

**CITY OF MONROE
SPECIAL MEETING
OPEN CONVERSATION ON RACISM COMMITTEE**

July 9, 2021 – 3:00 P.M.

AGENDA

www.monroenc.org

Meeting will be conducted in the Conference Room at City Hall,
300 West Crowell Street, Monroe.

1. Call to Order
2. Review and Selection of Consultant for Diversity, Equity, and Inclusion Committee member training.
3. Acceptance of Open Conversation on Racism Meeting Minutes from May 6, 2021
4. Adjournment

Diversity, Equity, and Inclusion Trainer
Request for Proposal
Summary Sheet

Rank	Vendor	Consultant Name	Cost	Estimated Cost Sessions	Provided Background Info	Session Format	Available Date	Disqualifications	Previous Engagements	Client List
	The Insight Consultant, Inc.	Dr. James R. Samuel	Daily Rate: \$2,000 (max 8 hours)	\$2,000 or \$4,000 (based on meetings lasting 1-2 hours)	Yes	Included	Available for scheduled meetings during daytime or evening hours.	None	Included	Included
			Half Day Rate: \$1,200 (max 4 hours) Non Facilitation Rate: \$300 per hour 1- Sessions lasting 4 hours are charged half day rate. 2- Sessions lasting more than 4 hours are charged full rate. 3- Non- Facilitation consulting services are based on hourly rate. (Consultations prior to and after the two sessions and administrative paperwork.) 4- Travel for this contract will not be charged, consultant office is locally located.	\$1,200 \$2,000 Cost for Non-Facilitation is \$300 per hour and estimated cost are unknown dependant on time frame of consultation.						
				Unknown						
	Keep Evolving Consulting	Kamella Emmanuel	\$500 per hour if virtual \$600 per hour if in person Administrative Support person - \$50 per hour if virtual Material will be provided digitally, if hardcopies (printed) are requested, fee and expenses associated with the layout, reproduction, and shipping will be reimbursed to trainer.	\$1,000 or \$2,000 for virtual \$1,200 or \$2,400 for in person Dependent on number of hours needed ??	Yes	Included	General availability during the traditional workday and can be available in the evenings, as needed.	None	Included	Included



THE INSIGHT CONSULTANTS, INC.

710 WEST TRADE STREET – UNIT #709
CHARLOTTE, NC 28202
704-650-3330

5/21/21

To: Ms. Debra Chestnut Reed
Human Resource Director
City of Monroe
300 W. Crowell Street
Monroe, North Carolina 28112

RE: Proposal for Trainer for Diversity, Equity, and Inclusion Committee

Dear Ms. Chestnut Reed;

Attached please find my proposal in response to your recent City of Monroe RFP for a Trainer for Diversity, Equity, and Inclusion.

Thank you for the opportunity to submit my proposal to serve you and the City of Monroe as you continue to create positive and progressive changes for the citizens of Monroe City and Union County.

Appreciatively,

James R. Samuel

RECEIVED

MAY 26 2021

CITY OF MONROE
HUMAN RESOURCES



THE INSIGHT CONSULTANTS, INC.

710 WEST TRADE STREET – UNIT #709
CHARLOTTE, NC 28202
704-650-3330

5/21/21

To: Ms. Debra Chestnut Reed

Human Resource Director

City of Monroe

300 W. Crowell Street

Monroe, North Carolina 28112

RE: Proposal for Trainer for Diversity, Equity, and Inclusion Committee

1) Name, address, telephone number and email address for individual facilitator:

Dr. James R. Samuel, Facilitator

710 West Trade Street, Unit #709

Charlotte, NC 28202

704-650-3330

james@theinsightconsultants.com

Jan G. Barton, Associate Facilitator

710 West Trade Street, Unit #709

Charlotte, NC 28202

803-429-1829

jan@theinsightconsultants.com

2) Facilitators' education, background, and experience:

James R. Samuel, Consultant/Facilitator

Co-Founder and President of The Insight Consultants, Inc, located in Charlotte, NC, USA.

He has worked as a Diversity, Equity & Inclusion (DEI) consultant, strategic thought-leader, and group facilitator with large assemblages and small groups in different professions, fields, and industries.

He is also highly regarded as a presenter, keynote speaker and author. He has received national recognition for his leadership in the areas of Diversity, Equity, and Inclusion, Organizational Change, Effective Communication, Leadership Development and Racial Reconciliation.

He received a bachelor's degree from Livingstone College in Salisbury, NC; a master's degree from Duke University in Durham, NC; and a doctorate from Drew University in Madison, NJ.

James has served as Consultant, Administrative Dean, Academic Vice President, Professor and Guest Lecturer at colleges, universities and organizations throughout the United States, Europe, Africa and The Caribbean.

He has served on numerous civic and community organizations to include the Diversity Council of the Carolinas; NC Department of Human Resources Committee; Charlotte-Mecklenburg Civil Service Board (Chairman); and the Charlotte Community Relations Council.

He is the author of the book *The Roots of Racism* (Vantage Press, 2001).

Jan Barton, Associate Consultant/Facilitator

Co-Founder and Senior Consultant at The Insight Consultants, Inc, located in Charlotte, NC, USA. She is highly skilled in designing Leadership and Learning & Organizational Development experiences, and in implementing HR solutions for Insight clients to include:

Organizational Development and Management

Human Needs Assessment

Communication Strategy and Planning

Competency and Proficiency Analysis

Knowledge and Performance Management

Employee Management and Development

Design, Development, and Implementation of Instructional Systems

She serves as lead design and development consultant and co-facilitator for national and global clients. She has led in the design, development and delivery of programs which were taught over a two year period with the goal of developing effective change strategies during the integration process between multinational clients located in the United States, Canada, Italy, and Holland. The programs she developed were designed to support organizational change, increase cross-cultural understanding, and improve communication, awareness, knowledge, and intercultural skills.

Her notable presentation presence and abilities are complimented by her in-depth knowledge of intercultural communication modalities and organizational development strategies. She is highly valued for her unique ability to assist clients in understanding the challenges of undertaking the strategic steps needed to lead their organizations from identifying conceptual problems, to initiating concrete solutions, and to improving overall organizational effectiveness.

Jan constantly receives extremely high evaluation reviews from senior executives, and workshop participants at every level, for her content knowledge, effective presentation style, and dynamic small and large group facilitation skills. She is an excellent program designer as well as a highly skilled platform presenter who holds several professional facilitator certifications.

Education & Certifications:

Converse College, Spartanburg, SC = BA in Accounting with Related Fields in Organizational Management and Psychology, Graduated Cum Laude, and Outstanding Business Student

Certified Public Accountant, State of South Carolina, July 1992 (License Retired 2015)

Certified Trainer in "Crucial Conversations"

Certified Trainer in "Crucial Accountability"

Certified Facilitator of "Appreciation at Work"

MBTI Trainer



3) Propose and describe methods, and approach that the trainer will use to design, support and assist the city attainment of the stated objectives:

1. Session Format – The format for training purposes will be vary according to that which will be requested by the Committee. The Consultant will be prepared to provide support for Sessions requiring the presentation of information, the facilitation of open discussions, strategic planning assistance, collaboration, negotiation, mediation sessions, and etc. The Consultant will be available for flexible formats requiring virtual, in person, and/or conference-call consultation.
 - a. Method for developing session agenda – in consultation with the Committee the consultant proposes use of “The ADDIE Training Process Model” (Assist, Design, Develop, Implement, and Evaluate) in order to attain their stated objectives.
 - b. Role of the Committee – plan, manage, and monitor Sessions.
 - c. Role of the Trainer – support Committee as instructed, conduct presentations as requested, conduct research and report results; render consultation services as needed.
 - d. Participant engagement methods – several means will be used to engage participants:
 - i. Have participants participate in defining and determining the purpose, goals and desired outcomes of each Session
 - ii. Help participants to understand the importance of having been selected to become a member of this Committee; the value of each individual member being willing to share their unique perspective
 - iii. Have each member state why they are a “stakeholder” in the community and define what they are prepared to do in order to promote progress
 - iv. Abide by this basic bromide—“People support what they help create”
 - e. Indicate availability for meetings, as most meetings will be in the evening hours after 6:00pm – Trainer is available for scheduled meetings during daytime or evening hours
2. Product that the Trainer will provide for each meeting, if needed.

