

Cuyahoga County Equity Commission Meeting

September 23, 2021, 10:00 AM – 11:00 AM

Cuyahoga County Administrative Building – Committee Room A

2079 East Ninth Street, 4<sup>th</sup> Floor

Cleveland, OH 44115

Cuyahoga County Equity Commission		
Last Name	First Name	Agency
Burt	Melinda (Lindy)	Public Safety and Justice Services
Drucker	Jesse	Human Resources
Lockett	Lenora	Equity & Inclusion
Johnson	Vaughn	Development
Harris	Leon	Health and Human Services
Guests		
Miller	Adam	Equity & Inclusion
Daniels	Marisha	Communications
Marshall	Sheba	Human Resources

- I. Welcome
- II. Call to Order (10:05am) – Lenora Lockett, Interim Director
  - a. Review & Approval of Minutes
    - Motion to approve made by Director Drucker, seconded by Director Burt, Meeting Minutes were approved: 3 yes votes (Melinda Burt, Jesse Drucker, & Lenora Lockett), Vaughn Johnson abstained.
- III. Public Comment
  - There was no public comment.
- IV. Opening Remarks from Equity Commission Members
  - i. Director Lockett stated that the updates to the SBE Policy and the MBE/WBE Policy were presented to the Public Works, Procurement, and Contracting Committee Meeting on September 22nd. Director Lockett also stated that progress is being made on the development of an Equity Zone Policy and on the selection of a consultant for DEI training for employees and management/leadership.
  - ii. Director Drucker spoke on the continued efforts in Human Resources Steering Committee on why it is important to have conversations

regarding equity and inclusion. Director Drucker stated that work is continuing on the creation of a diversity statement. He also mentioned plans for discussions on proceeding with compensation and pay equity studies. Director Drucker also spoke on the status of the tuition reimbursement program, which is slated to roll out in the Spring of 2022. He stated that contract discussions are ongoing between Cleveland State University, Baldwin Wallace, and Tri-C. Details on the reduced tuition amounts will be announced. A joint commission has been established between the Human Resources Office and the Personnel Review Commission with regards to job descriptions to create a more formalized standard for including work experience equivalents.

- iii. Dr. Harris, Assistant Director – HHS, spoke on the work being done by the Health Human Services Department to impact equity and inclusion. Recently, HHS celebrated the one-year anniversary of its Racial Equity and Inclusion Steering Committee. The committee has five goals: education; normalize racial equity, diversity, and inclusion conversations; devise vehicles of workforce input (5 employee resource groups); reviewing HHS policies/practices through an equity lens; and reviewing and disaggregating data. The Racial Equity and Inclusion Steering Committee devised a series of topics based on education, workforce input, measurements, policy review, gaps in workforce hiring, and policy and procedure through an equity lens.
- iv. Director Burt spoke on upcoming Public Safety and Justice Services employee committee and the coordination challenges of getting 75 individuals in multiple locations together. The group will meet to discuss what they would like to accomplish in the fields of diversity and equity, and how they can best track initiatives.
- v. Deputy Director Johnson introduced himself and spoke on his years of experience in banking, economic development, and assisting entrepreneurs, small businesses and minority businesses. He stated that he will focus on providing similar opportunities and access to minority businesses and small businesses within Cuyahoga County.

V. Refresher on the 2021 Equity Report-Equity Approach, Commitments, and Recommendations

- i. Director Lockett provided a brief update on the eight (8) commitments made by the former Office of Procurement & Diversity in Cuyahoga County's 2021 Equity Report (issued January of 2021). With the creation of the Department of Equity and Inclusion, the eight (8) commitments are being led by the Department of Equity and Inclusion. The eight (8) commitments are the eight (8) recommendations set forth in the 2020

Disparity study. *(Note: as part of the briefing, the below spreadsheet was shown on the screen)*

VI. Closing Remarks

- i. Director Lockett discussed the establishment of vendor and cross-departmental trainings that will take place in the future. Instruction will be conducted via in-person trainings, webinars, as well as maximizing the County's YouTube channel to reach a greater audience.
- ii. Dr. Harris spoke on efforts and the need to prioritize capacity issue with regards to support staff and how to institute greater knowledge retention.
- iii. Director Drucker spoke on Human Resources efforts on training, which will be expanding over the next few weeks and how Human Resources can better partner with Development with regards to community outreach events.
- iv. Director Burt spoke on how best to utilize resources, such as GARE membership and cross-departmental partnerships with the Office of Public Safety and Justice Services.
- v. Director Johnson stated how he was encouraged by the work that was being conducted within the organization and affirmed the Department of Development's intent and interest in future partnerships and programs.

