

Special Town Council Meeting

July 8, 2024

9:30 AM

Town Council Chambers

Chair: Hailey Morton Levinson

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS. PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING.

I. ZOOM LINK FOR PUBLIC PARTICIPATION

The Town reserves the right to close Public Comment via Zoom at any time. In-person comment will continue to be taken and written comments can always be submitted to Town Council by emailing electedofficials@jacksonwy.gov.

To join, click link or copy it to your browser: <https://us02web.zoom.us/j/86851985244?pwd=eJveR0YzWZKKw4kbSznKjeSf0xFFp0.1>

Or join at zoom.com with Webinar ID: **868 5198 5244** and Password: **83001** or by phone: **+1 253 205 0468**

II. CALL TO ORDER AND ROLL CALL

III. EQUITY TASK FORCE APPLICANT PRESENTATIONS

A. Equity Task Force Appointment Process (Susan Scarlata)

IV. ADJOURN

STAFF REPORT



Meeting Date:	July 8, 2024,	Meeting Title:	Special Meeting
Submitting Department:	External Affairs	Presenter:	Susan Scarlata
Agenda Item	Equity Task Force Appointment Process	Public Comment:	Yes

Purpose & Policy Considerations.

In January of 2021, Town Council established a priority to create an Equity Task Force (ETF) to help develop a more equitable, inclusive, and diverse local government and a more livable community overall. After its first two years of existence at its March 18, 2024, meeting Council adopted a revised resolution to renew the Equity Task Force with refinements and to plan and execute an application and review process to help appoint another Task Force.

Requested Action.

Staff requests that Council read the attached staff report and listen to applicants present an answer of their choosing from their applications asking only clarifying questions related to presentations, if there are any.

Recommendations.

Staff recommends that Council review applications, listen to presentations, and make assessments to inform their voting to appoint nine members to the Equity Task Force.

Background.

Council moved to establish an Equity Task Force in August of 2021. There were 37 applicants for nine seats on the initial Task Force. Council interviewed and appointed Task Force members in February of 2022 using the delphi method. Staff facilitated monthly Equity Task Force meetings from April of 2022 through April of 2024.

At monthly meetings, Equity Task Force members established working agreements, considered various local reports and research to gather foundational knowledge about issues related to equity in our community, worked in committees, drafted and refined proposals, and read and had discussions about local and national issues and topics related to equity and inclusion. This group made 12 recommendations to Council over twenty-four months encompassing expansion of accessibility at Town buildings and sites, translation of Town signs into Spanish, the use of a Land Acknowledgement to start Council meetings, and much more. Throughout, Equity Task Force members accomplished and learned a lot and gained a deeper understanding of the innerworkings of government and the Town's systems and structures.

At its January 22, 2024, workshop, Council affirmed the recommendation to continue the Equity Task Force with an updated resolution and refinements to enhance structure and accountability and to bring the new resolution back before Council. In that recommendation, the Task Force and staff also supported working to help establish the "Why" for inclusion and equity work at the Town of Jackson. The updated Resolution, which Council approved March 18, includes the following parameters for the Equity Task Force. The ETF and/or staff will:

- Continue to have 2-year terms with some shorter initial appointments made to stagger terms.
- Increase accountability for members with clearer requirements and structure.
- Work to more fully integrate Task Force work with the Town organization.
- Continued payment of members for attendance and participation.
- Continue with 9 Task Force members.

The renewed Task Force will provide steadiness and continuity for work on inclusion and equity in our community. It will support and help see through recommendations already made, make additional recommendations, and do further work

to better understand the organization and community and related equity and inclusion issues. Going forward, Task Force members will rotate through the following quarterly assignments in groups of three.

- Participation in community engagement sessions, attendance at other Commissions and/or Task Force meetings, sharing of input/perspective when applicable, and reporting learnings/takeaways back to Task Force.
- Attend Town Council meetings, make Public Comment, if applicable, and report learnings back to Task Force.
- Work on the next Inclusion Survey and other equity and inclusion projects in the community.

Schedule

May 1 – May 31 | Open application period

June 1 – June 30 | First Round Review, Culling of Applications

July 8 | Some applicants present answers to question of choice to Council. Council asks clarifying questions, if any.

July 9 – 12 | Council vote using delphi method

July 15 | Equity Task Force appointments announced

Early August | Meeting for re-appointed members facilitated by Shoreline consultants

Late August | First full meeting of newly appointed Equity Task Force

Analysis & Key Policy Questions.

At its March 18, 2024, meeting Council passed a motion for staff to, “Organize an improved application process for the Equity Task Force possibly including outgoing members.” Staff has done that and rolled out an open application period during the month of May. At Council’s request, staff also made it clear that applicants could record and submit verbal responses to questions or respond in languages other than English. We did receive one application in Spanish but had no requests for recording or other accommodations. Following are the application questions.