Trainer will provide the following support services to the Committee as needed:

 - a. Preparation: assist the Committee in planning, designing, and coordinating events
 - b. Participation: attend meetings, share insights, support session outcomes
 - c. Presentation: design, develop, and deliver materials needed to conduct virtual and in-person trainings as requested by the Committee
 - d. Prioritization: assist in maintaining the purpose, process, and procedure for Sessions by reporting results and prioritizing action-oriented outcomes
 - e. Proprietorship: the Consultant/Client relationship
 - i. Trainer acknowledges, accepts, and respects the autonomy of the client to model, manage and monitor all functions rendered by the Trainer in fulfillment of all contracted services to be provided.



- ii. Trainer agrees to exhibit regard and respect for the culture, comments, and concerns of all participants without demonstrating deference to personal preferences or biases.
- iii. Trainer affirms the use of methods, processes, and techniques in a manner that protects value, and preserves the dignity of all participants, regardless of their viewpoints or opinions.
- iv. Trainer accepts the responsibility to maintain information in a confidential, responsible and professional manner.
- v. Consultant provides use of professional office (in Charlotte, see Consultant's business address) for group meetings/trainings of 12 or fewer individuals.

3. Identify how success will be measured or attained from meetings.

- a. Pose this question to participants before events *"What would success look like to you?"*
- b. Create a short-form satisfaction survey which contains several outcome related questions to which the answers are rated on a numerical scale such as follows:
- c. 1.Strongly Disagree 2.Disagree 3.Unsure 4.Agree, 5.Strongly Agree.
- d. Conduct a pre-session/post-session survey in order to gain insight from participant's perspective as to the success of the specific trainings and sessions.
- e. Pose open-ended questions to participants at the end of events in order to gain further insight from the participant's perspective, such as:
 - i. "What was the most important thing you learned or experienced in these sessions?"
 - ii. "Do you think these sessions were a success or failure? Please explain why?"

4) Narrative of the qualifications of the Trainer proposed to work directly with the City to Include:

- 1. Training and/or area of specialization:
 - a. Designing and Developing DEI (Diversity, Equity & Inclusion) Initiatives
 - b. Conducting Intercultural Communication and Relationship Skills Trainings
 - c. Facilitating Racial Reconciliation and Conflict Resolution Sessions
 - d. Coaching Executive Leadership the Development of Professional Skills
 - e. Creating Organizational Success and Sustainability Strategies
 - f. For additional information *see answer provided above in #2*
- 2. Trainer's direct experience in this topic or similar topic.
 - a. Consultant delivered *"An Appeal For Unity, Equality & Justice in Monroe City & Union County"* (August 25, 2020). This was a Zoom format attended by a number of community members, business leaders, and elected officials.
 - b. Consultant served Monroe City Council and its appointed Committee to plan, develop, and facilitate an "Open Conversation On Racism" (2020-2021).



- c. In 2004 Consultant was invited by the US House of Representatives to participate in a Congressional Hearing on racial diversity in the United States workforce.
- 3. Identify previous engagements with municipal, county, state or federal government.
 - a. City of Monroe, North Carolina –facilitated “*Open Conversations on Racism*” events
 - b. City of Durham, NC: consulted with Housing Authority and low-income residents.
 - c. City of Lynchburg VA: consulted with mayor and officials on managing diversity.
 - d. City of New Orleans/St. Helena: conducted diversity training for education officials.
 - e. City of Charlotte, NC: consulted on public housing to homeownership transition.
 - f. HUD Regional Conference keynote speaker (Daytona Beach, Fl and Ashville, NC).
 - g. US House of Representatives: participated in Congressional Hearing on race & workforce diversity in the United States.
- 4. Experience working with virtual meetings and technology Zoom, Teams.
 - a. Consultant and Associate Consultant has experience conducting virtual meetings on both Zoom and Teams formats.
 - b. All of the sessions with conducted by the Consultant for the City of Monroe under previous contract was presented via Zoom.

5) List and explain your proposed rate schedule as a Trainer for the Committee. Would rates change depending on the type of work performed (travel, attending City on-site meetings, etc.)?

- 1. Facilitation Daily Rate: \$2,000 (max 8 hours)
- 2. Facilitation ½ Day Rate: \$1,200 (max 4 hours)
- 3. Non-Facilitation Hourly Rate: \$300 (per hour)
 - a. Facilitation sessions lasting up to 4 hours are charged ½ day rate.
 - b. Facilitation sessions lasting more than 4 hours are charged daily rate.
 - c. Non-Facilitation consulting services are based on the hourly rate provided.
 - d. *Travel for this contract will not be charged, consultant office is locally located.*

6) Please state as a Trainer if you have been disqualified or terminated early before the completion of a contract., with or without cause? If, so, please explain under what circumstances this disqualification or termination occurred.

- 1. None. We have been in business since 1995 and have never had a disqualification or termination.
 - a. Our over 25 years of success is based on our client’s satisfaction and referrals.
 - b. Our clients are among our most valuable assets; we view their success as essential to our own, and their total satisfaction ranks among our proudest achievements.

7) Please list last five clients, noting contact person and scope of work.



1. City of Monroe (Surluta Anthony) – facilitated “Open Conversation o Racism” events
2. Purpose Financial (Leigh Santanello) – developing corporate-wide DEI initiative
3. The Risk Authority-Stanford (Brian Teusink) – provided Executive Coaching
4. AON (Kevin Bryant) – provided leadership development and DEI training
5. PHTS (David Dodge) – developed DEI initiative; provided executive leadership training; conducted DEI training events and retreats; selected by The Board of Directors to serve CEO Search Consultant for the organization during its recent leadership transition. Consulted with the Board in drafting and submitting a formal “Succession Plan”. Designed the matrix, metrics, and measurements used to hire the succeeding CEO. Conducted initial interviews of all CEO candidates for the Board prior to evaluating and recommending final CEO candidates to the Board for their final approval and selection.

8) Please identify any conflicts of interest that you may have as a facilitator for this Committee, and your approach to avoiding conflicts of interest.

1. No conflicts of interest exist.
2. In order to protect our professional reputation, and to preserve our corporate character, we take careful measure to avoid any and all conceivable conflicts of interest.

9) Please share any other information you feel would be useful to the Committee as they consider proposals for a facilitator.

OUR TEAM:

The Insight Consultants, Inc. is a diverse and inclusive consulting team. We make full use of our combined racial, gender, generational, and ethnic diversity to provide our clients with uniquely inclusive insights gleaned from the comprehensive perspectives of our different professional expertise and our diverse personal experiences. We agree with proven research that diverse teams tend to produce consistently higher quality results.

OUR PURPOSE:

Insight Consulting was established in 1995 and has since become a leading DEI consultancy. We assist organizations, including Fortune 500 Companies, in the development, implementation, and management of DEI initiatives. Each DEI program is individually customized and designed with the measurable success of our clients in mind.

OUR MISSION:

At Insight we believe there are two essential elements which are indispensable to the successful management of DEI—Leadership and Training. Our mission is to help you excel in both.

OUR VALUES:

We value our clients.

We are committed to maintaining the integrity and success of Insight.

We respect our clients’ values and promote their success as vital to our own.



We represent ourselves and our clients in a professionally reliable, responsible, and respectful manner.

We approach every interaction as a living laboratory and will always remain open to learn as well as to teach.

We partner with our clients and other colleagues to build relationships that promote trust, teamwork, and a total commitment to success.

We listen to our clients with respect, and we endeavor to meet, and/or exceed, their highest expectations.

We accept the responsibility to uphold these values in our communications, our actions, our interactions, our representations, and in our presentations at all times.



Our Logo Is Our Motto:

Diversity, Equity, and Inclusion is like a stained glass window. There is a common bond, the lead, that holds it all together; yet it is the varied colors, sizes, shapes, textures, and the position of each piece—as well as the perspective in which it is viewed—that produces the masterpiece. Each piece stands on its own, yet is dependent on the other pieces to create the whole image. They all must work together to achieve the common objective. — The Insight Consultants, Inc.



All proposals should be delivered to:

(Via US Mail)
Debra Chestnut Reed
Human Resource Director
City of Monroe
Post Office Box 69
Monroe, NC 28111

(Via Overnight Delivery Service)
Debra Chestnut Reed
Human Resource Director
City of Monroe
300 W. Crowell Street
Monroe, NC 28112

All proposals should be received by 4:00 p.m. local time, Friday, May 28, 2021

Proposals will be reviewed, and the Trainer selected will be notified. The Committee reserves the right to select the Trainer that best meets the needs of the City. Questions or requests for information may be submitted to Debra Chestnut Reed at the above address, by telephone at 704-282-4540, or by email at dreed@monroenc.org.



