



AGENDA DDA BOARD OF DIRECTORS MEETING Meeting

8:30 AM - Tuesday, September 20, 2022
Freighthouse - 100 Market Pl Ypsilanti MI 48198

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1. CALL TO ORDER	
2. ROLL CALL	
YLONDIA PORTIS (C)	P A
JEN EASTRIDGE	P A
MICHELLE BIRAWER	P A
BRYAN FOLEY	P A
3. AGENDA APPROVAL	
4. APPROVAL OF MINUTES	
4.1. 6-14-22 Ad Hoc Minutes	3 - 4
5. PUBLIC COMMENT (3 MINUTES EACH)	
6. NEW BUSINESS	
6.1. Equity Needs Assessment Proposal	5 - 11
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Ypsilanti DDA DEI Capacity Building Proposal	
7. PROPOSED BUSINESS	
8. AUDIENCE PARTICIPATION	
9. ADJOURNMENT	



MINUTES
AD HOC COMMITTEE FOR EQUITABLE INVESTMENT MEETING
8:30 AM - Tuesday, June 14, 2022
Back Office Studio -13 N. Washington / Virtual Hybrid

1. CALL TO ORDER (8:35am)

2. ROLL CALL

JEN EASTRIDGE	P
YLONDIA PORTIS (C)	P
BRYAN FOLEY	P
MICHELLE BIRAWER	P

3. AGENDA APPROVAL

Michelle Birawer motioned to approve the agenda. Bryan Foley supported the motion. Motion Carried - unanimous.

4. Approval of the minutes:

Michelle Birawer motioned to approve the May 17, 2022 minutes and Bryan Foley supported the motion. Motion passed- unanimous.

5. PUBLIC COMMENT (3 MINUTES EACH) -none

6. NEW BUSINESS

6.1. Equity Needs Assessment

Staff has had a lot of trouble to get quotes for the equity needs assessment.

The county has trouble providing contractors.

The committee discussed contractors.

The committee named NADOHE National Association of Diversity Officers in Higher Education, A2Y Chamber, and Caroline Sanders as potential resources to reach out to.

6.2. \$50,000 Revolving Loan Fund

The DDA is discussing allocating a 50k budget surplus into a revolving loan fund. Scope of the fund can be something that backs State grants, to more risky capital loans. It could be used for facade and rehab grants.

Op/Finance committee had concerns over working capital grants.

Ylondia Portis spoke of the AAACF match fund and strategic partnerships. Michigan Women's Foundation - Jennifer Moon. They have a model in place.

Can we start with MEDC grants for a revolving loan? Concerns of getting comfortable, instead of pushing the potential, however a successful loan fund could gain trust in the potential of the fund.

The DDA attorney is working on making sure everything is legal.

The committee suggested that they provide a structured framework and understanding to other DDA committees and board. Give them a list of considerations.

6.3. Hello Neighbor Proposal

Staff gave the background of this group. They developed an idea of how to engage people differently.

Bryan Foley stated that he already has an organization already doing this and requesting funding to do similar work in the area neighborhoods. He said it looks amazing on paper, but a social worker cannot fix this problem.

Ylondia Portis stressed that we need to be careful of white saviorism. What are the credentials of this organization?

Jen Eastridge stated that these issues are something her shop has to deal with and they need to know who to call if it is not a police matter.

The committee discussed Bryan Foleys organization further - businesses do not know to contact.

DDA businesses are asking for resources, support, and follow up. The problem is here now.

Ylondia Portis left at 9:50am

Motion to nominate Michelle Birawer as chair for the remainder of the meeting by Bryan Foley, supported by Jen Eastridge. Motion passed- unanimous.

7. PROPOSED BUSINESS - provide viewpoints to the operations and finance committee in the future.

8. AUDIENCE PARTICIPATION -none.

9. ADJOURNMENT

Motion to adjourn at 9:56am by Jen Eastridge and supported by Bryan Foley. Motion passed - unanimous.



