

EDi Blueprint 2022		Everyone is welcome at the City of Louisville. Our staff values our differences, brings out the best in one another and grows stronger together in service to our community.									
EDi BLUEPRINT GOALS, ACTION STEPS & STRATEGIES											
OWNER(S) /LEAD	Commitments		SMART GOALS		ACTION STEPS	MEASURES OF SUCCESS	Q1: January - March	Q2: April - June	Q3:July - September	Q4: October - December	NOTES
Emily	1.Inclusion Strategy: The City of Louisville will recognize employees' experiences, perspectives and unique identity, and strive to create and maintain a work environment that is inclusive.	1.1	Launch internal communications campaign that is focused on the City's Inclusivity Statement, inclusive behavior/awareness, engagement opportunities, policies, learning/development, celebrations, etc. by end of Q3.	1.1.1	Develop Inclusivity Statement	Can be measured in engagement surveys, post event surveys, polls and employee sentiment and feedback. Set goals and track progress on key indicators	Draft messaging Develop communications schedule/collateral Review messaging with leadership team	Develop content for internal campaign Follow-up w/ leadership team	Launch internal campaign Monitor/solicit feedback	Evaluate success of campaign/performance measures Develop plan for 2023	how do we deliver authentic content and engage people in a meaningful way What are we doing to be more inclusive
		1.2	Identify relationship-building opportunities across departments that result in staff engaging with one another in support of the City's Inclusivity Statement by end of Q3.	1.1.2	Develop outreach plan (monthly EDI update) - micro-aggression lesson, awareness challenge, featured Teams chats/recommendation lists, content from other sub-committees Potential future action steps Draft communications schedule/collateral Share talking points with leadership team and coach on follow-up discussions with departments/divisions Communicate around recognition program for contributions to inclusive work environment Set standards for inclusive language in all City communications Review written/non-written channels to ensure inclusive representation Showcase celebrations from Commitment 4 and engage with external events/groups						
Meagan	2. Education Plan: The City will conduct ongoing training that develops a culture of embracing and encouraging our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.	2.1	The City's directors, supervisors and EDI committee will maintain 100% completion rate for Intro to Courageous Conversations and ongoing participation in the EDI course of their choosing yearly.	2.1.1	Get management team recommendations and approval for the requirement and provide resources.	Employee engagement and culture survey data as well as pulse data should improve/increase in key indicators identified. Employee sentiment through listening groups or channels. Participation % Pre and Post tests for learning Goal in wellness program for EDI participation EDI area in performance appraisal survey in Wednesday email blast with questions specific to EDI education	- Establish training objective priorities	Present requirement to Management team and provide recommendations for maintaining the EDI requirement. PEG, Bookclubs, COL staff training, etc	Follow up with directors to track EDI training completion verify including EDI in performance appraisal		send supervisors a short scenarios of a personal experience to debrief with staff (caution around identifying information/gossip)
		2.2	The City will provide all full-time employees access to live EDI training opportunities twice a year and EDI book clubs quarterly.	2.2.1	Establish training objectives for hiring managers and leaders and all staff roles.			Hold live EDI training	Host 3rd book club	Hold live EDI training	audible subscription
				2.2.2	Plan training and reading offerings based on objectives		- Hold first book club, gather suggestions for next reading	Host 2nd book club		Host 4th book club	
		2.3	The City will provide multiple avenues for employees to access EDI learning content monthly, including recommended movies, short stories, short videos, music and art.	2.3.1	Collect a variety of resources to be featured in Tuesday Tidbits.				Compile resources create template for submitting content connect with library programming system for collecting recommendations and get feedback include rating stars for upcoming training	continue cadence of EDI Learning Corner Content	
	3. Policies: The City will review policies, practices and procedures across departments to identify opportunities to advance a culture that supports EDI.	3.1	The City of Louisville will review policies, practices and procedures across departments to identify opportunities to advance a culture that supports EDI on a quarterly basis.	3.1.1	Review practices and policies that impact part-time and full-time employees differently	# of policies reviewed Employee engagement and culture survey data			Review previous employee surveys to identify opportunities for improvement in each department		Who is responsible?
				3.1.2	Review how roles are classified based on experience and credentials	Job descriptions				Review job descriptions to identify appropriate qualifications for experience and certifications	
				3.1.3	Perform job audits and calibration paired with talent planning needs	compensation classifications		Review compensation market analysis and pay equity study to identify inequities among similarly situated positions and make adjustments where warranted			
				3.1.4	Identify additional documents and practices that need to be considered for review in each department and division	employee handbook	Review Employee Handbook and replace his/her pronouns with they, them, theirs or the employee				
				3.1.5	Develop recognition program for contributions to inclusive work environment						
	4. Celebrations: The City will recognize, celebrate and educate employees around various holidays, historic events, and culturally significant dates and practices.	4.1	In 2022, the City will recognize all of the events and celebrations on Council's 2022 Recognition/Celebration calendar in at least one of the following ways: - A City/Department Program or Event - A banner, flag, or other educational signage on city property - Social Media Posts on City Channels - Recognition in City/Department Communications - A booklist, display, or resource in the Library and/or Museum	4.1.1	Plan events that celebrate, recognize and educate on cultural differences through traditions and holidays.	Increased awareness of diverse cultural celebrations - pre/post tests, surveys, listening sessions # of celebrations and cultural events held	Build calendar and months for recognition of cultural holidays, tradition an celebration for the year.	Representatives from city departments (Education and Outreach group) meet to discuss their upcoming programs/events and other recognition plans to see where there are gaps and to better understand how the City is recognizing different cultural events.	The Education and Outreach group creates a shared document of different performers, groups, local organizations, and more that represent historically underrepresented groups to partner with for future events and recognitions.	Finalize a holiday/recognitions calendar for 2023, to give City departments as much time as possible to plan events, and finalize a communication strategy for 2023 to consistently recognize different events throughout 2023.	