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MAY 26 2021

CITY OF MONROE
HUMAN RESOURCES



KEEP EVOLVING

CONSULTING

City of Monroe

**Trainer for Diversity, Equity,
and Inclusion Committee**

May 24, 2021



May 24, 2021

Debra Chestnut Reed
Human Resource Director
City of Monroe
Post Office Box 69
Monroe, North Carolina 28111

RFP | Trainer for Diversity, Equity, and Inclusion Committee

Dear Debra:

Keep Evolving Consulting is pleased to submit a letter of interest and statement of qualifications to present training to your Diversity, Equity, and Inclusion (DE&I) Committee. This training will support the City of Monroe with increasing diversity, equity, and inclusion while embracing employees through education, training, and outreach.

The City of Monroe is a vibrant, progressive community serving more than 40,000 residents. With this growth comes a blend of lifestyles, cultures, abilities and ethnicities; it's critical your employees acknowledge, understand, and celebrate this diversity. In an increasingly globalized market, organizations that embrace diversity rise to the top. The City of Monroe's focus on diversity, equity, and inclusion will drive greater innovation, employee recruitment and retention, and overall organizational success.

Diversity isn't a buzzword for us. We partner with organizations, across growth points and industries, to build and implement human-centric, inclusive cultures and teams. Our approach goes beyond "checking the box;" we ask tough questions and we guide you through difficult conversations. Authenticity is a crucial part of the work around DE&I, and it is important to think of the process as a journey.

Our context-sensitive, research-based approach deeply engages committee members and places them at the core of the implementation process; we understand it is the people—not the process—that results in success.

And to help ensure lasting results, we make ourselves available as a resource, advising the committee throughout changes, even after our engagement has been completed.

Thanks for reviewing our qualifications.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kamella Emmanuel', with a large, stylized loop at the end.

Kamella Emmanuel, president



Tab 1: BUSINESS INFORMATION

BASIC REQUIREMENTS

Keep Evolving Consulting is a Charlotte, NC-based professional development and executive coaching firm, founded by executive and life coach, Kamella Emmanuel, IMPA-SCP. Offering a comprehensive body of services intended to develop leaders, Keep Evolving encourages mid to senior level corporate and government executives to lead with authenticity: aligning individual purpose with the organization's strategic goals results in a more positive, engaging, and impactful leadership experience.

COMPANY NAME

Keep Evolving Consulting, LLC. (SBE, WBE, MBE, HUB)

ESTABLISHED

2019

SERVICES OFFERED

- Executive Coaching
- HR Consulting
- Diversity and Inclusion

STATE OF INCORPORATION OR ORGANIZATION

North Carolina

IS ORGANIZATION INVOLVED IN ANY PENDING LITIGATION?

No

NAME + TITLE OF THE PERSON LEGALLY AUTHORIZED TO ENTER INTO A CONTRACT WITH THE COUNTY

Kamella Emmanuel, owner, will serve as the point of contact for communications regarding this proposal and is legally authorized to enter into a contract with the City of Monroe.

The information contained in this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to the City, is true, accurate, and complete.

CONTACT INFORMATION

Kamella Emmanuel, owner
Keep Evolving Consulting
PO Box 78003 | Charlotte, North Carolina 28271
p: 704.629.8213
e: coachkemmanuel@gmail.com
w: keepevolvingconsulting.com



Tab 2: COMPANY BACKGROUND/EXPERIENCE

HISTORY AND PROFILE

Keep Evolving Consulting was established in 2019 to challenge the status quo. After more than two decades working in public administration - domestically and internationally - our president knew firsthand how traditional workplace culture failed to include important identities and perspectives. We are shifting how organizations build, engage, and retain diverse teams in today's workforce.

Led by Kamella Emmanuel, Keep Evolving Consulting employs a bold, yet warm, approach to building diversity and inclusion into the foundations of organizations so marginalized voices are amplified and sustainable change is achieved.

This isn't one-size-fits-all work.

We build a custom plan that meets the unique needs of your organization. And then we partner with you on successful implementation.

It's a difficult journey, but we'll guide and support you along the way.

We are submitting our proposal as a consulting firm with extensive global experience to develop the DE&I Training Plan. Our president, Kamella Emmanuel, will serve as project manager. Emmanuel is a Certified Diversity Professional (CDP) with the knowledge, skill, and ability to successfully execute day-to-day diversity and inclusion strategies. This skillset and credential enhances cultural competency and helps organizations enrich their approach to inclusion.

Emmanuel's 20-year career in government also provides her with extensive experience in EEO, affirmative action, and diversity recruitment. She has developed and led DE&I trainings and coachings for local, national, and global organizations. Our firm has an impeccable record of completing projects and presenting deliverables on time and on budget. This record is supported by our practice of establishing clear communications processes, roles, and timelines at the onset of the project.

Engaging a project manager with a human resources and diversity background means you have a partner with both the technical skills and the ability to lead change, impact organizational culture, and measure DE&I effectiveness. Keep Evolving Consulting has specific insight into organizational processes and challenges, and we are excited about the opportunity to work in collaboration with you on this most important project.



BIO

Kamella has consulted with and coached leaders and executives in micro-inequities, cultural diversity, cultural competencies, inclusive recruiting, and organizational change. She is a highly inclusive leader who connects individuals and creates the conditions for formal and serendipitous collaboration to occur.

CORE COMPETENCIES

- Policy Development
- Strategic Planning
- Operational Planning
- Media Relations
- Situational Awareness
- Diversity & Inclusion
- Conflict Resolution
- Training & Development
- Project Management
- Change Management
- Performance Management
- Executive Coaching
- Critical Thinking
- Leadership Development

MEDIA COVERAGE

- Fox 46
- WURD - FM
- Collective Conversations

KAMELLA EMMANUEL

Charlotte-Mecklenburg Police Department | Charlotte, NC
Administrative Services Manager | 2016 - 2020

- provided leadership and accountability for 2500+ employees and reports to the Chief of Police.
- created initiatives for Diversity & Inclusion strategies in recruitment and retention
- developed and implemented HR strategies and initiatives aligned with the business strategy
- bridged management and employee relations by addressing demands, grievances and other issues
- supported business needs through the development, engagement, motivation and preservation of human capital
- developed policy and legislative analyses
- established metrics to assess and measure results of D&I in recruitment
- managed and led policy initiatives including providing direction, strategy, and leadership on how to achieve the organization's values and goals

Assistant HR Manager | 2014-2016

- managed benefits program and provided employees with written and oral benefits information on benefit programs
- investigated and resolved employee concerns
- worked with departmental administrators to implement and evaluate programs
- managed Federal leave program
- coordinated ADA workplace accommodations and ensured absolute ADA Title II and ADAA compliance
- performed special assignments for management, prepares periodic and special reports as requested

HR Generalist | 2013-2014

- administered benefit programs for staff
- assisted with employee relations and conducting hiring interviews
- initiated a training program for interview processes and panels
- process new employee orientations, on boarding and training



EDUCATION

Bachelor of Science
Public Administration and
Education

University of Surrey
London, England

Diploma in Teaching
University of Surrey
London, England

CERTIFICATIONS

- Certified Diversity Practitioner
- ICF Certified Coaching Certification
- 360 Leadership Certified Practitioner
- IPMA Senior Certified Professional

AFFILIATIONS

- Leadership Charlotte, Class 40
- National Organization of Black Law Executives

Charlotte-Mecklenburg Schools | Charlotte, NC

Substitute Teacher | 2012-2013

- assumed all duties of the regular classroom teacher in accordance with school rules
- guided the learning process toward the achievement of curriculum goals and to communicate these to the students

British Embassy Diplomat | Jakarta, Indonesia

HR Officer | 2012 (Maternity Cover)

- administered recruitment campaigns
- responsible for relocation packages and allowances
- updated mentoring program for new employees
- conducted accommodation and safety inspections for newly hired staff as part of the relocation package
- oversaw leasing agreements and negotiated terms

British Consulate Diplomat | New York, NY

Training and Development | 2011

British Embassy Diplomat | Kingston, Jamaica

Development and Inclusion Manager | 2006-2011

British Embassy Diplomat | Abuja, Nigeria

Business Manager, Diversity and Inclusion | 2003-2006

United Kingdom Foreign Civil Service | London, England

Immigration Officer | 1999-2003



Tab 3: DEI TRAINING PLAN

SESSION FORMAT

AGENDA

The session will be designed with a focus on and commitment to collaboration. The agenda will be developed in coordination with the committee and aligned with the committees' mission, goals, strategies, and business objectives.

