



SANDY SPRINGS

GEORGIA

Diversity and Inclusion Task Force

Tuesday, February 8, 2022

Meeting Agenda

6:00 PM

The February 8, 2022 Diversity and Inclusion Task Force Meeting will be held in person in the Barfield Conference Room at Sandy Springs City Hall (1 Galambos Way, Sandy Springs, GA 30328).

Live-stream:	Public Meeting Portal (CivicClerk): https://sandyspringsga.civicclerk.com/web/home.aspx Zoom Webinar: http://spr.gs/DITaskForceMeeting
Teleconference:	Phone: (646) 558-8656 Webinar ID: 895 7569 1744

I Call to Order

II Prayer - Rev. Bill Murray, Rector, Holy Innocents' Episcopal Church

III Roll Call

IV Approval of Meeting Minutes

DIT2022-05 January 11, 2022 Diversity and Inclusion Task Force Meeting

V New Business

DIT2022-06 Task Force Chair Report
(Presented by James E. Bostic, Jr., Chair)

DIT2022-07 Recreation Subcommittee Report
(Presented by Clarissa Sparks, Subcommittee Chair)

DIT2022-08 Communications Recommendations Review
(Presented by Rabbi Joshua Heller, Subcommittee Chair)

VI Closing Comments - James E. Bostic, Jr., Chair

VII Prayer - Rabbi Joshua Heller, Congregation B'nai Torah

VIII Adjournment

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in a public meeting, or who have questions regarding the accessibility of the meeting or facilities should contact the City Clerk at 770-730-5600 promptly for assistance. The City will make reasonable accommodations for those persons.

**Sandy Springs Diversity and Inclusion Task Force
Communications Subcommittee Proposal
Submitted 2/8/2022**

Subcommittee Members: Rabbi Joshua Heller (chair), Nicole Morris, Olivia Rocamora, Clarissa Sparks

Overall Goal: Remove barriers preventing members of any race, ethnicity or marginalized community from connecting with Sandy Springs civic life and city government.

Proposals:

1. City staff identify most effective mechanisms to transmit key information to city residents in places where they travel, work, shop and congregate. City staff should choose the most effective combination of the following options.:
 - a. Advertising on existing MARTA or other venues
 - b. Setting up kiosks/digital communication hubs in key high-traffic areas (could be electronic or print- challenge is who owns them/who is responsible for maintenance).
 - i. Businesses like supermarkets and pharmacies
 - ii. Recreation areas
 - iii. Bus stops
 - c. Better publicity for the Sandy Springs Works app (including a QR code posted around the city). If this is the primary option, needs a translated version.

Metric: number of viewer impressions on advertising, number of users of app.

2. Make agendas and results of key city meetings more accessible
 - a. Multilingual closed captioning of live streamed public meetings and events, with wordly or other technology as potential solutions.
 - b. Release with in 72 hours of Translation into “Plain English” and Spanish of the following types of documents.
 - i. Executive summaries for all major reports and studies
 - ii. Public notices
 - iii. Event advertisements/marketing
 - c. Determine best method of translation
 - i. Designated staff position
 - ii. Contracted Out: Preference to Sandy Springs minority-owned business

- iii. Volunteers
- d. Test navigability of website.
- e. Signage at locations around the city (see recommendation #1)
- f. Accessibility for hearing impaired (English closed caption or ASL)

Metric: Implementation of Item b- release within 72 hours of translation into “Plain English” and Spanish of documents itemized there.

- 3. Identify languages other than Spanish and English that have significant representation (US Census data indicates that there are about 6,000 residents of Sandy Springs who speak Spanish and do not speak English, “Very Well”). There are about 4,000 residents who speak all other languages combined as their primary language but do not speak English “Very Well”). These are divided between Indo-European, Asian, and “Other” languages. We may not currently have enough households who need translation into a single language other than English or Spanish, but that may change in the future, and a technology solution may make it easy to add additional languages at minimal cost.
- 4. “Newspapers of Record”- Work with apartment community owners and resident associations, and Sandy Springs Reporter and Sandy Springs Neighbor to identify most effective ways to distribute those newspapers to residents. Though these are private businesses, the city has financial and other levers to encourage them to cooperate (e.g. City uses Sandy Springs Neighbor as a “paper of record.”)

Metric: number of papers taken up in apartment complexes.

- 5. Ensure that members of minority communities are aware of and apply for full time and contract employment with the city.
 - a. Within city H/R department ensure that there is a staff person holding a DE&I portfolio.
 - b. Use a DE&I consultant to identify possible sources of bias in hiring and take steps to mitigate.
 - c. Use the framework found in Appendix I.

Metric: Racial and Ethnic makeup of Sandy Springs Workforce (in particular, white collar/managerial) is similar to that of Sandy Springs residents.

6. City works more closely with partners who have reach within ethnic communities, by using them to assist in distribution and collection of key information from those communities.

(eg - city information in parent communications, city representatives hold meetings at schools, surveys distributed through school media)

a. **Public Schools** (in particular those with high minority representation)

b. **Key private schools**

- i. Mount Vernon Presbyterian
- ii. Holy Innocents
- iii. Galloway

c. **Churches:**

- i. Mount Vernon Presbyterian Church
- ii. St Judes Catholic Church
- iii. Holy Spirit Catholic Church
- iv. Holy Innocents Episcopal Church
- v. Mount Vernon Baptist Church
- vi. North Springs United Methodist Church
- vii. North Atlanta Church of Christ

d. **Nonprofits:**

- i. Sandy Springs Mission
- ii. Los Niños Primero
- iii. Solidarity Sandy Springs
- iv. La Amistad
- v. Community Assistance Center
- vi. Horizons
- vii. Sandy Springs Education Force
- viii. St. Vincent De Paul
- ix. Healthy Youth USA

e. **Other potential partners for collaboration**

- i. The Galloway School
- ii. Sandy Springs Rotary Club
- iii. The Weber School
- iv. Sandy Springs Society
- v. The Couchman Noble Foundation

Appendix I

Prepared by Nicole Morris

Provide the City of Sandy Springs a framework for how to create an effective strategy for hiring diverse talent. The task force suggests that City could working with a diversity consultant to help the HR department to write inclusive job descriptions and candidate communications. The DEI consultant can also assist with minimizing selection bias in the recruiting and hiring process. The following questions are good places to start when evaluating your hiring process to assess where you have bias in the selection process:

- Are team members aware of unconscious bias and where it can show up in the candidate selection process?
- Do you have a process or strategy to address upfront candidate selection bias?
- Do you take steps to build awareness and understanding of personal bias?
- Do you have measures in place to reinforce awareness of bias in your team's daily work and hiring decisions?
- Do you have systems to help ensure anonymous candidate profile or resume review?
- Have you instituted representative review panels and training of resume reviewers?
- Do you have systems to independently collect and report candidate feedback?