



City of Coconut Creek

InterOffice Memorandum

Date: April 20, 2021

To: Karen Brooks

From: Sheila Rose

Subject: Unity in Our Community , 2nd Quarterly Report, January- March, 2021

As part of the efforts to measure our progress associated with our Unity in Our Community Program, we have committed to quarterly status reports. The attached details the activities that have taken place during the second quarter reporting period, provides a status briefing related to items in progress, and details any changes or additions to the program that are in the works.

Action Plan Progress Report

A. Education

1. Lunch Bunch, Mayor and City Manager's Department

The first Lunch Bunch meeting of the school year was conducted virtually on November 16th, 2020, at 12:00 p.m. Due to the virtual format, the agenda was fairly limited and included a brief update from the Coconut Creek Police Department.

Q1 Status: The next meeting is scheduled for February, 2021.

Q2 Status: The second Lunch Bunch meeting was held on February 22nd, 2021. Staff updated the group related to our ongoing training in diversity and inclusion.

Teen Political Forum chose the theme of Hamilton for their annual event in April. These students from our Coconut Creek high schools surveyed their fellow students to identify which speakers would be needed to address student questions at the annual event, and determined the need to add speakers who could address social justice questions, Covid, gun reforms, etc. They invited Coconut Creek Police Chief Butch Arenal and the BCPS Director of Equity and Diversity David Watkins among others.

2. Park Night Out, Parks and Recreation Department

Based on the suggestions received during the Town Hall Forum, the Parks and Recreation Department is to host a "Park Night Out" to take the place, or supplement, a School Open House event. The mission of the event is to get the parents involved in crossover events that occur between the schools and the City.

Q1 Status: No progress because of COVID restrictions.

Q2 Status: No progress because of COVID restrictions.

3. Parks and Recreation Cultural Programs, Parks and Recreation Department

The Parks and Recreation Department continues to evaluate their program offerings to provide assurance that each program offered is free from bias and encourages diversity and inclusion in our City.

Q1 Status: Recreation Programmers developed a program to share various employee cultures with the public through themed activities including:

Andrew Saint-Remy Jr., Senior Recreation Programmer, created a Haitian themed matching "cuisine" guessing game of jeopardy with the Senior Center

members. This program was held on Thursday, December 3rd, from 2:30 – 3:30 p.m. at the Community Center.

Nicole Samsel, Recreation Programmer, spoke to the Senior Center members about her families experience living in Poland and demonstrated how to make a Polish headband scarf. Nicole's program was held on Monday, December 7th, from 2:30 to 3:30 p.m., at the Community Center.

Alejandro Benjumea, Recreation Programmer, created a Colombian word search game with Senior Center members. He briefly reviewed some common Colombian words and how they relate to Colombia before the senior members were challenged to find the words in the game. This program was held on Friday, December 11th, from 1:00 to 2:00 p.m. at the Community Center.

Q2 Status: Staff planned several “Unity in Our Community” programs highlighting Black History Month for the month of February:

Black History Masterpieces, an art program held on Tuesdays; February 2, 9, 16, 23, 2021 at the Community Center. Participants were able to learn and draw prominent African Americans who made major contributions to society. In addition to the drawings, the pictures used to reference the drawings, were displayed at the Community Center for public viewing.

Story Walk Event, featuring the book “The Color of Us” by Karen Katz was held on Saturday, February 20th at Sabal Pines Park.

Black History Crossword Puzzle Senior Social, was held Thursday, February 25th at the Community Center. The crossword puzzle revolved around the honors and achievements of African Americans.

National Women in History Month: Pictures of prominent women who positivity impacted society were hung at the Community Center on the second floor. Alongside the pictures, information pertaining to their major contribution to society were posted. The pictures were able to be viewed throughout the month of March.

National Women in History Month: On Monday, March 8th the Senior Center Members participated in an ‘International Women Day Talk’. Members learned and discussed about the history of this day, and they also discussed some key women that helped make this day possible.

St. Patty’s Pajama Party, was held on Wednesday, March 17th at the Recreation Complex for children 5 to 11 years. Story time focused on the Irish culture, crafts and games followed by pre-package Leprechaun refreshment and treats.

Upcoming:

In April, staff will be offering, "The Culture of Art", featuring local artists from the Artist Guild. Each week will feature art from various cultures. Participants will create works of art from well-known artists around the world and their art will be displayed at the Recreation Complex. Participants will also have the opportunity to meet a local artist.

