

CITY COUNCIL STRATEGIC PLANNING MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
JULY 13, 2021 – 4:00 P.M.
AGENDA
www.monroenc.org

1. Beautification Project at CSX Underpasses at Old Charlotte Highway
2. Open Conversation on Racism Committee Update
3. Public Input at In-Person Council Meetings

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- **Agenda** is tentative and is subject to change up to and including the time of the meeting.
 - At the discretion of City Council, **Agenda Items** listed above that are not discussed at the Strategic Planning Meeting or moved at the request of Council, may be carried forward to the City Council Regular Meeting at 6:00 p.m. to be considered.
 - **Cell Phones/Pagers:** As a courtesy, please turn off cell phones and pagers while Meeting is in progress.



STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: July 13, 2021

FROM: Pete Hovanec, Communications and Tourism Director

SUBJECT: Beautification Project at CSX Underpasses at Old Charlotte Highway

SUMMARY STATEMENT

Staff, and the Monroe Youth Council, have been engaged in efforts to conduct a beautification project to paint the CSX underpasses at Old Charlotte Highway. This report offers a summary of the actions taken associated with this initiative and is offered for information purposes.

REVIEW

Monroe Youth Council staff began the process of determining a beautification project more than four years ago. The project is designed provide ownership to the Youth Council members, but also leave lasting results and impressions on Monroe residents and visitors alike. Staff determined that painting the CSX underpasses at Old Charlotte Highway would be an excellent way to address an area that needed beautification as an entrance into Downtown Monroe. Staff worked with CSX to gain the necessary permissions needed (a multi-year process). Staff also partnered with the Union County Community Arts Council to locate an artist to help conceptualize a simple design that could be painted with volunteers as well as be easily repaired and repainted if damaged.

The artist presented designs, keeping simplicity in mind, and the first design focuses on growth and a healthy environment. This design also ties into more of a natural element to coincide with the new entrance/opening of Belk-Tonawanda Park off Old Charlotte Highway. The second design, focuses more on emphasizing strength and modern streamline boldness – almost bringing full circle the city’s tagline of “Where Heartland Meets High Tech.” The artist will be on site during the painting to assist and direct the volunteers, as will City Staff and adult volunteers.

City staff has begun the process of clearing the overgrown areas around the underpass and staff is coordinating with several city departments to provide assistance (traffic control measures, supplies, and additional support). Monroe Youth Council members as well as members of the

community (if needed) will conduct the actual painting. Each underpass is anticipated to take approximately four days to paint (working at four hours per day).

The entire project is funded through the Monroe Youth Council and no additional funds from the City are needed. An exact date and time when the painting will start has not been determined and additional approvals from NCDOT for traffic plans related to the painting will be needed.

RECOMMENDATION

This is being presented as information only and no action is required.

