

DRAFT

Planning & Development Department Plan for Racial and Gender Equity and Inclusion (RGEI)					
NOTE: As included in the title above, the department RGEI plan places a particular emphasis on racial and gender equity, because they are presently the areas of greatest disparity within the department. However, the plan is intended to be supportive of all forms of diversity, equity, and inclusion, including physical ability, age, socioeconomic, etc. For the sake of simplicity, the abbreviation "RGEI" as used below is intended to represent all forms of equity and inclusion.					
Area of Opportunity	Current Status	Strategy to Close the RGEI Gap	Measurement of Success	Resources	Progress
Organizational Commitment (Internal)					
The department commitment to equity and inclusion is clearly stated and well understood throughout the organization and by the public.					OEI workshop on equity and culture & PDD kickoff of department strategic planning process (August, 2017).
	Reconvened RGEI Work Group 2/20	Monthly meetings of department work group, track participation rates on sign up sheet; identify RGEI department coordinators to facilitate department RGEI program	Monthly meetings have occurred, and participation rates, types of participation, feedback, numbers of meetings	At least one hour a month	
		Establish equity lens framework, develop rules for engagement for meetings	Department staff understand what an <i>equity lens</i> is and what the racial equity and inclusion rules are for meetings and communication		
	DRAFT PDD RGEI Plan	Finalize PDD draft plan and submit to OEI	Plan was distributed and an annual department review of RGEI plan and progress is completed	1-3 hours a week for RGEI PD coordinators	

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		Solicit input and feedback from internal stakeholders (PDD staff, OEI, others)	Integrate feedback into draft RGEI plan		
		Establish timing of regular plan evaluation, updates, and reporting process	PDD Annual RGEI Report and process		
		Make all RGEI materials available to staff and easily accessible to the public			
	Draft Glossary of Terms	Finalize PDD Glossary of Terms; share glossary of RGEI terms within department in email and other creative forms of communication	PDD staff has better understanding of key RGEI issues and terms		
		Work with OEI, ER, and the Employee Group(s) on ways in which the department can promote racial and gender equity by way of its hiring practices	Report on findings		

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Area of Opportunity	Current Status	Strategy to Close the RGEI Gap	Measurement of Success	Resources	Progress
		Develop with OEI, ER, and Employee Group(s) ways to respond to racial and gender discrimination and hostility within the department culture; review existing APM policy and articulate internal mechanism for identifying, reporting, and addressing RGEI issues and harassment	1. Department will review existing protocols. 2. All staff understand process and protocol for reporting incidents of harassment or discrimination, and feel safe doing so. 3. Host PDD training		

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Area of Opportunity	Current Status	Strategy to Close the RGEI Gap	Measurement of Success	Resources	Progress
Leadership Development					
INTERNALLY develop increased awareness of racial equity and inclusion disparities and transgressions of RGEI within PDD					Department Director actively participated in monthly RESJ leadership team meetings coordinated by OEI since inception.
		Develop customized learning opportunities for PDD staff to better understand and integrate RGEI into their work and communication processes			
		Develop cohort of public and private partners within and outside of DC to support and expand this work and awareness of the issues			
	Continue to work with OEI on Boys & Girls Club internship programs	Explore other types of internship and mentoring options			Participated in the Boys & Girls Club internship program summers of 2018 & 2019, with two new intern positions

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Area of Opportunity	Current Status	Strategy to Close the RGEI Gap	Measurement of Success	Resources	Progress
<p>EXTERNALLY, support Dane County municipal planning and development departments in increasing awareness and expanding understanding of racial and inclusion disparities</p>		<p>Develop tools including but not limited to fact sheets, lists of resources, stories and examples, stock presentations, and workshops, to engage and educate interested communities in RGEI planning and community development</p>		<p>Draw on ideas from the APA-Wisconsin <i>Equity & Diversity Initiative Plan</i></p>	

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Area of Opportunity	Current Status	Strategy to Close the RGEI Gap	Measurement of Success	Resources	Progress
Program Innovation					
Integrate RGEI (equity and inclusion lens) into PDD programs and processes					
		Develop RGEI lens framework to review and analyze division programs and processes	Annual division and department reports on RGEI work		
Collaboration					
Identify internal and external partners to exchange ideas and provide feedback on RGEI effort		Develop working list of partners internal to Dane County including, OEI, PHMDC, and others to share process and progress			
		Develop working list of partners external to Dane County, including the Urban League, Centro Hispano, and others to share process and progress			

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Education, Outreach, Branding Visibility					
PDD is committed to ongoing internal and external education and outreach and increasing visibility of RGEI as a priority of our department work					PDD staff have attended multiple RESJ training opportunities over the last two years, including the Wisconsin GARE conference; national 2019 GARE conference, NM; and weeklong YWCA RE intensive
		Identify and inventory experiences and examples of racial, gender, etc. discrimination and share on our website, through outreach, email, etc.			
		Identify specific tasks and staff responsible for helping with outreach and education			
		Identify RGEI education and training opportunities for all staff			

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		Release and announce plan to DC municipalities, especially planning, zoning, community and economic development departments			
		Establish a welcoming and inclusive office and workforce environment through communicating expectations including, but not limited to posting visual education and guidance materials	RGEI educational materials are developed and posted throughout the department for internal and external awareness		Madison Dept. of Civil Rights RGEI education materials posted in the entrance to PDD
		Create stamp, moniker or tag line that reflects PD as an inclusive and supportive of racial equity and inclusion. Use this branding throughout dept. materials, communications, web, letterhead, etc.	Work with OEI to develop a logo or tagline to reflect our RGEI effort as a policy priority for PDD in our communication materials		

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		Identify other creative ways of integrating RGEI into department projects to raise awareness and visibility and address disparities, either directly or indirectly			DCHI, Housing Summit, Plat Book, water body renaming, 2020 Census Complete Count Committee, Mapping Prejudice feasibility, and Terrace Town
Communication Plan					
PDD regularly communicates with internal and external stakeholders about RGEI initiative		ID new and innovative strategies to communicate RGEI plan development process			
		Internal Communication Ongoing			
		External Communication Ongoing			
		Create RGEI webpage on DPD website			
		Expand outreach and inclusion to DC residents of color			
Evaluation					
Track RGEI progress and implementation in PDD and report annually		Develop evaluation, metrics and tools to measure plan progress			

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		Create metric for measuring instances of discrimination and hostility within PDD			
		Evaluate plan process development and implementation			
		Research and create a clear RGEI evaluation framework (or list of questions) to use for evaluation			
Background Information					
Inventory current examples, data, statistics, and reporting on Racial and Gender Equity and Inclusion disparities		Make background information, including maps, available on PDD RGEI website, and to PDD staff			