In May, staff will be offering, "Cinco De Mayo Fiesta", at the Recreation Complex for children ages 5 to 11 years on Wednesday, May 5th. Children will come dressed in their favorite traditional Mexican attire. Story time, crafts and games will focus on the Mexican culture and Cinco De Mayo. Prepackage Mexican refreshments and treats will be served.

All programs and events will be advertised through social media, press releases, and emailing previous program participants in that targeted age group. Staff continues to plan for future programs and events.

B. Purpose Driven Business

The benefit of developing and supporting a diverse economy and the direct benefit to improvements in social equity and diversity were highlighted as part of the Town Hall Forum.

To further this effort, the City Manager's Office has participated in several training opportunities including:

Q1 Status:

November 18, 2020 – Leading with Values, Not Bias

November 19, 2020 – NFBPA (National Forum for Black Public Administrators), 2 ½ hours

November 19, 2020 – Broward County Crime Commission 6th Annual Juvenile Conference: Chaos, Disruption and Trauma in the Lives of Juveniles (4 CEU's)

December 4th, 2020 – Equity and Inclusion, BCCMA Ethics Training

Q2 Status:

A group of City staff is participating in a 7-week “Diversity, Equity, and Inclusion in the Workplace” certificate program through the University of Central Florida, March through May 2021.

- **Modules include:**
 - **Emotional Intelligence**
 - **Stereotypes and Biases**
 - **Understand Your Organization**
 - **Future of Your Organization through Diversity and Inclusion**
 - **Recruitment and Retention**
 - **Community Outreach**
 - **Sustainable Business Model**

- **Participants include:**
 - **City Manager**
 - **Assistant to the City Manager**
 - **Director of Human Resources and Risk Management**
 - **Human Resources Manager**
 - **Risk Manager**
 - **Human Resources Generalists (x4)**
 - **City Clerk**
 - **Deputy City Attorney**
 - **Police Captain**
 - **Chief Technology Officer**
 - **Procurement Manager**

To further the mission of supporting purpose driven business, the following action steps are underway:

1. Chamber Education Series – City Manager’s Office

The Coconut Creek / Coral Springs Chamber will host a business training program (Biz Academy) which will include educational sessions over the next year that address diversity in hiring and building an inclusive organization. Content will include entrepreneurship and supporting minority owned businesses in our community.

Q1 Status: Coconut Creek is currently working with the Chamber to host a diversity summit. The first Diversity, Equity, and Inclusion Summit is schedule for February 26th from 9-11 a.m. Topics to be discussed include subtle discrimination, building an inclusive organizational culture, and how to increase equity in the community. The event is sponsored by Fiserv. The event will be marketed to all Coconut Creek Chamber members and Coconut Creek staff.

Q2 Status:

February 26th, 2021 – Diversity, Equity and Inclusion Summit hosted by the Chamber. There were approximately 140 attendees. The Chamber plans to continue to work on additional DEI initiatives, with a focus on helping businesses put a plan in place to become more focused on handling diversity in the workplace. In addition, the Chamber is partnering with Broward College on several initiatives which will include mentoring and a speaker series.

2. Equal Employment Opportunity (EEO) Plan – Human Resources Department

The City understands that we have an obligation to be leaders in the areas of social justice and purpose driven business. Coconut Creek has long been known as the “City of the Future with a Personal Touch”. As a major employer in the City, we are committed to completing an update of all of our personnel policies to assure that any opportunity to address bias is included. During the first quarter of 2021, the City of Coconut Creek commits to the completion of an EEO plan which identifies any disparities in our demographic profile and creates a plan to address those issues. The update will include the following:

- Underutilization Analysis (i.e., racial or gender categories that are underrepresented in our employee demographics as compared to local demographics)
- Objectives and Steps to remedy any underutilization, i.e., to have workforce that reflects the diversity of our community as it pertains to:
 - Recruitment & Hiring
 - Retention & Succession Planning
 - Job Descriptions & Qualification Standards
- Steps Already Take to Address Prior Underutilization Analysis
- Internal Audit and Reporting Systems
- Communication and Training plan
- Goals and Timetables
- Complaint and Investigation Procedures
- An update of all City human resource policies related to EEO

Q1 Status: Plan has been drafted and is under final review.

Q2 Status: The City’s EEO plan was updated identifying job groups with underutilization of females and/or minorities and an action plan has been developed. The updated EEO Plan was approved and signed on February 9th, 2021.

C. Police and Public Safety Relations

Recognizing that we, as a country, are at a turning point in our history, it is vitally important that efforts related to community policing be the hallmark of our practice. Based on the discussion during the Town Hall Form, we commit to the following action steps:

1. Implicit Bias Training will be conducted with mandatory participation by all sworn and civilian personnel.

Q1 Status: The police department is training all officers on the RITE (Racial Intelligence Training and Engagement) program. We have trained three officers in a "Train the Trainer" class and they have completed all requirements of the class. The training calendar has yet to be established.

