



# TOWN OF FAIRFAX

## SUPPLEMENTAL STAFF REPORT

### October 7, 2020

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager

**SUBJECT:** Receive update on the selection of a facilitator for the Racial Equity and Social Justice Committee and provide direction to staff

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#### **RECOMMENDATION**

Receive report and provide direction to staff and the Council representatives on the RESJ.

#### **DISCUSSION**

Vice Mayor Ackerman and Councilmember Hellman are the Council representatives to the Racial Equity and Social Justice Committee (RESJ). They prepared the attached description of the services requested and contacted 5 potential facilitators for the RESJ as follows:

- The Ready Set, <https://www.thereadysset.co/>
- Interaction Institute for Social Change (IISC), <https://interactioninstitute.org/services/>
- The Raben Group, <https://rabengroup.com/diversity-equity-inclusion/>
- OLAS Performance, Lisa Jimenez, [www.linkedin.com](http://www.linkedin.com)
- Jahmeer Reynolds, Executive Director of Marin City Cooperation Team and Director of Community Engagement, Marin City Sausalito School District

The four firms specialize in DEI (Diversity, Equity, Inclusion). Mr. Reynolds was recommended because of his community work in Marin. Vice Mayor Ackerman and Councilmember Hellman interviewed Ms. Jimenez, OLAS Performance, and Mr. Reynolds. IISC indicated they were very busy and could not promise to have a local facilitator available in the near term. One of the other firms also indicated no availability until December.

Vice Mayor Ackerman and Councilmember Hellman will provide the Council with an oral report of their recommendation to select Ms. Jimenez as the facilitator. Attached is Ms. Jimenez's proposal. It should be noted that the hourly rate is the "going rate" for DEI services.

In terms of process, staff will contract with Ms. Jimenez for her services for the first RESJ meeting on October 26<sup>th</sup>. Staff will work Ms. Jimenez, as well as Vice-Mayor Ackerman and Councilmember Hellman, to develop a more refined scope of work and costs. This scope of work, along with a recommended contractual not-to-exceed amount, will be brought to the Council for consideration at your November 4<sup>th</sup> meeting. This is a work in progress and more information on the proposal may be available at this meeting.

#### **FISCAL IMPACT**

Tbd

#### **ATTACHMENTS**

- A. Description of services
- B. Proposal

## DESCRIPTION OF RESJ FACILITATOR SERVICES

The Racial Equity and Social Justice Committee (“RESJ”) for the town of Fairfax seeks to engage a facilitator with practical experience and expertise in promoting DEI (Diversity, Equity, Inclusion) in public policy and government entities. Under the consultant’s guidance, the RESJ committee and public meetings will be an important vehicle for: gathering stakeholder views and suggestions; articulating community values and objectives; overseeing a cultural assessment (survey); and recommending policies and short and long-term strategies in light of community priorities including potential alternative public safety models. Tangible deliverables include: leading the team / committee to develop a Mission, Vision, Goals, and Work Plan.

Strategic planning and facilitation experience qualifications should include:

**Racial Diversity**—The facilitator and/or firm should reflect diversity in its own leadership and staff, both as a demonstration of the town’s commitment to DEI values, and as an important counterweight to the lack of personal knowledge and experience with discrimination among Fairfax’s predominantly white population.

**DEI and Public Policy Expertise**—Ideally our facilitator should be well versed in effective DEI workplace practices (recruitment, promotion and retention; management and leadership practices, etc.). A foundational qualification is bringing a solid understanding of established and emerging government and public policy strategies for combatting systemic and individual discriminatory practices in the context of housing, education, policing, and other aspects of civic life.

**Community Outreach and Coalition Building**—The facilitator should have demonstrable experience in team-building, welcoming, diverse, and inclusive community processes, and in creating safe environments for BIPOC voices to be heard. The town will need to help the facilitator to identify and engage a broad range of community stakeholders, including representatives from Marin’s majority-minority communities to ensure that historically excluded voices are well represented in this process. Ideal candidate will be connected to local and broader MCOE’s (Marin County Office of Education) school districts’ equity strategy and work efforts for collaboration and partnership opportunities.