ROLE OF THE COMMITTEE

The Diversity, Equity, and Inclusion Committee is a critical driver in fostering organizational change and establishing a dedicated focus on diversity and inclusion priorities. Design of the DEI Training Plan will be led by Keep Evolving Consulting; however, we will actively engage committee members to provide feedback on the development of the training plan throughout the process. By establishing these regular touchpoints and working collaboratively, we will ensure the final training plan reflects the goals of the committee and meets key business objectives.

ROLE OF THE TRAINER

The trainer (Keep Evolving Consulting) will lead the process to develop the training plan and will:

- provide knowledge and insight on best inclusion practices
- engage with committee members to identify objectives for the training
- identify diversity and inclusion barriers that impact recruitment, retention, and advancement
- develop and implement a training strategy that increases awareness, knowledge, and skills
- systematically review and implement policy changes to reflect diversity, equity, and inclusion
- create a citywide equity lens for hiring, policy development, and general operational processes

PARTICIPANT ENGAGEMENT METHODS

Our dynamic training plans are customized to address the needs of your municipality. We establish clear ground rules and work to create a space of trust that encourages participants to speak freely and openly, without fear of judgement or ridicule. These conversations are less about agreement or a defined end, and more about self-reflection and individual growth. We also monitor the emotional temperature of the conversations by checking in with participants (nonverbally); the check ins help us identify when we need to pause the conversation to address strong emotions.

We also utilize strategic questioning, active listening, discussion prompts, workplace scenarios, and real-time polls.



MEETING AVAILABILITY

We have general availability during the traditional workday and can be available in the evenings, as needed.

PROVIDED PRODUCT

Keep Evolving Consulting will provide the resources needed for each meeting. This includes working with your designee to create the agenda and providing educational and training materials. Although we will provide the laptop for presentations and trainings, we look to the City of Monroe to provide AV equipment (screen, speakers, etc.), Wi-Fi, etc.

MEASURES OF SUCCESS

We believe “what gets measured, get done.” At the onset of meetings, we will identify goals and define what success looks like. The meeting agenda and workplan will then be developed to track how the committee is innovating on policy and methodologies to better understand the needs and experiences of diverse team members.

We will also measure:

- progress towards diversity metrics
- implementation of diversity initiatives

STATEMENT OF COMMITMENT

If an organization can't find qualified, diverse candidates there are two likely reasons — both of which signal a lack of commitment.

- They are not trying hard enough. *Try again.*
- They are not reaching beyond their networks. *Try something different.*

Building a strong, progressive workforce requires making equity central to how team members are attracted, recruited, and retained; it cannot be an *add-on* or something *nice to have*.

The process of looking inward and identifying biases and flawed processes is hard – and can be painful – but there are no shortcuts to making meaningful progress. And there isn't a middle ground on commitment to an equitable workplace.

Keep Evolving Consulting is committed to guiding you towards and measuring your success around DE&I.



Tab 4: CAPABILITY STATEMENT

Keep Evolving Consulting is led by Kamella Emmanuel who has more than 20 years of experience leading discussions and trainings around race, inequality, and discrimination in multicultural, global organizations.

She will work with the committee lead to review data and develop a continuous learning plan and trainings for the Diversity, Equity, and Inclusion Committee. This plan will help your committee:

- understand implicit bias, its effects on people, and the impacts on the organization.
- build capacity to recognize and reduce bias
- build capacity for intercultural awareness and communication among staff
- better support the existing team
- recruit, hire, and retain diverse team members
- lead a cultural shift within the City

Training modules will include:

- What is DE&I and why is it important?
- Implicit bias - how it shows up and how to recognize it
- How to start to undo bias
- Microaggressions - how to recognize them and how to respond when encountering them
- Cultural awareness & inclusion

Keep Evolving Consulting is comfortable and proficient presenting dynamic workshops virtually – on a variety of platforms – and in person. Since 2020, all trainings, workshops, and seminars have been conducted virtually.

Previous engagements with municipalities and governmental agencies include Fayetteville Police Department, Town of Garner, Town of Waxhaw, and Charlotte-Mecklenburg Police Department.

DE&I is everyone's responsibility. We will also develop and share a library of practical, effective continuous learning solutions for executive leadership, management teams, and employees.



Tab 5: PRICE INFORMATION

TEAM RATES

Kamella Emmanuel

project manager

\$500/hour (virtual)

\$600/hour (in person)

Gregory Payne

administrative support

\$50/hour (virtual)

ASSUMPTIONS

All materials will be provided digitally. If hardcopies are requested, fees and expenses associated with the layout, reproduction, and shipping will be reimbursable.



Tabs 6 + 8: STATEMENTS

DISQUALIFICATION + EARLY TERMINATION

Keep Evolving Consulting has not been disqualified from a project or had a contract terminated early.

TEAM AVAILABILITY

Keep Evolving Consulting is poised to begin work on the project as soon as we are granted notice to proceed.

WORK PERFORMED

All work will be performed from Keep Evolving Consulting's local office, which is located in Waxhaw, North Carolina.

CONFLICTS OF INTEREST

Keep Evolving Consulting does not have a known or implied conflict of interest with the project or with the City of Monroe. To avoid potential conflicts, we will review your municipality's ethics policy, communicate openly and honestly, and operate in integrity.



Tab 7: CLIENT LISTING

Client: Union County Chamber

Contact Name and Title: Pat Kahle, IOM, *president & CEO*

Scope of Work: Panel facilitator and speaker on DE&I. The project objective was to educate and lead discussion on race, inclusion, implicit bias, definitions, and dimensions of diversity.

Client: City of Charlotte

Contact Name and Title: Sheila Simpson, *human resources director*

Scope of Work: Conducted a workplace investigation on a hostile work environment claim.

Client: Society of Nuclear Medicine and Molecular Imaging (SNMMI)

Contact Name and Title: Nikki Wenzel Lamb, *senior director of governance and member engagement*

Scope of Work: Speaker on DE&I and presented on topics including defining implicit bias, what microaggressions are and how they impact relationships within and outside of organizations. Also, facilitated a Q&A session for 140 attendees.

Client: Fayetteville Police Department

Contact: Kechia B. Kinsey, *police analyst*

Scope: Provided Diversity & Inclusion training to Chief of Police and Command Staff. Training topics included implicit bias, microaggressions, inclusive recruiting strategies, stereotypes, and generational diversity.

Client: Town of Waxhaw

Contact: Wendy Davenport, *human resources director*

Scope: Provided a two-day supervisor training to include leadership, crucial conversations, and effective supervision.



Tab 9: SAMPLE WORK PRODUCT

Sample work product is included for your review. The training plan, process, and materials developed for the City of Monroe will be designed to specifically address the needs of your committee.



DIVERSITY SERIES

WITH KEEP EVOLVING



REAL PEOPLE. REAL STORIES.

"Kamella is an A+ coach, professional, & Diversity Practitioner. She has the distinctive ability to guide individuals, draw personal, yet relatable conclusions which enable effective change personally, professionally, and socially. Her work ethic coupled with her passion for developing others are unmatched. I've grown immensely from her guidance and partnership."



