



TOWN OF
SAN ANSELMO
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Town of San Anselmo

Staff Report

July 1, 2021

For the meeting of July 13, 2021

TO: Racial Equity Ad Hoc Committee
FROM: Linda M. Kenton, Assistant Town Manger
SUBJECT: Staff Training and Policy Audit

RECOMMENDATION

That the Racial Equity Ad Hoc Committee review the homework compilation, review the draft RFP and provide direction for next steps.

BACKGROUND

The Racial Equity Ad Hoc Committee was formed by the Town Council in November 2020 to examine issues of racial equity, social justice, systemic racial bias, and diversity in the Town. The Town Council established the goals and objectives of the committee to be as follows:

1. Charge: The charge of the Racial Equity Ad Hoc Committee is to examine issues of racial equity, social justice, systemic racial bias, and diversity in Town and to make recommendations to the Town Council on how to best advance equity in all Town departments and operationalize equitable polices, programs and procedures within Town government.

2. Purpose: The purpose of the committee is to ensure that Town policies, programs, procedures and laws are not racist, are free of implicit biases, and that laws are fair and equitably enforced. The committee will also explore additional opportunities to build awareness, solutions and leadership for racial equity, social justice, systemic racial bias, and diversity for Town staff and the wider community.

3. Goals and Objectives: With the goal of building an inclusive, vibrant and equitable community the committee will:
 - a. Conduct an audit of the Town's policies, programs, procedures and laws to be sure that they are fair, equitable and free of biases of any kind.
 - b. Explore options and implement anti-bias, racial equity and other appropriate training for staff.
 - c. Explore additional opportunities to improve Town government policies, practices and programs to address racial equity, social justice, systemic racial bias, and diversity issues.

At its May meeting, the committee agreed to conduct research into: a) Explore options and implement anti-bias or other appropriate training for staff, b) Policy Audit: Conduct an audit of the Town's rules, policies, ordinances and other areas to be sure that they are fair, equitable and free of biases of any kind; and c) Explore additional opportunities to examine and/or address racial equity, social justice, systemic racial bias, and diversity issues that are within the Town's control, and bring back trainings that would be compelling. Staff also compiled such information.

The expected dialogue on the topic at the June meeting was superseded by a longer than anticipated conversation on a different agenda item therefore this issue was tabled to the July meeting.

DISCUSSION

Audit

Embarking upon a policy, procedure, law and program audit is the first task for the Racial Equity Ad Hoc Committee. Given the scope and nature of conducting such an audit, it is recommended that the Town seek an outside vendor to conduct the work. Attachment 1 is a compilation of homework conducted by the committee for review. In addition, staff has prepared a draft RFP (Attachment 2) directed at firms that offer such an audit service. After review and discussion, the committee may decide to move forward with the release of the RFP.

Training

The homework conducted by the committee includes vendors that provide staff training. The RFP includes detailed requirements for staff training. In addition, staff has learned that [ERMA](#), the Town's employment risk management authority <https://www.ermajpa.org/>, offers some training on implicit bias and DEI in the workplace. The Government Alliance on Race and Equity ([GARE https://www.racialequityalliance.org/](https://www.racialequityalliance.org/)) is a national network of government working to achieve racial equity and advance opportunities for all. GARE is a joint project of the new Race Forward and the Haas Institute for a Fair and Inclusive Society. The organization provides training, discussion groups and other support to members. A number of local agencies are members of GARE and the Town of San Anselmo is interested in joining the organization.

CONCLUSION

The charge of the Racial Equity Ad Hoc Committee delineates the need for the audit of Town policies, programs, procedures and laws to be sure they are fair, equitable and free of biases of any kind and for identifying anti-bias and other DEI training for staff. The San Anselmo Racial Equity Ad Hoc Committee is tasked with reviewing the homework and the draft RFP and considering membership in GARE. The committee can provide direction for next steps after deliberation and debate.

FISCAL IMPACT

The Town already partners with ERMA for training and therefore would not incur additional costs. GARE annual membership for a town the size of San Anselmo is approximately \$1,000.00. It is not clear what a full audit conducted by an outside firm would cost. Estimates range from \$10,000.00 to over \$500,000.00.

Respectfully Submitted,



Linda Meneses Kenton
Assistant Town Manager

Attachment 1 – Homework compilation
Attachment 2 - Draft RFP