1. What is your perspective on equity and inclusion in our community?
2. Why are you interested in serving on or continuing to serve on the Equity Task Force?
3. What do you hope the Equity Task Force can achieve?
4. What strategies do you use when engaging in challenging conversations?
5. What perspectives do you have that can help you advise the Town on equity and inclusion strategies, strengthen connections among different segments of the community, and/or make recommendations to Town Council?

Work With Shoreline Consulting & Rubric

After developing the above questions, staff worked with Shoreline consulting to create, solidify, and execute a phased application process. Shoreline is contracted with the Town to do discovery to understand and review key documents,

engage in listening sessions, and eventually create a ‘roadmap,’ to help set a vision for inclusion and equity at the Town. They will facilitate both webinar series and in-person sessions with the Equity Task Force and an internal ‘Community of Practice’ comprised of staff from across the organization. Our consulting contract with Shoreline also includes evaluation, assessment, and iterative work in this arena. After Council directed staff to develop an improved application process, we collaborated with Shoreline to create a three-part selection process for appointing Equity Task Force members that includes a rubric, shown below, which Shoreline developed. We also utilized Shoreline’s expertise, broad perspective, and relative distance from our community to work on the first ‘culling’ phase listed below. The rubric used in the first phase of application review appears below.

EQUITY TASK FORCE APPLICATION RUBRIC					
Mission: The mission of the Task Force is to advise the Town and help educate the community on equity and inclusion strategies, foster connections among the many segments of the community, and make recommendations to the Town and Town Council about priorities, policies, and solutions to help bring a wider variety of voices and perspectives into conversations to inform decision-making.					
Application Questions	Q1. What is your perspective on equity and inclusion in our community?	Q2. Why are you interested in serving or continuing to serve on the Equity Task Force?	Q3. What do you hope the Equity Task Force can achieve?	Q4. What strategies do you use when engaging in challenging conversations?	Q5. What perspectives do you have that may help you advise the Town on equity and inclusion strategies, strengthen connections among different segments of the community, and/or make recommendations to Town Council?
Scoring Breakdown	0 = Did not respond 1 = Did not address the question 2 = Perspective does not align with 3 = Perspective aligns but only at a 4 = Perspective aligns with mission and stretches beyond	0 = Did not respond 1 = Did not address the question 2 = Interest does not align with ETF 3 = Interest aligns but only at a 4 = Interest aligns with mission and stretches beyond	0 = Did not respond 1 = Did not address the question 2 = Hopes do not align with ETF 3 = Hopes align but only at a surface 4 = Hopes align with mission and stretches beyond	0 = Did not respond 1 = Did not address the question 2 = Strategies do not align with ETF 3 = Strategies aligns but only at a 4 = Strategies align with mission and stretches beyond	0 = Did not respond 1 = Did not address the question 2 = Perspectives do not align with 3 = Perspectives align but only at a 4 = Perspectives align with mission and stretches beyond

Three-Part Selection Process

- **First round, Culling:** A team comprised of Shoreline Consulting, staff, and an outgoing ETF member scored applications, based upon the rubric that Shoreline designed and whittled the pool down to 16 applicants for the next round.
- **Second round, Presentations to Council:** On Monday, July 8 from 9:30am-12:00pm applicants selected through the first round will present statements to Town Council about an answer to an application question. Each applicant will have 5 minutes to present. Councilmembers may ask clarifying questions.
- **Third Round, Council Vote using delphi method:** Staff will facilitate rounds of voting through the delphi method via email until nine members have been selected for the next round of the Equity Task Force. The delphi method will help work toward mutual agreement by conducting a series of selection rounds until consensus is reached. For each round, once staff has responses from all Councilmembers, we will collate to determine applicants with the most votes. Applicants selected with frequency will be compiled in a new list for redistribution and Council will undertake a second selection round. After each round, responses will be aggregated and shared with Council anonymously. The level of consensus will determine how many rounds of are needed. If desired, members of Council may adjust their choices in subsequent rounds, based on how they interpret the group response from previous rounds. Through as many rounds as needed, the delphi method will, eventually, help reach consensus on nine Task Force appointees.

Fiscal Impact.

Continuing the Equity Task Force includes funding for stipends of \$450 monthly for 9 members for two-year terms, so \$48,600 in two fiscal years. There are also costs associated with working with an inclusion and equity consultant, which Council approved in the FY25 budget as a line-item for professional services in the External Affairs Department.

Staff Impact.

The External Affairs Department utilizes staff capacity to steward the Equity Task Force. As one of this department's goals is to shrink the distance between the people impacted by decisions and those making them, the Equity Task Force is an effective use of staff time and resources, as this endeavor helps bring a wider variety of voices and perspectives into conversations to, ultimately, inform decision-making. For fiscal year 2024, the lead staff member stewarding this initiative spent approximately 150 hours facilitating this Task Force. The Town Manager and Public Information Officer also attend some meetings and provide support and perspective to the Task Force, spending approximately 20 hours annually each. Staff anticipates staff time will be similar going forward with 20 additional hours to facilitate and manage the application process.

Attachments or Links.

NA

Suggested Motions.

NA