D. Johnson
Implicit Bias Training Participant

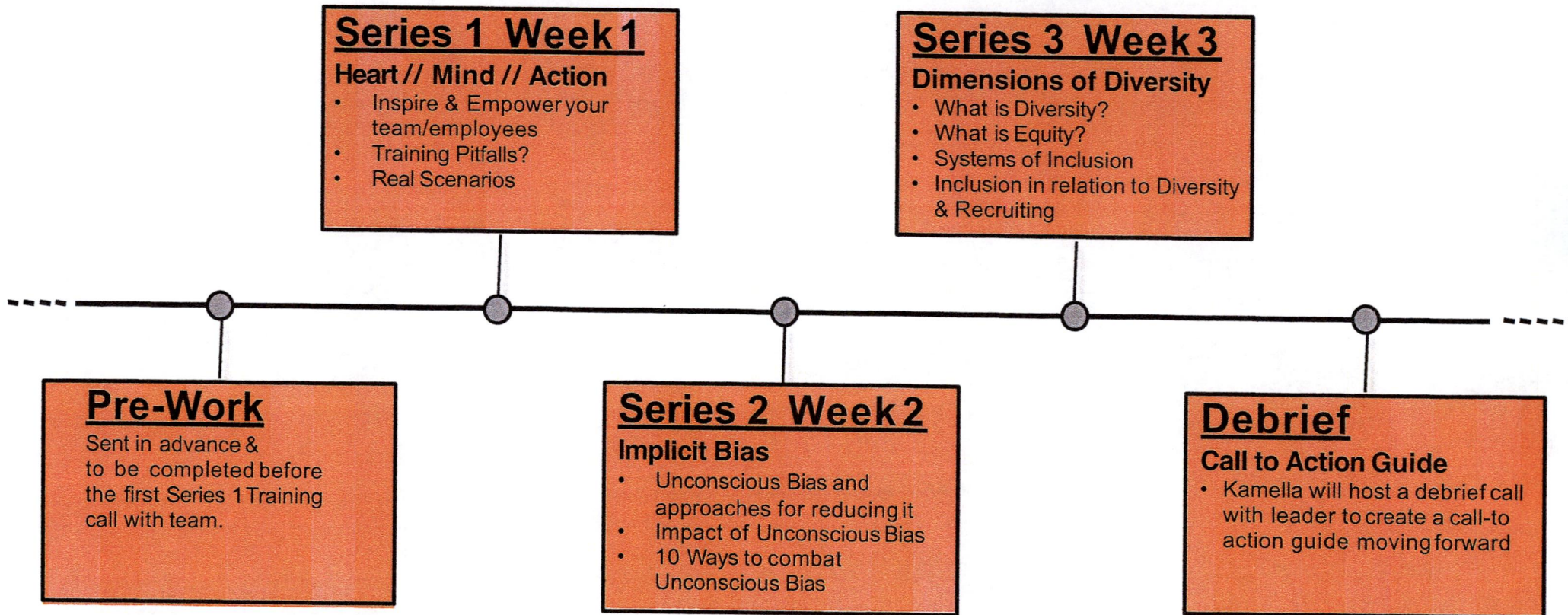
"I never thought about the books that your children read as a form of unconscious bias. I have also learned that some of these are changeable with conscious effort."

—Implicit Bias Training Participant

"Kamella's presentation really heightened my awareness surrounding the topic of implicit bias. While I have always been familiar with the term, I never truly examined how implicit bias was formed. Kamella's presentation taught me that implicit bias can be learned at a very early age and it is oftentimes done subconsciously. Kamella's presentation of implicit bias has allowed me to examine myself and how I see the world. Her presentation encouraged me to not only acknowledge the difference in others, but to embrace them as well. As a husband and father of 2 children, I want to be a role model that encourages my family to embrace the differences in the world and this gave me the additional awareness that is needed to do that."

—Implicit Bias Training Participant, Sherman Lee

TRAINING OUTLINE



D&I TRAINING INCLUDES

PRE-CALL	Kamella will host a pre-call with the leader to cover the training topics and flow of conversation over the next 3 weeks.
SERIES 1: HEART MIND ACTION	Includes: • How can organizations develop a strong, healthy heart to inspire and empower their people? • Who should receive D&I training? • Training Pitfalls? • Real Life Scenarios
SERIES 2: IMPLICIT BIAS	Includes: • Unconscious Bias, Impact, and Approaches for Reducing it • The Impact of Unconscious Bias in the Workplace • 10 Ways to Combat Unconscious Bias in the Workplace
SERIES 3: DIMENSIONS OF DIVERSITY	Includes: • What is Diversity? • What is Equity? How to Incorporate Equity into the Diversity & Inclusion Strategy • Systems of Inclusion • Inclusive Recruiting • Inclusion in Relation to Diversity
DEBRIEF CALL WITH LEADER AND ACTION PLAN	Transformational development plan to support, challenge, & prepare you for your path forward

BONUS* INCLUDED WITH TRAINING

REAL-LIFE CASE STUDIES	Case studies to answer questions like...What is taking place in each scenario diversity wise? What are the key diversity issues or dynamics? What kind of action should be taken by you or a member of your team?
BUSINESS CASE FOR INCLUSIVE RECRUITING	It's important to review and educate hiring managers so they recognize and understand common biases that can influence hiring decisions. Challenging leaders to evaluate their potential biases and assumptions helps create & foster a culture of open-mindedness & belonging.
"SIX SIGNATURE TRAITS OF INCLUSIVE LEADERS"	Research reveals that when people feel that they are treated fairly, that their uniqueness is appreciated & they have a sense of belonging, & that they have a voice in decision-making, then they will feel included – <i>Deloitte</i> .
CASE STUDIES ON DIVERSITY STRATEGY	Diverse teams give you the best thinking.
EVERYONE OWNS DIVERSITY, EQUITY & INCLUSION	Get best practices and insights.
CALL TO ACTION GUIDE	You must be intentional about change & progress. It does not happen accidentally but by being a proactive & vigilant leader working toward achieving comprehensive & measurable results by taking action for diversity, equality, & inclusion.

MEET KEEP EVOLVING CONSULTING



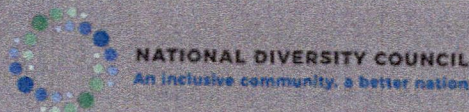
KAMELLA EMMANUEL, CEO & FOUNDER

Originally from the United Kingdom, Kamella spent over 15 years working in Leadership Development for the British Embassy as a diplomat in locations across the world. These Embassy posts included serving more than four years in Kingston, Jamaica and over three years in Abuja, Nigeria, and three to six months in Indonesia and Thailand.

Kamella has a B.S. in Public Administration and Education from the University of Surrey in London, England, and is a Certified Diversity Practitioner and Professional Executive Coach.

Kamella has been featured on Fox 46, WURD Radio, and Collective Conversations as a leading Diversity expert on Implicit Bias and Inclusion in the workplace. She has also worked with WBTV, the Union County Chamber of Commerce, and SNMMI. Her ability to captivate her audience has allowed her to engage with cross cultural leaders to build a successful international career.

She has consulted with and coached many leaders and executives in micro-inequities, cultural diversity, cultural competencies, inclusive recruiting, and organizational change. She is a highly inclusive leader who connects individuals and creates the conditions for formal and serendipitous collaboration to occur. Kamella is skilled in explaining and talking about how inclusion should connect to the mission



IMPLICIT BIAS



Bias can be conscious or unconscious.



WHAT CAN I DO ABOUT IT?

- ☐ See differences.
- ☐ Identify your biases and actively engage in debiasing techniques to address them.
- ☐ Ask yourself, “Do my actions and words reflect the value of inclusion?”
- ☐ Engage in perspective taking.
- ☐ Create and participate in opportunities to connect with individuals from different groups.

BIAS IN HEALTHCARE

- Indirect evidence indicates bias may be contributory to racial and ethnic disparities in healthcare.
- Prejudice may stem from conscious bias; however, biases may be conscious or unconscious.



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REAL WORLD IMPLICATIONS

GLENN

- White, American Male
- Arrived at Ivy University Hospital emergency room with chronic knee pain and swelling.
- Within 20 minutes of checking in, was triaged and placed in a room.
- While waiting for the doctor, a nurse offered pain medicine.
- Soon after he was seen by an ER doctor.