Q2 Status: We sent three officers to the RITE (Racial Intelligence Training and Engagement) train the trainer class. They began training the department on March 16th in the first in-house training class. That class had eleven officers in it. We will continue training the rest of the officers during in-house. There is an in-house training class every month and we plan on having everyone trained by September at the latest.

2. Co-Response Teams, wherein a mental health professional accompanies officers during response to certain calls, will be analyzed, and, as appropriate, reorganizations will be presented that address the findings of this study.

Q1 Status: Draft analysis submitted and is currently being reviewed by Chief Arenal. No additional progress on this item.

Q2 Status: Work still in progress

3. The Police Department Training Unit will expand and enhance de-escalation training and deliver this training over the course of the year. The training to be conducted will be designed to exceed the minimum standards required by the state.

Q1 Status: This item has been added as part of the annual training required for each officer and will be rolled out over the 2021 calendar year.

Q2 Status: This has been completed.

4. Public Safety Advisory Board

In 2019, the City of Coconut Creek established a Public Safety Advisory Board. As part of board activities during the next year, the following items will be addressed:

Agenda discussion: opportunities for enhanced coordination and collaboration between our public safety agencies and our community. Currently scheduled is a presentation by special Agent in Charge Troy Walker, head of the southern region of the Florida Department of Law Enforcement (Palm Beach, Broward, Miami-Dade, and Monroe). Special Agent Walker supervises all officer-involved shootings in our region and will make a presentation related to misconceptions of officer shootings.

Q1 Status: Training related to Unity in Our Community was conducted.

Q2 Status: During the February 18th meeting of the Advisory Board, Special Agent Troy Walker presented related to officer involved shootings and common misconceptions.

- 5. Police Department Public Outreach Unit will convene a meeting of our Coconut Creek Faith Leaders to discuss opportunities for strengthening partnerships.**

Q1 Status: No progress

Q2 Status: During this quarter work with the faith leaders was focused on increasing access to vaccinations.

- 6. Fire Department - Jeff Gary, Fire Marshall**

Implicit bias and sensitivity training program will address crisis intervention and other issues related to mental health.

Q1 Status: Because of the ongoing work to establish Coconut Creek Fire Rescue, it has been determined that this item will be developed as part of the training manual for all new employees. Manual development is underway.

Q2 Status: Staff is working with the Human Resources Department on draft policies. The actual training will occur in September.

Additional Initiatives: A new initiative was added to address the LGBTQ+ Community. Sargent Barbara Hendrix has been designated as the representative on behalf of the Police Department. The following provides additional background related to this new initiative:

In 2019, Sheriff Gregory Tony established, for the first-time ever, a BSO LGBTQ+ committee comprised of more than 20 employees representing divisions across the agency. The committee was established to create an open dialogue with employees and Broward residents who identify as LGBTQ+ and the Sheriff. Since establishing the committee, members have identified several areas where the agency can improve and provided suggestions to the Sheriff for review.

Generally speaking, a LGBTQ+ liaison is someone help support employees within the department as well as address issues presented to them from the community the department serves.

“An LGBTQ liaison is any individual employed by an organization or institution as a point of contact, serving as both a spokesperson for the organization to a local LGBT demographics as well as a representative of LGBT interests to the leaders of the organization. LGBT liaisons typically play an advisory role to organizations or government branches.”

Q2 Status: Staff has been actively engaged with the LGBTQ Liaison Group and their recently adopted mission and goals follow.



Broward County – LGBTQ Liaison Group 2021

Mission:

To serve as municipal liaisons and ambassadors to bring awareness to inclusivity and positive LGBTQ supportive environments; at work, at schools and within the community.

Goals:

1. To develop and facilitate the “Safe Place” program within the county and municipalities.
2. To provide an outreach focal point within the LGBTQ community through our participation at events and networking with LGBTQ organizations within the community.
3. To establish LGBTQ inclusive employment practices throughout all participating liaison municipalities.

D. Resident Involvement and Outreach

The City has an opportunity to use the new City Advisory Boards to cultivate new leaders and should make social justice an area of required training during board orientation or shortly thereafter as a condition of serving.

1. Unity in our Community, City Commission / City Manager’s Department

The City pledges to on-going conversations and implementing tangible action steps to address the issues raised, during the City’s Unity in Our Community Forum.

