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DEI INITIATIVES – CITY OF MALDEN

Starting Point: November 2023

TITLE	DESCRIPTION	PROGRESS/NOTES
1. Research/Learn the history and background of previous DEI work, programs, accomplishments	Reach out to city government staff, city staff, community leaders, and residents to learn what DEI efforts have been done to date, what accomplishments have been made, and what initiatives can be built upon, continued, and supported.	Had discussions/meetings with Mayor, Maria Luise, a city councilor, community leaders, and residents on DEI programs/events have occurred. A list of past accomplishments/current work has been made to present during the February 7 DEI Public Meeting (see DEI presentation)
2. Develop a timeline and list of goals/initiatives for DEI work	Once the history/background information has been gathered, I will brainstorm ideas, goals, and initiatives that I would like to implement or support. Make a timeline for accountability and organization of progress.	Developed a working document of DEI initiatives (like this document) on goals and plans for the next steps.
3. DEI Strategic Plan	I want to develop a 3-year strategic plan (with significant DEI goals for each year).	Working with the Racial Equity Audit Team to develop.

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Internal Scope

TITLE	DESCRIPTION	PROGRESS/NOTES
1. Meet with Department Heads and their staff (DEI Chats)	Reach out to the department heads to meet with them 1-on-1 for 15 minutes to get an initial idea of their DEI needs/questions/expectations. I will also reintroduce myself to their staff and explain how I can assist them as DEI.	I have already had meetings with a few department heads using the DEI Assessment form that I developed. I will take this information to discuss with Human Resources and Mayor.
2. Surveys (City Staff and Residents)	I would like to develop and conduct surveys (one for city staff and another for residents) to find out what the DEI needs are in the city and what issues are prevalent.	I have developed an assessment form for the departments and will design a form specific to the city staff.
3. Work with Human Resources	I would like to (a) review/update disciplinary policies in the handbook (to redefine processes relating to DEI issues); (b) extend advertisement of job positions to diverse areas of the city, and (c) increase inclusion/belonging, and morale among city hall workers with events and programs.	I will bring the feedback from the Departments to a DEI/HR meeting and discuss what things can be worked on together.
4. Intranet DEI page/section	Once the Intranet has been established, I would like to have a page or section dedicated to getting DEI information or assistance.	DEI newsletter: one on the intranet for staff-specific DEI information, fun facts, etc. One for the public with DEI holidays, cultural info, and resources for DEI support.
5. DEI Discussion Hours	I would like to set up DEI "office hours" where I could be available to meet with staff (1-2 hours twice a week)	
6. City Hall Cultural Kitchen	I would like to post a monthly post/email called The Cultural Kitchen. (The email would be titled something like "Let's See What's Cooking in Our Cultural Kitchen! - CHINA!) We have many diverse backgrounds/cultures in City Hall. I would like to pick a culture, region, or religion to highlight (discussing its history, fun facts, etc.) and list at the bottom the names of staff that celebrate that culture/experience. This would lead to a feeling of pride when the employee can identify with the topic, and an education for all to celebrate the differences within city hall.	

7. Pride Luncheon	Have a Pride staff luncheon where staff can come down and join coworkers for discussion, celebration, and support of the LGBTQ+ staff members.	I would like to schedule the first luncheon during Pride Month.
8. DEI Calendar Addition	I would like to add the DEI calendar to all staff's outlook calendars. This will increase awareness of holidays when scheduling events and increase education regarding what DEI events and celebrations are available.	I will reach out to IT to see the feasibility/security of adding the DEI calendar to our email calendars.

