

CORE Work Session October 2023

Purpose of Work Session:

To shape the format of the monthly staff presentations so that the committee has adequate context to discuss racial equity implications

Why is CORE having a Work Session?

CORE members shared feedback at the July meeting about the format of the staff materials and presentations, including suggestions to highlight input from most impacted communities, to share historical context, and to balance time between the presentation and discussion. DEI staff followed up with each July meeting attendee, and those comments inform the work session topics below.

Work Session Outcomes:

CORE suggests update to staff presentation materials, which could include:

- Staff Report template
- PowerPoint presentation template
- Checklist for presentation prep meetings
- List of recommendations or principles for staff presenters (“CORE Presentation Guidelines”)

The Work Session will review these existing staff materials:

- Staff Report
 - Staff presenters follow the Staff Report template, which is sent a week in advance of the meeting.*
 - What elements are helpful?
 - Do you need more or different information?
 - Is the Staff Report needed, knowing that the PowerPoint will be sent a few days later?
- Supplementary Materials
 - Staff presenters attach additional background materials along with the Staff Report.*
 - What kind of supplementary materials are helpful?
 - Do you want additional or different background materials?
- PowerPoint Presentations
 - Staff presenters create their own presentations. Beginning May 2023, CORE members now receive the presentation the week of the meeting.*

- What elements of these PowerPoints are important?
- What elements do not drive forward a racial equity conversation?
- What should be in the PowerPoint vs in the Staff Report?

- Presentation Format
 - Typically, staff walk through PowerPoint presentations and ask 1-2 discussion questions.*
 - How is this presentation format helpful or unhelpful in introducing the topic and setting up discussion about racial equity implications?
 - What other elements do you need from the presentation (both from the PowerPoint and from the speaker) in order to discuss racial equity impacts?
 - How helpful is it to include different facilitation elements?
 - Interactive exercises, such as the Jamboard?
 - Breakout room discussions with large group share?

- Explore ideas from CORE members:
 - Staff presenters should include a Discovery Summary that would include: staff's equity analysis, historical context of the project, and a summary of the community input.
 - Staff PowerPoints should be no more than 8 slides.