VII. Adjourn (10:54am)

## Spreadsheet for Agenda Item V. Refresher on the 2021 Equity Report-Equity Approach, Commitments, and Recommendations

<b>2020 DISPARITY STUDY RECOMMENDATIONS</b>	<b>Implementation Status</b>
#1: MWBE subcontractor goals with definitive Good Faith Efforts Requirements	Executive Order EO2021-0001; In accordance with the 2020 Disparity Study recommendations and the related Executive Orders issued by County Executive Armond Budish, the Small Business Enterprise (SBE) Program Policies and Procedures Manual and the Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE) Program Policies and Procedures Manual were revised and submitted for review and approval by County Council (8/3/21 – 1st reading).
#2: Enhanced contract compliance	Executive Order EO2021-0003; In accordance with the 2020 Disparity Study recommendations and the related Executive Orders issued by County Executive Armond Budish, the Small Business Enterprise (SBE) Program Policies and Procedures Manual and the Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE) Program Policies and Procedures Manual were revised and submitted for review and approval by County Council (8/3/21 – 1st reading).
#3: Increased staffing and resources	Four (4) staff hired: Adam Miller (7/19/21 start date); Jennifer Fuller and Patricia Anderson (7/26/21 start date); Salena Hibbitt (10/4/21 start date)
#4: Staff training	Executive Order EO2021-0003; Staff Trainings (4 staff attended B2GNow Training (virtual) in May; 2 staff attended GARE Conference (virtual) in May; 2 staff attended GCP Annual Inclusion Conference (virtual) in August; 4 staff (3 of the new staff) attended the ACCA Conference in San Antonio, Texas in August/September; DEI staff provided updates on proposed changes to SBE/MBE/WBE Policies as part of the Department of Purchasing Procurement Refreshers on 8/19/21 and 9/2/21; When proposed changes are approved DEI will provide training to internal county procurement staff and vendors
#5: Increased utilization of Small Business Set Aside Program	Executive Order EO2021-0004: As part of the development of the contract/purchasing forecast, OPD's Diversity Division (nka DEI) worked with departments to identify SBE Set Aside Program candidates (i.e., 24 SBE Set Aside opportunities identified in the July 1, 2021 Forecast); In accordance with the 2020 Disparity Study recommendations and the related Executive Orders issued by County Executive Armond Budish, the Small Business Enterprise (SBE) Program Policies and Procedures Manual and the Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE) Program Policies and Procedures Manual were revised and submitted for review and approval by County Council (8/3/21 – 1st reading).
#6: Contract forecasting	Executive Order EO2021-0002; OPD's Diversity Division (nka DEI) worked with departments to develop the first 24 month contract/purchasing forecast (published on the county internet/distributed 7/1/21); The forecast will be updated semi-annually (January 1st and July 1st)
#7: Coordinated vendor outreach	Executive Order EO2021-0003; As of 7/1/2021, county departments/agencies must make reasonable effort to post all formal Bids, RFPs, and RFQs for 30 days minimum; August 2021, DEI started sending daily emails to SBEs/MBEs/WBEs detailing business opportunities with Cuyahoga County and encouraging them to register in INFOR; Continued collaboration with other agencies/entities on outreach events; In accordance with the 2020 Disparity Study recommendations and the related Executive Orders issued by County Executive Armond Budish, the Small Business Enterprise (SBE) Program Policies and Procedures Manual and the Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE) Program Policies and Procedures Manual were revised and submitted for review and approval by County Council (8/3/21 – 1st reading).
#8: Reform data infrastructure	Executive Order EO2021-0001; Many data reform recommendations resolved with ERP Procurement Implementation; Close-out Report/Subcontractor Utilization Form; In accordance with the 2020 Disparity Study recommendations and the related Executive Orders issued by County Executive Armond Budish, the Small Business Enterprise (SBE) Program Policies and Procedures Manual and the Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE) Program Policies and Procedures Manual were revised and submitted for review and approval by County Council (8/3/21 – 1st reading).