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Community/City Scope

TITLE	DESCRIPTION	PROGRESS REPORT
1. Increase community engagement. Goal: Learn how to reach residents where they are	Speak with the residents to find out the best ways to get them information and resources.	
2. Update/develop the City's DEI page	I would like to update the information on the city page for residents and staff to easily navigate how to get help or resources.	
3. DEI Assistance Avenues	(1) Phone: I would like to use my work phone as a DEI "hotline" for residents and staff to leave messages/requests for assistance; (2) Email: I would like to use my email OR form an email (DEIassistance@cityofmalden.org) or something similar for DEI requests.	
4. Anonymous DEI Assistance Requests	I would like to set up a google form (like the scholarship application and Career Connections assistance request) that would be featured on the city DEI page for anonymous DEI assistance requests.	
5. Community Outreach Days	I would like to set up DEI "office hours" where I could be available for constituents to meet with me (1-2 hours twice a week)	
6. Surveys (City Staff and Residents)	I would like to develop and conduct surveys (one for city staff and another for residents) to find out what the DEI needs are in the city and what issues are prevalent.	
7. Work with the City Council	I would like to meet with the Council to see what DEI needs they have as well as DEI needs expressed to them by the community members.	
8. Work with Racial Equity, Human Rights, and Disabilities Commission	I would like to meet with these Committees to see how DEI can be integrated.	

<p>9. DEI Education Series (Youth and Adults)</p>	<p>I would like to host a set of DEI education series: (a) a session for children/youth to watch a short movie (entertaining with DEI messages) and hold a discussion afterward (maybe offering pizza, light snacks or popcorn); (b) A monthly "DEI - Did You Know...?" emails to staff and/or post of city page with DEI information/resources; and (c) online education on DEI values as a mandatory part of employment (videos similar to our security trainings with accountability at yearly evaluations on whether training has been completed.</p>	
<p>10. DEI Workshop for Teens (MSYEP)</p>	<p>I would like to introduce the MSYEP youth to the idea of what DEI means and how they can extend that idea in their daily interactions. Along with the other workshops offered during the summer (soft skills, financial literacy, mental health, and CPR), I would like to add a DEI Introduction Workshop to the summer program.</p>	
<p>11. Facilitate community spaces for sharing information</p>	<p>Facilitate Public Meetings to discuss various DEI issues and concerns.</p>	
<p>12. DEI Holiday/Event Posting</p>	<p>I would like to work with Cassandra and Ron to get DEI postings for celebrations, holidays and events.</p>	
<p>13. Multicultural Event (May 2024)</p>	<p>The Multicultural Event that I helped facilitate in May 2022 went well and I would like to plan a similar event for May 2024.</p>	
<p>14. Coordinate a cultural exhibit/art show with Malden Public Library</p>	<p>I would like to work with Dora St Martin to coordinate some type of DEI art exhibit in conjunction with the Malden Public Library.</p>	

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Personal Awareness/Professional Development Scope

TITLE	DESCRIPTION	PROGRESS REPORT
1. Weekly/Biweekly meetings with the Mayor and Maria	I think weekly/biweekly check-ins would benefit not only in keeping you updated on what I am doing but also guide/assist me in any additional DEI duties that I may not be aware of or need more follow-up.	
2. Chair of the Racial Equity Commission	I will be working with the Racial Equity Commission to provide recommendations on the scope and direction of continued DEI work in Malden.	
3. Racial Equity Audit	Working with HCH Enterprises while they conduct a racial equity audit for the city.	
4. Attend workshops/training events for DEI and DEI colleague collaboration	I would like to make sure that I am continuously learning and growing as a DEI coordinator to best serve the city and would like to make sure to attend as many informational events, webinars, and workshops as possible and collaborate with fellow DEI coordinators for support and advice.	
5. Stay Learning and Defining the Role of DEI Coordinator	The role is still evolving and shaping itself; there will be trial and error, and the need for open-mindedness and commitment toward positive change.	
6. DEI Role, Mental Health, and DEI Support	I am aware of the burnout and turnover rate of the DEI positions throughout the US. With the knowledge of me being new to the role and that it is continuously evolving, I want to make sure that I am checking in with someone to discuss these issues and make sure that I have the right support to help me thrive in the role. I would like to establish support if there is none in place and recognize that I will not be able to solve the DEI "problem" right away but need to take a detailed and thoughtful approach to progress.	