



*City of Charleston
South Carolina*

Clerk of Council Department

HUMAN RESOURCES COMMITTEE MEETING

**Conference Call #: 1-929-205-6099
Access Code: 922 2362 7947**

**December 9, 2021
3:30 p.m.**

AGENDA

1. Invocation
2. Minutes
 - August 19, 2021
3. Presentation of Commission on Equity Inclusion and Racial Conciliation Internal Review Subcommittee Recommendations
4. Adjourn

In accordance with the Americans with Disabilities Act, people who need alternative formats, ASL (American Sign Language) Interpretation or other accommodation please contact Janet Schumacher at (843) 577-1389 or email to schumacherj@charleston-sc.gov three business days prior to the meeting.

Internal Review Recommendations

Strategy: Racial equity training for all city employees

- 1) City of Charleston establishes budget under Manager of Equity, Inclusion and Racial Conciliation to perform renewable training for all city employees on a bi-annual basis.
- 2) City of Charleston requires all city employees to attend racial equity training. Racial Equity Training – Require training on an annual basis for all employees, elected officials to develop a baseline understanding of diversity, equity and inclusion and the role they play as well as building cultural competency. Work with outside consultants/contractors as needed to offer these trainings and department or topic specific training if appropriate. Training will teach employees to identify how racial inequities and racism show up in the workplace and local government policy, ordinances, and programming and recognize the importance of advancing racial equity and promoting a sense of belonging. They learn to:
 - Apply strategies to overcome common challenges in initiating race-based conversations
 - Identify biases that perpetuate racial inequities in daily interactions
 - Prepare individuals to recognize individual privilege and power
 - Use it to promote racial equity, and to name and practice allyship and anti-racist behaviors
- 3) City of Charleston requires all city employees to pass assessment prior to onboarding and renew certification on a bi-annual basis. (Needs further discussion and development)

Generally organizations use these types of assessments to determine level of commitment to racial equity, including leadership commitment and staff ability to implement strategies that advance diversity, equity and inclusion. Discovers if employees understand the value of examining and discussing impacts of racial equity and inclusion in their jobs; are comfortable discussing race and implicit biases; assess if employees have support to advance racial equity, diversity and inclusion internally and externally.

- 4) Work with community partners to develop a racial equity framework to reverse uneven hiring and promotion standards.
- 5) Require all city contractors to adopt the City's racial equity framework prior to obtaining city funds
- 6) Racial Equity Core Team is formed (with representation from staff across departments), to provide focus and direction to the items in this plan. This team may form smaller work groups to carry out specific tasks.
- 7) Conversational Opportunities – Offer less formal opportunities such as watching videos or conversations around racial equity in a lunch & learn format.
- 8) Community Conversations – work with local partners to host some community conversations around racial equity.

- 9) Employee Racial Equity survey – Conduct employee and City Council racial equity survey on a biennial basis.
- 10) Racial equity as core competency in select job descriptions –Departments identify as appropriate specific job classifications with key racial equity responsibilities and incorporate racial equity as a core competency / expectation into those job descriptions.
- 11) Clear racial equity expectations for managers – Training on equitable hiring practices, management and supervising employees for all staff with hiring and supervisory duties. Develop clear expectations and accountability for racially equitable work places. Develop best practices that can be used by manager within hiring processes to minimize bias and incorporate equity throughout all phases of the process.

Strategy: Establish a livable wage for all city staff that coincides with the cost of living within city limits.

- 1) Audit wages of all city employees that evaluates race and gender disparities.
- 2) Develop cost analysis study that will determine the annual cost of increased wages aligned with Harvard study on minimum wage to live within the City of Charleston.
- 3) Reallocation of the City of Charleston yearly budget to annual increase of lowest 10% earners over five year term.
- 4) Develop a Section 8 Savings Plan for city employees to establish early stages of wealth accumulation with the potential to lead to homeownership within the city or support other wealth creating investments.

Strategy: Address the hiring practices in city departments to dismantle systemic barriers to hiring and promoting qualified minority candidates.

- 1) Audit the demographical data of hiring and promotion within the city from the past five years that evaluates race and gender disparities.
- 2) Increase diversity recruitment and in-house pipeline for all City supervisors, managers, and human resource positions.
- 3) Reestablish city funded professional development and continuing education through Trident Technical College and College of Charleston open to all city employees.
- 4) Require departmental level reviews that establishes the short-term and long-term goals for all city employees. This review should develop a plan of action that will establish what professional development is needed for the employee to achieve said goals.