Q1 Status: Ongoing. See training completed.

Q2 Status: Training Complete

2. Advisory Board Training, City Manager’s Department

Advisory Board training related to the City’s policy commitment to improvements in social justice will be conducted at the first meeting of each Board.

Q1 Status: Completed as follows:

September 15th - Environmental Advisory Board- Board Orientation and Discussion of Implicit Bias Policy. **Completed**

September 16th - Parks and Recreation Advisory Board Meeting- Board Orientation and Discussion of Implicit Bias Training. **Completed**

September 22nd - Education Advisory Board Meeting- Board Orientation and Discussion of Implicit Bias Policy. **Completed**

October 14th - Planning and Zoning Board Meeting- Discussion of Implicit Bias Policy. **Completed**

October 21st -Community Outreach Advisory Board - Board Orientation and Discussion of Implicit Bias Policy. **Completed**

December 17th - Public Safety Advisory Board- Board Orientation and Discussion of Implicit Bias Training. **Completed**

Q2 Status: Education Advisory Board met and asked for a presentation from Broward County Public Schools on mentoring opportunities in Coconut Creek schools. Explained to them the City's Unity in Our Community efforts and Mr. Angel Gomez attended and shared initiatives the school system has in place such as Latinos in Action and how students and the community could get involved.

3. "Cultures Around the World"- Community Relations Division.

Q1 Status: Ongoing

Q2 Status:

**January 21, 2021 6:30 PM
Spanish Dance: Artistic Influences
with Armando Droulers**

**February 18, 2021
Caribbean & South African Influence on Music
with Shane LeMar**

**March 18, 2021
Cross Cultural Look at Marriage
with Mirella Baker Bommel**

4. Citizens Academy – Community Relations Division

While self-selecting, participation in the Citizens Academy has included diversity in ethnicity, gender, and age over the years. As the community continues to grow, we anticipate broad participation. The Citizen's Academy is an opportunity to expose individuals to the City's programs and for the City leadership to reach out and learn from community members. The Citizen's Academy will be expanded to allow for an open and honest dialogue between City leadership and residents to identify issues related to social justice that the City can address.

Q1 Status: This program will be expanded to include one additional class specially related to implicit bias and how to improve our community via resident involvement. Class XVII runs from March 16th through May 18th. Due to Covid, the class is limited to 25.

Q2 Status: Citizen's Academy special session is scheduled for April 13th at 6:00 P.M. Sheila Rose to present work plan and special guest speaker Chevara Orrin (Diversity & Inclusion Strategist) is to address diversity, equity and inclusion.

5. Special Events Reimbursement Program – Community Relations Division

This program takes place twice a year, in March and September. This program ensures that all events are open to the general public and encourage engagement of a diverse population.

Q1 Status: Funds from this program were re-diverted to non-profit business assistance program.

Q2 Status: SOS Children Village (\$2,500), South Florida Academy of Learning (\$1,000), South Florida Chamber Ensemble (\$1,000), Women's Club of Coconut Creek (\$1,369.97).

6. Creek-TV Programming – Community Relations Division

Creek-TV commits to more diverse programming inclusive of feature stories on more residents of color, cultural events that take place in Coconut Creek, and ceremonial and commemorative celebrations, such as Hispanic Heritage Month.

Q1 Status: Ongoing

Q2 Status: Residents Darnell Kimbrew and Maria Bashir encouraged residents to participate in Vision 2030 Community Input Meeting.

7. Social Media/CocoGRAM

Q1 Status: On-going

Q2 Status: Recognized and shared educational links for: Black History Month, Dominican Independence Day, St. Patrick's Day, and International Women's Day. Promoted Chamber's Diversity Summit.

8. Strategic Planning, Vision 2030 – City Commission & City Manager's Department

The City will be conducting a comprehensive Strategic Planning process for the next ten (10) years, titled Vision 2030, beginning in January. As part of the strategic plan, social justice will be more fully explored. This document is intended to take this mission forward for the next 10 years. The current work plan provides

measurable progress, however, the intent of the strategic plan is to weave all of these concepts into our everyday work.

Q1 Status: Final interview list is under review to assure diversity and geographic distribution.

Q2 Status: Finalized the design of the community survey, which was advertised and shared through social media, newsletters, the City website, and emails to the Chamber of Commerce, Homeowner Associations, Citizen Advisory members, and Coconut Creek businesses, utility customers, religious institutions, and Board and Committee members to share with their friends and neighbors. Held the first virtual Vision 2030 Community Meeting and first two virtual Vision 2030 Advisory Group Meetings to gather feedback from the community.