrimination and bias are a reality in Concord
  - The DEI Commission, League of Women Voters, COAR, and other groups receive persistent and numerous complaints from members of the Concord community about incidents of overt or implicit bias
  - These incidents have occurred in the town's public spaces, in our schools, and in our businesses
- Town government and the Concord community have taken initial steps to address discrimination and bias in town
  - Launched DEI Commission
  - LWV DEI Education Series and COAR Community Screening Series
  - DEI Survey fielded
  - Community Coffee with Concord Police Department held
  - DEI assessments conducted in several town departments
  - DEI consultant hired to begin study process March 2023
- However, ongoing Community engagement and best practice research show that significant work is still to be done for Concord to significantly improve the DEI climate in town
  - DEI roadmap with specific milestones and timelines
  - Full Time DEI Director
  - Incident Tracking and Resolution system
  - Consistent periodic DEI survey and analysis
  - Workforce diversity plan and implementation
  - Consistent cultural events focused on DEI
  - Transparent engagement with the public about town DEI goals, progress, and remediation

# The Select Board has set DEI as a goal

Select Board 2022-2023 Goals

## C. Diversity, Equity, Inclusion, and Belonging

*Work with the DEI Commission to research and implement diversity, equity, and inclusion best practices in town governance. Listen to diverse voices in the community and assess which additional DEI actions the Select Board should take.*

# The need is clear

Concord has been gifted with increasing diversity in its citizens, students, workers, and visitors

Town government must lead with systems, processes, and programs to accelerate and optimize this gift

The work can be complex and requires more than committed citizen volunteers to achieve results

# We Can Learn From Others

20 towns in Massachusetts (including Acton, Amherst, Arlington, Brookline, and Lexington) have full-time DEI Directors on staff

Larger communities having additional support staff in the DEI Office.

The Town of Belmont is actively looking to hire a DEI Director.

SOURCE: Town of Acton DEI Director Study Conducted by Umass BostonCollins Center

## ARTICLE 10

# ROLE of DEI Director

Full Time Senior Management position, with responsibility for implementing the Town's diversity, equity and inclusion objectives, initiatives and programs.

Works in conjunction with the Town's DEI Commission in the establishment and implementation of goals and policies that work to increase understanding, cooperation, dialog and inclusion among residents, employees, business owners, and visitors to Concord of diverse cultural, religious, socio-economic, racial /ethnic backgrounds, and other social identities. Serves as a resource for Town boards, committees, employees, and residents.

## DEI Director Example Duties

- Serves as a leader who integrates and drives town-wide DEI results.
- Serves as staff liaison to the Town's DEI Commission, providing administrative and management support, as needed, to assure that the preparations and follow-up for the Commission meetings and initiatives are handled thoroughly and professionally.
- Works with the DEI Commission to establish annual goals, and prepares periodic reports measuring the achievement of these goals. Prepares periodic updates of the Commission's progress and challenges in a format suitable for reporting to the Select Board.
- Suggests town-wide events or activities that foster cultural awareness and increase diverse participation on government boards and committees.
- In conjunction with HR Director, develops a Diversity Hiring Policy for the Town. Reviews job descriptions and job notices for compliance with the Hiring Policy.
- Partners with department heads to review internal operations through a DEI lens. Oversees the development of recommended amendments to policies and procedures using this lens.
- Develops, implements, and maintains incident reporting system.
- Leads and/or coordinates investigations, mediations, resolutions and reporting around DEI incidents.
- In conjunction with the Town Manager, responsible for developing DEI training programs for Town employees, and board/committee members.
- In conjunction with the DEI Commission, facilitates discussions and education forums for Concord residents and employees about issues of diversity, equity, and inclusion.
- Develops strategies and tools to assess the current racial climate in Concord and to measure progress.
- Identifies ways to promote awareness, engagement, and community building around diverse experiences and to create a more inclusive, welcoming community.
- Serves as liaison with the School DEI Director to ensure effective communication and coordination of efforts.
- Serves as liaison with the Town's Council on Aging Board and Disability Commission, to assure that their issues are considered when establishing and implementing DEI policies and programs.

## The Time is Now

- Support the expedited hiring of a DEI Director at Town Meeting
- Task the consultant already hired by the town to assist the DEI Commission to determine goals, scope of work and needs of community as well including work of other communities
- Support and hold forums this year to get broad community input