REAL WORLD IMPLICATIONS

JEROME

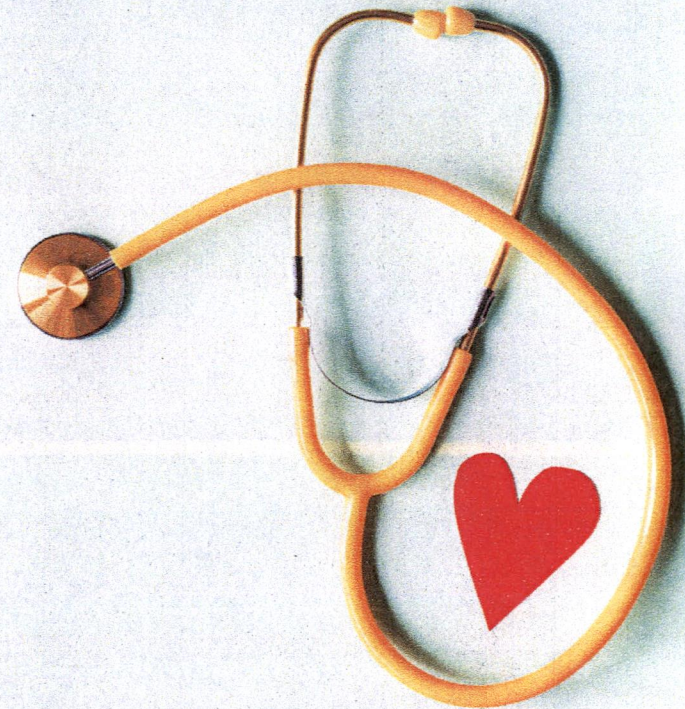
- Black, American Male
- Arrived at Ivy University Hospital emergency room with excessive and chronic knee pain and swelling.
- After checking in, waited two hours without being updated or seeing a medical professional.
- When he inquired about wait time, the receptionist responded with annoyance.



REAL WORLD IMPLICATIONS

MEDICAL TEAM

- The nurse checked the Black patient's vitals but did not offer pain medication. When he inquired, they advised he couldn't receive any until after he saw the doctor.
- The receptionist's and nurse's biases impacted the standard of care they provided the Black patient.
- The medical team implicitly valued the white patient more and prioritized his care.



BIAS IN HEALTHCARE

- Black women in the United States are more likely to die from pregnancy or childbirth than women in any other race group.
- Black women are more likely to experience preventable maternal death compared with white women.

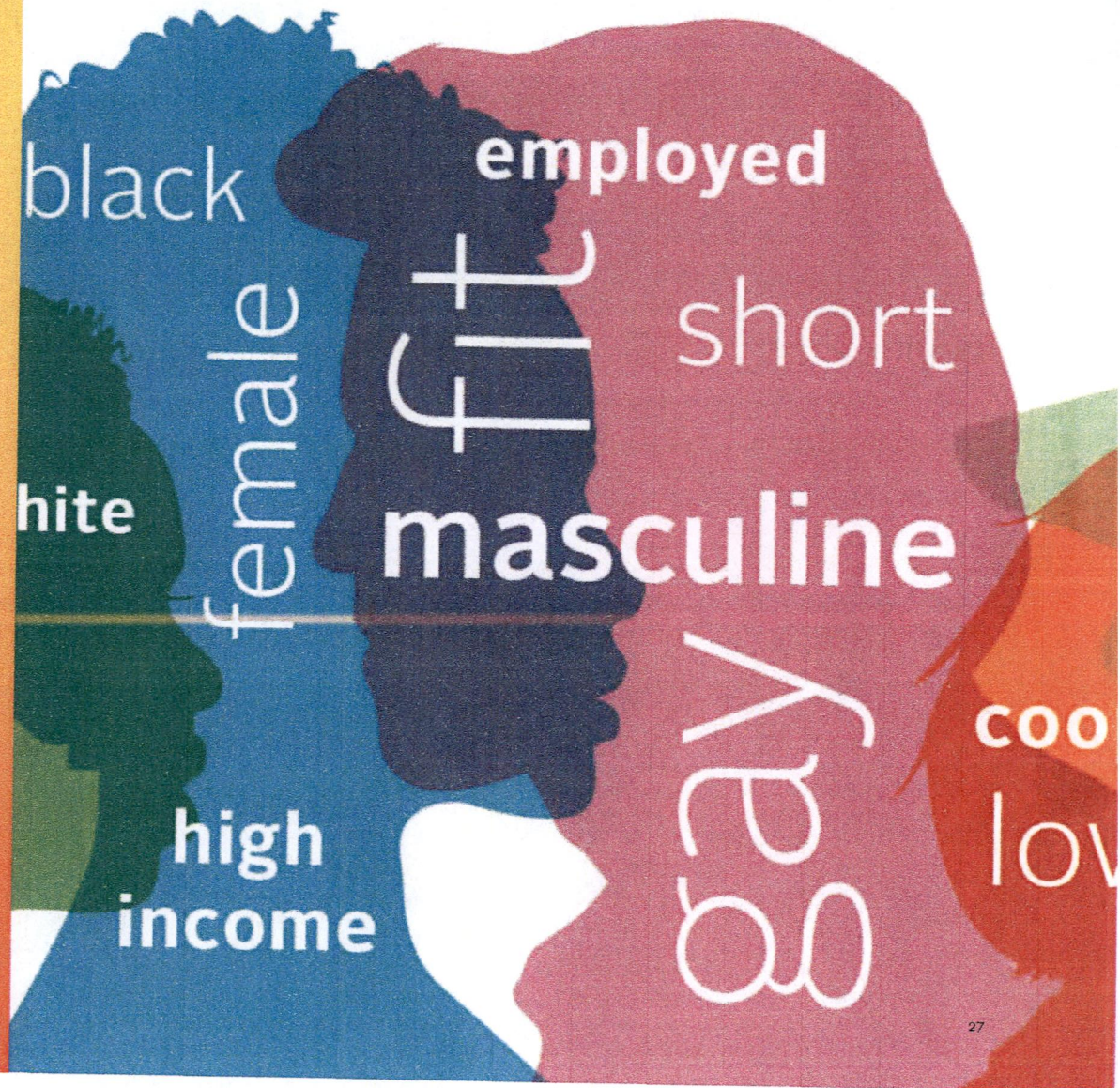


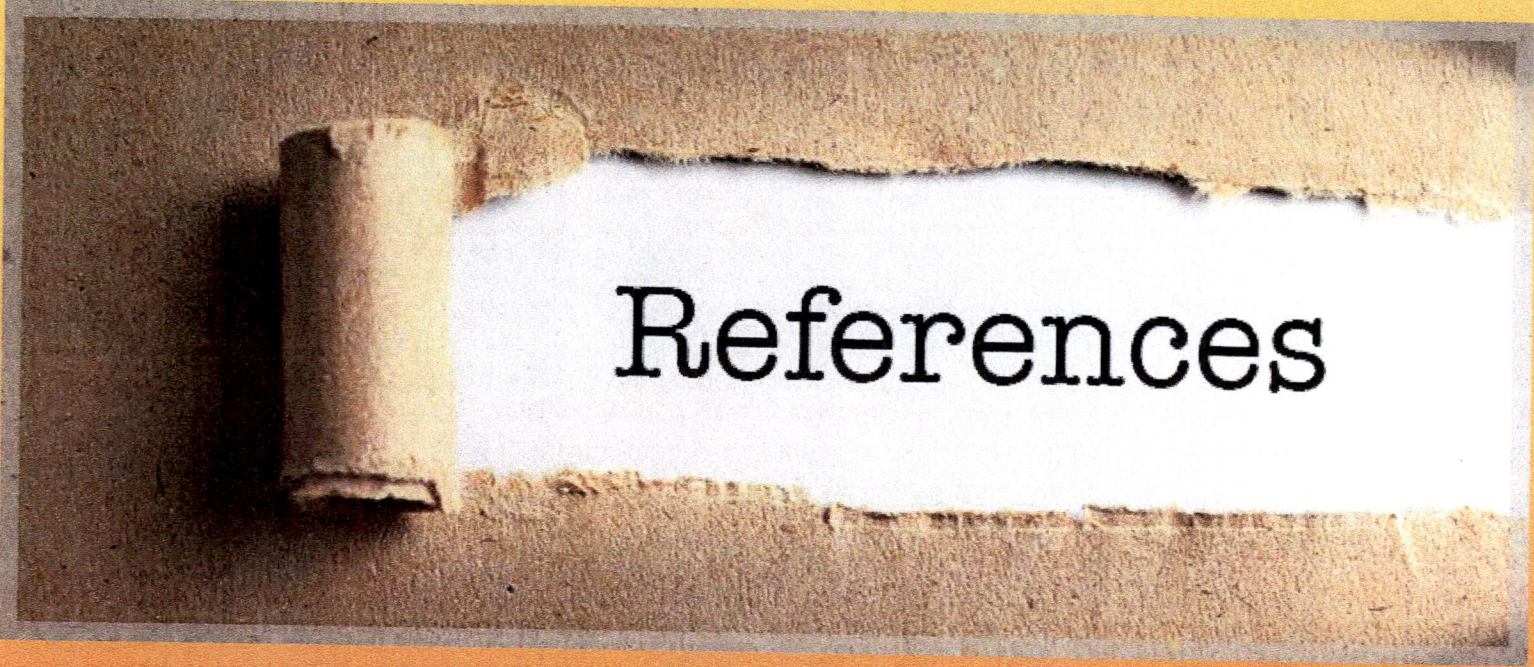
YOU'RE BIASED. AND SO AM I.