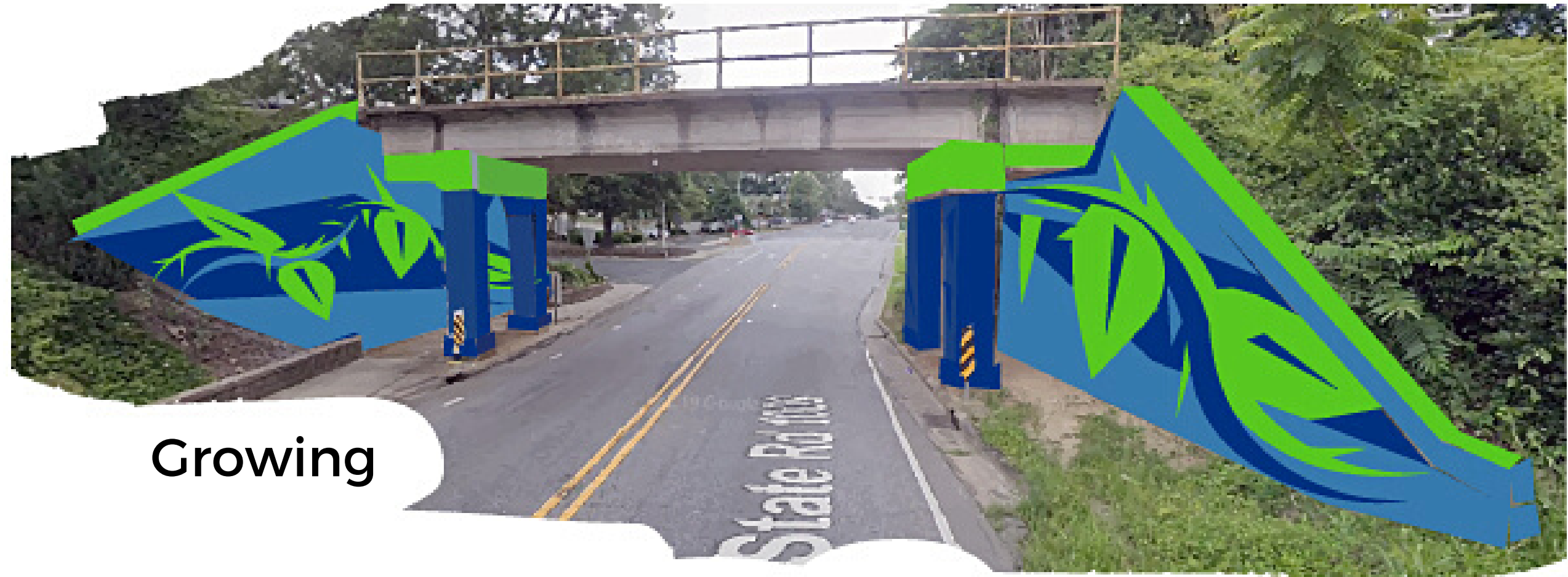
Attachment

BRIDGE MURAL

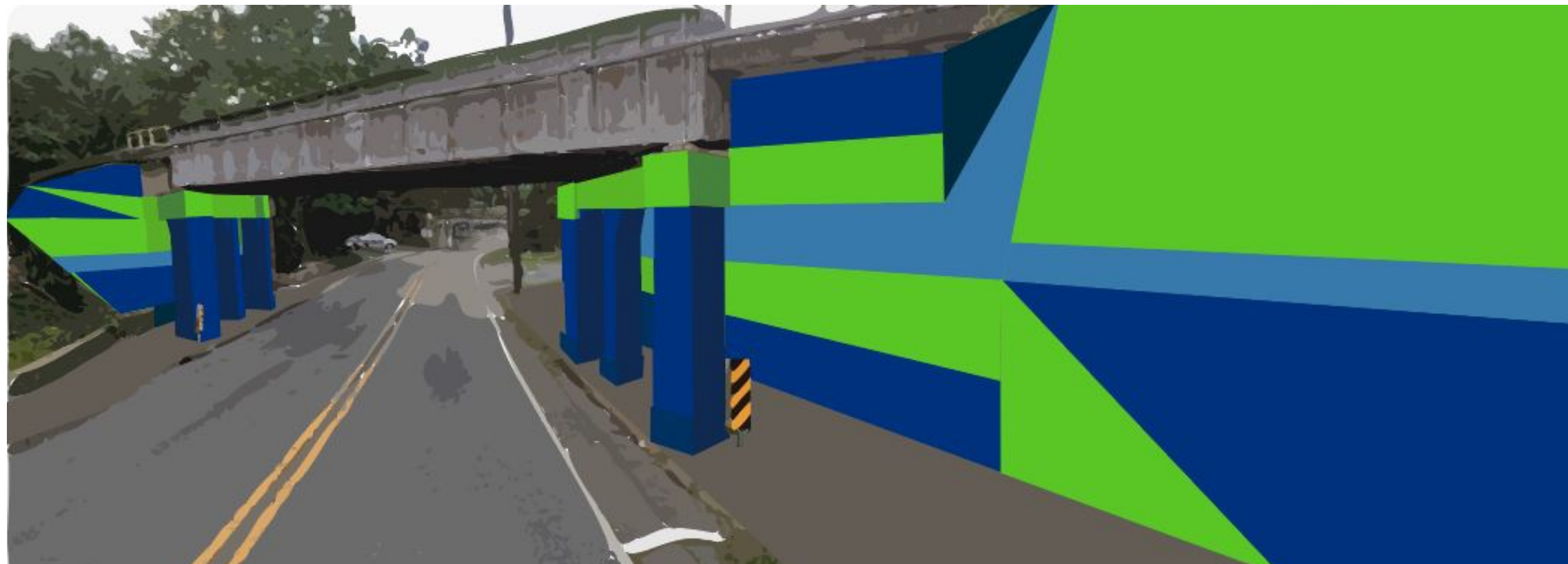
Growing



Design Themes



Growing



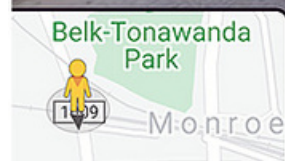
Modern & Strong

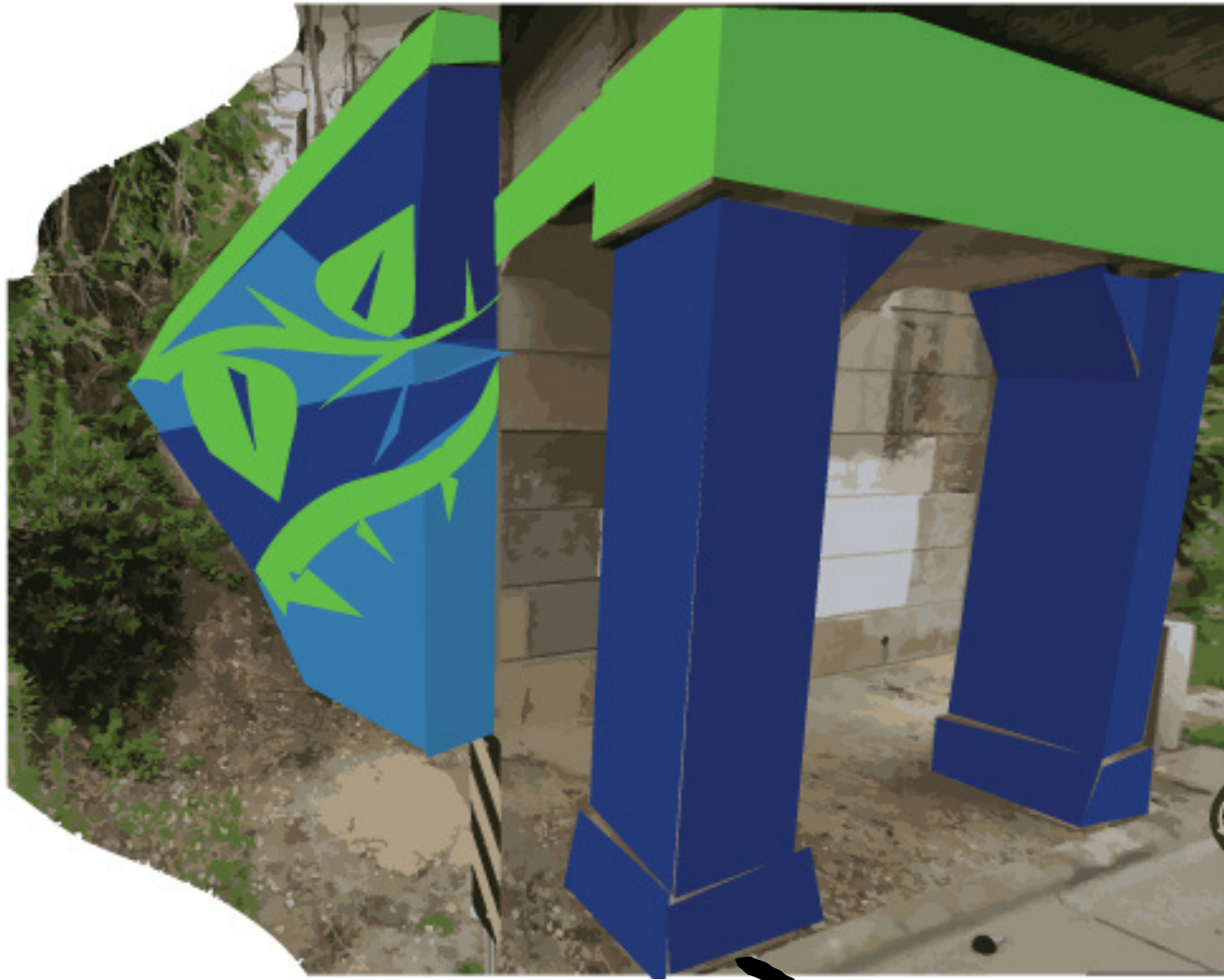
Looking towards downtown



Looking away from downtown

EXISTING BRIDGE VIEWS





STAFF REPORT

TO: Mayor and City Council

VIA: E.L. Faison, City Manager

DATE: July 13, 2021

FROM: Debra Chestnut Reed, Director of Human Resources

PREPARED BY: Debra Chestnut Reed, Director of Human Resources

SUBJECT: Open Conversation on Racism Committee Update

SUMMARY STATEMENT

The Chair of the Open Conversation on Racism Committee will provide City Council with a recommendation for selecting a Consultant to provide training for the Diversity, Equity, and Inclusion Committee.

REVIEW

During the January 13, 2021 Council meeting, the Chair of the Open Conversation on Racism Committee made the recommendation to Council to establish a Diversity, Equity, and Inclusion Committee. Council approved the recommendation to establish this committee as a Council appointed committee with twenty-five participants, which would include three Councilmembers. Council appointed Councilwoman Surluta Anthony as Chair of the Diversity, Equity, and Inclusion Committee.