EDI Blueprint 2022		Everyone is welcome at the City of Louisville. Our staff values our differences, brings out the best in one another and grows stronger together in service to our community.									
EDI BLUEPRINT GOALS, ACTION STEPS & STRATEGIES											
OWNER(S) /LEAD	Commitments		SMART GOALS		ACTION STEPS	MEASURES OF SUCCESS	Q1: January - March	Q2: April - June	Q3:July - September	Q4: October - December	NOTES
		4.2	The City will identify opportunities to increase inclusion and diversity in all of its programming and events.	4.2.1	Create a shared list of performers and organizations that are from historically underrepresented groups to hire or partner with on programs, events, and recognitions	An increasingly diverse performer pool for city events and programs and partnerships formed with different organizations that represent historically underrepresented groups.					community facing events, engage LCC, will the committee be working on defining this more?, crucial cross-walk between staff engagement and external task force, internal events: EAC, training, etc. what does program mean? Is this more about talent planning? Is this about educating staff about building diverse networks and intentionally hiring from underrepresented groups.
		4.3	The City will create a communication strategy that all departments can use to make sure they are consistently recognizing the events on the 2022 Recognition/Celebration calendar. This strategy will clarify different departmental responsibilities and define what recognition looks like for different departments.	4.3.1	Create a communication strategy to consistently recognize significant dates throughout the year						Where is the external/internal cross over? Can our EDI committee flush this out better? Library, museum, rec center, senior center (external programming)
5. Talent Planning: The City will evaluate it employee life-cycle from how it attracts talent to how it is retiring talent.	5.1	The City of Louisville will build a workforce that broadly reflects the diversity of Louisville and surrounding communities, measured by a XX % increase within the next 3 years (2022-2025) time.	5.1.1	Actively promote open positions to communities of color by utilizing diverse job boards and diverse associations.	Utilize Applicant Tracking System (neo.gov) to track demographic profiles #/% of applicants by race and gender #/% of new hires by race and gender *Compare to existing workforce by race/ethnicity and gender **Also can utilize available talent pool measures from US Census reporting or AA reporting _not 100% accurate Rates of promotion-including disaggregated data.	Determine data available and what data is needed for measurement. Set goals based on available data Build measurment tools/mechanism Identify key roles and positions for recruiting BIPOC talent (including upcoming opportunities)					Is this a 2022 priority? Focus for 2023?
			5.1.2	Build pipelines with existing talent pools							
			5.1.3	Brand City of Louisville as a welcoming place to work							
			5.1.4	Evaluate internal promotion policy to ensure it is producing equitable opportunities.							
			5.1.5	Align department goals-work with department's to define their hiring and promotion % goals.							
	5.2	The City will identify and address barriers with our organization's systems, including recruitment and retention by XXX.	5.2.1	Conduct policy audits utilizing an equity lens to evaluate coupled with understanding the data and outcomes that various policies are producing.	% of New hires from BIPOC populations Promotion and retention rates of BIPOC populations compared to total and/or other groups Performance ratings and corresponding pay changes Salary by classification and race/gender Development opportunities granted and \$ spent						
			5.2.2	Conduct stay interview and exit interviews and surveys							
6. EDI Dialogue: The City will continue and encourage regularly dialogue around EDI	6.1	Establish and EDI committee with 15-20 employees from all departments that will meet regularly (TBD) that will continue the dialogue and provide feedback as change agents for the EDI work by end of Q2.	6.1.1	Establish a broader EDI committee to address and advocate EDI across the organization guided by EDI Leadership team	Can be measured in engagement surveys, post event surveys, polls and employee sentiment and feelback. Set goals and track progress on key indicators TBD by committee	Discuss with the directors this commitment Establish criteria and application process for joining (Director approval) Define time commitment 3/15 Mgmt Team	Selecting the committee members Kick off meeting with members, mid to late april kick off (after EDI book club debrief)	Meet regularly Establish work plan (divide and conquer, how many meetings?, what goals?)	Implement plan		have sub-committees? Leadership team within this committee? Let applicants know that there will be separate subcommittees. Should directors assign it, by being engaged might be more of an advocate? How do we draw out feedback, dissenting opinions/perspectives? Set goals/ stretch goals?
			6.1.2	Purpose statement: Identify responsibilities and objectives of committee							
			6.1.3	Create opportunities for two-way communication within the EDI communciation plan							
			6.1.4	Build common language around EDI through education, land acknowledgement , the City's inclusivity statement (1.1) and regularly addressing EDI topics in various meetings pulling in the appropriate experts as needed							