- Research shows we are all susceptible to harnessing implicit associations about others.
- These associations can affect our behavior towards others, even if we want to treat all people equally or genuinely believe we are egalitarian.
- [CNN Implicit Bias survey](#)



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References

- Harvard Implicit Association Test
- <https://implicit.harvard.edu/implicit/takeatest.html>
- Kirwan Institute Study of Race and Ethnicity

THANK YOU!



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**Open Conversation on Racism Committee
Zoom Meeting
May 6, 2021 – 1:00 P.M.**

In Attendance: Chairperson Surluta Anthony
Councilmember Angelia James
Councilmember Freddie Gordon
Assistant City Attorney Ashley Britt
Debra C. Reed, HR Director/Liaison
Sheila Couick, Minute Taker

Chairperson Anthony opened the Zoom meeting at 1:00 p.m., welcoming everyone and conducted an attendance roll call to establish the presence of the council members.

Chairperson Anthony commented that the next the agenda was the selection of committee members for the Diversity, Equity, and Inclusion Committee. Chairperson Anthony stated that she would read off names and would then need a motion to accept the names as members of the Diversity, Equity, and Inclusion Committee. Chairperson Anthony read off the following names:

Cynthia Baes, Cress Barnes, Matthew Belk, Cynthia Brown, Selina Campbell, Ernest Collins, Swindle Edwards, Michael Hall, Tripp Helms, Lanny Lancaster, Michelle King, Penelope Locklear, Emily McGinnis, Melissa McKeown, Lakeysa Medlin, Jamie Nader, Steven Ramsey, Benita Sanders, Melvin Tate, Althea Richardson, Tamara Williams and Tiffany Wilson.

Chairperson Anthony stated that twenty-two names were read aloud. Council Gordon second the motion.

Ashley Britt commented that Chairperson Anthony read twenty-two names and including Councilmember Anthony that would be twenty-three names. Ashley Britt commented that if Chairperson Anthony wanted to add two more names to the committee, whether it is Councilmembers or anybody else, she could include those names on this list. Ashley Britt stated that she could also keep it at the twenty-three members, which included Chairperson Anthony, and that would be fine.

Chairperson Anthony stated that she needed to ask the Councilmembers if they wish to be on the Diversity, Equity, and Inclusion Committee. Chairperson Anthony stated that it was their choice and there could be up to three councilmembers on the committee. Chairperson Anthony asked Councilmember James what her desire was. Councilmember James stated that she had a question for Ashley Britt, which was "If Councilmembers are added on, can two more people be added on?" Ashley Britt commented that there are twenty-five total spots; there are currently twenty-two names with Councilmember Anthony making it twenty-three, so there are two more spaces that either Councilmembers or members of the public can fill, not both. Councilwoman James stated that there were twenty-six application that were received from people wanting to be on the committee. Councilmember James asked if the names of the one didn't make the list could be read aloud. Councilwoman James stated that this is for the citizens. Councilwoman James stated that she thinks that if there are some names that left off the selected list then their names should be added to the list if there is room for them. Chairperson Anthony stated that there was room if two Councilmembers wished not to serve on the committee. Councilwoman James asked for the names that did not make the list. Chairperson Anthony stated she would need to get that list as she only brought the list with the names that made the committee. Chairperson Anthony ask Councilman Gordon if he planned to serve on the Diversity, Equity, and Inclusion Committee. Councilman Gordon stated yes he would serve at the Chairperson pleasure. Chairperson Anthony stated that left one space open now on the committee and asked if that was correct. Ashley Britt stated that was correct, there would be twenty-two members of the public plus Chairperson Anthony and Councilman Gordon so that would be twenty-four.

Chairperson Anthony commented that she would retrieve the list for names not selected for the committee.

Councilwoman James asked Councilman Gordon if there was room for citizens to be on the list would he be willing to vacate his spot or is he still going to be on the committee? Councilman Gordon stated that he would do whatever was requested of him.

Chairperson Anthony stated that Councilman Gordon had already expressed his interest to be on the committee, so there is one spot open. Chairperson Anthony ask if the Councilmembers had their participant list stating that she did not want to read off the names of those not selected to the public. Chairperson Anthony stated that the names not selected were Sharon Edwards, Monike Craig, Sharon Polston and Lacey Trull.

Chairperson Anthony asked Councilwoman James if she heard those names and Councilwoman James replied yes she had heard the names. Councilwoman James stated that if these people applied and there is room for them to be on the committee, she does not understand why we cannot make room for them to be on the committee. Councilwoman James stated that this is a community decision and she thinks we need to get input from the community on this. Chairperson Anthony stated that this is a Council Committee and the Council voted for three Councilmember to be on the committee if they wanted to serve. Chairperson Anthony stated that if they do not wish to serve they can vacate that spot and that would open up a spot. Councilwoman James asked Ashley Britt why the councilmembers numbers were included in the twenty-five members if they are going to be on the committee. Ashley Britt commented that when Council created the committee it was stated that it would be limited to twenty-five people total and it was interpreted as being twenty-five members including Councilmembers. Councilwoman James asked could it be twenty-five plus the Councilmembers. Chairperson Anthony commented that when the parameters were being set up the motion was made for twenty-five and at that time it was the Facilitator suggested a number to work with and that is where the number twenty-five came from. Councilwoman James asked Ashley Britt if a decision could be made with the committee here to have twenty-five plus Councilmembers. Ashley Britt stated that it would have to go back to Council since Council created the committee with the twenty-five limit and they would need to be the one to change that if the committee want to change it to add in the extra members of the public. Councilwoman James stated that it would be one extra person, well three extra people, with the three Councilmembers serving. Councilwoman James stated that she thinks that three seats should not be given up just because Councilmembers are serving. Councilwoman James stated that we should leave room for the community to be on this committee because there were twenty-six names. Councilwoman James stated that we should have room for three more people to be on it and make it twenty-eight: Councilmembers plus the twenty-five members. Chairperson Anthony commented that if we decide to send it back to Council that would delay starting it and it would have to be put on the agenda and then re-voted on because it has already passed. Chairperson Anthony stated that it would require a motion and the motion would need to carry. Councilwoman James made the motion that we go back to City Council to include twenty-five plus Council for a total of twenty-eight members for the Diversity, Equity, and Inclusion Committee. Chairperson Anthony asked for second to the motion. Chairperson Anthony stated that the motion died due to lack of a second motion. Chairperson Anthony stated that there was one opening, which could go to Councilmember or a citizen.

Councilwoman James stated that she was going to be on the committee, so there is no room for a citizen to be on it. Chairperson Anthony stated that there are twenty-two names and now we need to approve them. Chairperson Anthony asked if the names needed to be read again. Ashely Britt stated that Chairperson Anthony had read the twenty-two names and added Councilmembers Gordon and James to the list then we could vote on the names. Chairperson Anthony stated that the twenty-two names had been read and along with Councilmember Gordon and Councilmember James that would make up the twenty-five members for Diversity, Equity, and Inclusion Committee and entertained a motion to accept those members. Councilman Gordon second the motion.

Chairperson Anthony asked Councilwoman James if she made the motion? Councilwoman James commented that she did not make the motion. Ashely Britt stated that she thinks Councilwoman Anthony made a motion at the beginning of reading the list and that was what Councilman Gordon was seconding. If not then Councilman Gordon would need to make the motion since there would be no motion to second. Councilman Gordon made the motion to accept the twenty-five names of the members of the Diversity, Equity, and Inclusion Committee. Chairperson Anthony asked for a second motion. Councilwoman James second the motion. Chairperson Anthony stated that there had been motion and a second motion that the twenty-five names read be the members of the Diversity, Equity, and Inclusion Committee. Chairperson Anthony polled the Councilmembers for their vote. Councilmember James voted "Yes" and Councilmember Gordon voted "Yes" and Councilmember Anthony voted "Yes". Chairperson Anthony stated that those were the names of the Diversity, Equity, and Inclusion committee and they will be notified.