Applications for the Diversity, Equity, and Inclusion Committee were posted on the city's website. The Open Conversation on Racism Committee held a meeting on May 6, 2021 to review and select the members of the Diversity, Equity, and Inclusion Committee from the applications received. Twenty-five names were selected, which includes three Councilmembers.

At the Open Conversation on Racism Committee's request, a request for proposals was sent out to three consultants with a return deadline of May 4, 2021. Two consultants (The Insight Consultants and Keep Evolving Consulting) returned proposals for review. A summary chart of the proposals from consultants that submitted responses is attached.

On July 6, 2021, the members of the Open Conversation on Racism Committee discussed each proposal. The proposals included: background information on each facilitator; proposed sessions format; similar work performed; available dates; qualifications; rate quote; disqualifications; client listing; and conflicts or potential conflicts of interest.

The Chairperson for the Open Conversation on Racism Committee will provide information on the selection of a consultant for training the Diversity, Equity, and Inclusion Committee. Should Council approve the selection a contract will be prepared noting the cost for the training.

RECOMMENDATION

The Open Conversation on Racism Committee recommends that City Council approve the selection of the consultant for training the Diversity, Equity, and Inclusion Committee, associated cost, and authorize the City Manager to execute the contract and all necessary documents on behalf of the City of Monroe.

Attachments: Summary Chart Request for Proposals
Received
The Insight Consultant Proposal
Keep Evolving Consultant Proposal

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 Unknown	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

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HUMAN RESOURCES



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

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Charlotte, NC 28202
704-650-3330
james@theinsightconsultants.com

Jan G. Barton, Associate Facilitator
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2) Facilitators' education, background, and experience:

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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.

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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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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.





STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: July 13, 2021

FROM: S. Mujeeb Shah-Khan, City Attorney

PREPARED BY: S. Mujeeb Shah-Khan, City Attorney

SUBJECT: Public Input at In-Person Council Meetings

SUMMARY STATEMENT

The Council is asked to provide its input and select a method for additional public input (if desired) at in person Council meetings.

REVIEW

Since the Covid-19 pandemic of 2020 began , the Council has met remotely, with some meetings taking place as a hybrid model (some members in person and others remotely) and others taking place fully remotely. As the July 13, 2021 meeting will be the first meeting held in person, with public attendance, Staff is seeking Council's input on if it wishes to utilize additional methods of public input as in person meetings begin again.

On June 16, 2021, Staff sought Council's input on how it would like to accept additional public input at the July 13, 2021 Council meeting, as it would be the first fully in-person meeting of the Council since the Covid-19 pandemic began. However, Council could not reach a consensus with Staff on how it would like to accept additional public input. In the absence of consensus, Staff sent an email to Council on June 26, 2021, advising that the following would be in place for public input at the July 13 meeting (which would be in line with pre-pandemic meetings):

- The City website will not have public comment or public hearing forms for the July 13 meeting.
- No written comments will be permitted by citizens except those expressly permitted by state law for rezoning matters (those comments must be submitted by 6:00 p.m. the Friday before the meeting in accordance with state law).

- *In other words, the Council meeting will proceed as it did for in person, pre-pandemic meetings.*
- **Staff will include an item on the July 13 Strategic Planning Meeting agenda for Council to discuss the issue and provide a decision to Staff for future in person meetings. Staff believes that Council should discuss the issue to make the decision it believes is appropriate for the future.**

Today, Staff offers the following three options for consideration for additional public input as Council returns to fully in person meetings:

- **Option 1:** If a citizen wishes to appear at the meeting and be heard in person, they can only appear in person. A citizen cannot submit written comments for the public comment portion of the meeting, or written public hearing submissions (unless it is the type permitted by State law for a rezoning), and then speak in person to Council. This requires the member of the public to make a choice. Plus, it is fair in that a member of the public has “one bite at the apple” and does not allow a member of the public to “speak” twice, when others are willing to be heard once.
- **Option 2:** A citizen may speak before Council and submit written public comments or written public hearing submissions (except for rezoning public hearing submissions – which must be in 48 hours ahead of the hearing under state law) by a 3:00 p.m. deadline the day before. This will allow a member of the public to “speak” twice. This does not require a member of the public to make a choice.
 - For both Options 1 and 2, a member of the public may submit a written public comment submission or written public hearing submission, which will be provided to Council as one package (not as the submissions come in) and made part of the minutes. The written submissions will not be read at the meeting – which continues the practice the City followed during the remote meetings held April 2020 through June 2020. Any written submissions must be provided by 3:00 p.m. the day before the Council meeting, either through a web form on the City’s website, or submissions provided to the Clerk’s Office. If the Council meeting is held on a Monday, the comments must be submitted by 3:00 p.m. the Friday before. If the meeting is held on Tuesday, then the deadline is 3:00 p.m. on Monday.
 - For rezoning public hearings, North Carolina law permits written comments to be made by Monroe residents up to 48 hours (weekend days not included) ahead of the meeting (meaning for a Tuesday meeting, the comments have to be in on Friday at 6:00 p.m.). **This represents no change.** Those appearing for a rezoning can submit a comment and appear before Council.
 - **Again, under Option 1, a citizen providing a written submission will not be allowed to speak before Council on the item they provided the written submission for, except for those submitting comments on particular rezonings.**

- **Option 3:** No additional public comment taken beyond in person appearances and written rezoning comments permitted by North Carolina law (48 hours ahead of the meeting).

RECOMMENDATION

Staff requests that City Council consider and determine which option it wishes to select for accepting additional public input (if desired) at future Council meetings.