Chairperson Anthony stated the first meeting of the Diversity, Equity, and Inclusion Committee needed to be scheduled and if possible, it needs to be scheduled as soon as possible. Chairperson Anthony stated that during the first meeting, one of the items for discussion will be to schedule the other meetings and they will be quarterly meeting and reporting to Council. Chairperson Anthony stated that we would also be looking at getting a Facilitator who would train the committee and discussed a proposal for training of the Diversity, Equity and Inclusion Committee. Chairperson Anthony stated that the first meeting would not be a regular meeting and would not be as long as the other meeting afterwards. Chairperson Anthony asked for a suggested date for the first meeting. Chairperson Anthony asked if everyone had their calendars with them and that we needed enough time for members to be notified. Councilman Gordon asked how much time would be needed. Chairperson Anthony asked Mrs. Debra Reed how much time would be needed to notify the members. Mrs. Chestnut Reed stated that members accepted into the committee would be notified along with members not accepted. Chairperson Anthony asked what the timeframe would be to make that happen. Mrs. Reed stated that we could get emails out within a week. Chairperson Anthony commented that it would put us with two weeks left in May; week of the May 17th or the week of May 24th. Councilwoman James asked that of the twenty-two names that were chosen if someone says "no" what will happen then – will people on the no list come to the yes list. How will that process work? Chairperson Anthony stated we still have the names of the other people who made application and we would reconsider those. Councilwoman James asked if it would have to come back before this committee to vote or how would that process work? Chairperson Anthony stated that it would have to come back to the committee and asked Ashley Britt if that was correct. Ashley Britt responded that it was correct. Ashley Britt commented that it would come back to the committee if we wanted to fill the spot(s); you do not have to have twenty-five. Twenty-five is just the maximum number; if you want to fill the spot(s) then it would have to come back to the committee to fill it. Chairperson Anthony stated that would be a decision that would have to be made. If we wanted to fill the vacant spot then the names that were not selected would be used to choose from.

Councilwoman James stated that with this meeting we are looking at the week of May 24 would it be ZOOM or in person? Chairperson Anthony stated it would be the week of May 17 or May 24 and she did not know due to the mandate not allowing in person meetings. Chairperson Anthony asked Ashley Britt what the mandate would allow for meeting in person. Ashley Britt stated she thought that the mass gathering limit was moved to one hundred indoors and that is only if able to be socially distanced and a lot of the rooms at City Hall can only allow for twenty-two people to be socially distanced. Ashley Britt stated we have capacity limits depending on the venue being used. Councilwoman James asked Ashley Britt about the Old Armory, what is the capacity there? Ashley Britt stated that she was not sure on that location, maybe Bruce would know since there has been talk about it for council meetings due to it being larger than the city hall rooms but she is not sure of the exact number. Bruce Bounds commented that the Old Armory limits are fine for this meeting, however you could not have one hundred there but for twenty-five that would be fine. Chairperson Anthony commented that we need to select two dates so that we can be sure that the Old Armory is not being used for anything on either date and need to

select a time. Chairperson Anthony stated that most of these individuals works so we would be looking at something in the afternoon or early evening. Ashley Britt stated that if we do choose to meet in person, even though it would accommodate the twenty-five committee members, members of the public might like to attend just like any other open meeting, not as committee members. If members of the public attend that might limit you and it might be better to do it remotely just because you are doing the council meetings remotely. Ashley Britt stated that they have tried to encourage that but it is up to the committee. Chairperson Anthony stated that with the open meeting laws if you were to meet in public you could not limit the number of people that wanted to come. Ashley Britt commented that you can limit the number due to the executive order, it just becomes a little problematic when you have to have someone stand at the door saying you can go in but you can not go in. Ashley Britt stated that if you do it remotely you would not have to limit it at all. Chairperson Anthony stated that the first meeting for the Diversity, Equity, and Inclusion Committee should be by ZOOM due to the reason just discussed and in June Governor Cooper is planning on changing the regulations, but for May we would be better suited to do it by ZOOM if there is no objection.

Ashley Britt commented that she would speak to the City Attorney because the committee may need to have Council approve a ZOOM meeting because Council has to authorize ZOOM meetings. Ashley Britt stated it should not be a problem, it just is an action that needs to be added for approval. Chairperson Anthony stated that we would present it to Council as requested and present it at the May 11 meeting. Chairperson Anthony stated that we would have time to ask for permission, should we not receive it then we would have to do it later after it is approved. Chairperson Anthony asked for two possible dates for the meeting. Councilman Gordon commented that Mrs. Reed suggested that we allow one week, so if you go out one week, people would have to respond in some form or fashion then that would leave two weeks really in the month. Councilman Gordon stated that it seems to him that Tuesday nights are good nights for a lot of people because on Fridays they are thinking about the weekend and Mondays they are trying to catch up from the weekend. Councilman Gordon stated that he would like a Tuesday and anytime is suitable to him, but as stated a lot of these people may work and not be able to get on and everybody might need to get a snack or dinner before they meet. Councilman Gordon stated that he thought we met at 7:00 p.m. before. Chairperson Anthony agreed that we did. Councilman Gordon stated that he did not have a problem with that time or that day. Councilman Gordon stated that May 18 would work if we wanted him to recommend something. Chairperson Anthony stated that the date of May 18 at 7:00 p.m. was suggested and ask if there was another suggestion. Chairperson Anthony stated that hearing none that May 18 at 7:00 p.m. would be a ZOOM meeting. Chairperson Anthony asked Bruce if the date was good for him. Bruce replied that the date was fine. Ashley Britt stated that the suggestion needed to be put in the form of a motion. Chairperson Anthony asked Councilman Gordon to put that in the form of a motion. Councilman Gordon made the motion that the first meeting of the Diversity, Equity, and Inclusion Committee be on Tuesday, May 18 at 7:00 p.m. via ZOOM. Councilwoman James second the motion. Chairperson Anthony conducted a roll call to vote on the motion – Councilmember Gordon – Yes, Councilmember James – Yes and Councilmember Anthony – Yes. Chairperson Anthony stated that a request for ZOOM meetings would be sent to Council.

Chairperson Anthony stated that we needed to discuss a proposal to request a Trainer for the Diversity, Equity, and Inclusion Committee. Chairperson Anthony stated that Dr. Samuels had served as the Facilitator for our Open Conversation on Racism Committee and his would be one proposal and we need at least another proposal so we can send out the Request for Proposals. Councilwoman James commented that Kamella Emmanuel did the one for the Chamber of Commerce and she would like for her to receive a Request for Proposal as well. Councilwoman James stated that we could contact Pat Khale with Chamber and ask her who the lady was that did their training. Chairperson Anthony asked Mrs. Reed if she would contact Pat Khale at the Chamber to find out the name of the person who conducted training. Mrs. Reed stated that she would contact Pat Khale.

Chairperson Anthony stated that there were three sets of minutes from the Open Conversation on Racism Committee that needed to be accepted. Chairperson Anthony asked if we needed to do them one by one or approve them all together. Chairperson Anthony stated that all members had all received them and had a chance to read them for mistakes and she did not see any changes. Chairperson Anthony asked if any committee members seen any mistakes or needed changes. Ashely Britt stated that the committee could vote on all of the minutes in one motion. Chairperson Anthony stated that the minutes needing acceptance were February 2, February 23, and March 4 and asked for a motion to approve the minutes. Councilwoman James made the motion to approve the minutes from February 2, February 23, and March 4. Councilman Gordon second the motion. Chairperson Anthony stated it had been moved and a second motion that the minutes from February 2, February 23, and March 4 be approved and conducted a roll call vote for acceptance. Councilwoman James – Yes, Councilman Gordon- Yes, and Councilwoman Anthony – Yes. Chairperson Anthony stated that the minutes were approved.

Chairperson Anthony stated that was the end of the agenda unless there was something else. With no other business, Chairperson Anthony asked for a motion to adjourn.

Councilwoman James made the motion to adjourn the meeting. Councilman Gordon second the motion. Chairperson Anthony conducted roll call to vote, Councilwoman James – Yes, Councilman Gordon – Yes and Councilwoman Anthony – Yes.

Chairperson Anthony stated that the meeting was adjourned and thanked everyone for their time.

Meeting adjourned at 1:26 p.m.

Chairperson Surluta Anthony