Thrive and Shine Consulting Values

Thrive and Shine Background and Methodology-Thrive and Shine's Diversity, Equity, and Inclusion training and consulting are rooted in social justice theory and practices. Sharonda Simmons, Thrive and Shine's lead consultant, has an extensive background in Intergroup Dialogue, Restorative Practices, Social Justice Education Theory, and Crisis Management. These disciplines are ingrained in the structure and training of Thrive and Shine. Work such as Paulo Freire's *Pedagogy for Social Justice* and Dr. Patricia Gurin's *The Benefits of Diversity Education* are foundational theories that serve as the backbone for Thrive and Shine's education and training.

Thrive and Shine works with government, non-profit organizations, for-profit, foundations, and other entities to establish and develop sustainable processes and systems rooted in the 5 Principles of Social Justice:

1. Access to Resources
2. Equity
3. Participation
4. Diversity
5. Human Rights

Our guiding principles are as follows:

1. Approach change and challenges with CREATIVITY
2. Create a clear and cohesive VISION
3. Advancement comes through DIVERSITY and EQUITY
4. Effectively lead through INTEGRITY and AUTHENTICITY

Key Personnel

Sharonda Simmons

Sharonda Simmons has over a decade of executive leadership roles in the nonprofit sector. She has a passion for building high performing teams and sustainable agency infrastructure.



She has been an integral partner with board members to ensure the mission and vision of the agency are met. Her work in the community both professionally and personally have allowed her to create curriculum and strategic initiatives focused on increasing inclusion and equity within agencies and community spaces.

Sharonda has served as an advocate for marginalized communities, especially youth and families experiencing trauma. Sharonda has worked with hundreds of clients through workshop facilitation and dozens of nonprofits and schools k-12 schools. She has done programming for the United Way of Washtenaw County's Champion for Change program, the University of Michigan, and Michigan State University to many others. Sharonda spent several years as the Program Director at the Neutral Zone, a nationally recognized non-profit known for its positive youth development training. Sharonda is one of the founding creators of *Youth Driven Spaces*, the coaching and consulting entity at the Neutral Zone. In 2016 Sharonda became the founding Executive Director of Arrowwood Hills Community Center serving over 400 families and low-income housing residents. Currently, Sharonda holds the role of Director of Education on Outreach at Ozone House Youth and Family Services where she is a member of the Executive Team and oversees the agency's community outreach and education initiatives.

Sharonda has served as the Community Relations chair on the Board Member of Young Nonprofit Professional Network, a national non-profit and the Women's Center of Southeast Michigan.

In 2020 Sharonda created *Thrive and Shine LLC* an organization dedicated to coaching and consulting for leaders and non-profit agencies in need of best-practice and organizational change support. Thrive and Shine works with nonprofits and social impact organizations to expand their impact through equity and engagement work. Sharonda's commitment through coaching and Thrive and Shine is to create space and support for agencies and individuals to flourish under any set of circumstances.

Awards and Honors:

In 2019 Sharonda was selected to be one of 18 non-profit leaders of color in the state of Michigan to participate in the NEW Center's Champion for Change Fellowship program.



Ypsilanti Downtown Development Authority DEI Capacity Building Consulting Proposal Submitted August 3rd, 2022

Scope of Services

Thrive and Shine, LLC is pleased to submit this proposal for Diversity, Equity, and Inclusion consulting for Ypsilanti Downtown Development Authority. Thrive and Shine will work collaboratively with leadership, staff, and key stakeholders to provide guidance and support to the ongoing diversity, equity, and inclusion efforts at Ypsilanti DDA. This proposal outlines a 4 month process to support the following goals outlined by Ypsilanti DDA:

1. Collaborate with Ypsilanti DDA's Ad hoc Committee for Equitable Investment to further expand the organization's diversity, equity, and inclusion efforts
2. Develop and implement an initial equity assessment focused on engagement of underrepresented communities/clients
3. Provide recommendations for the scope of diversity, equity, inclusion and belonging work at Ypsilanti DDA

Key project deliverables include but are not limited to:

1. Development of early-stage equity assessment
2. Collaboration with Committee for Equitable Investment to identify initial Ypsi DDA equity goals and timelines
3. Provide recommendations for early-stages and initial development of Ypsilanti DDA equity plan

Sharonda Simmons of Thrive and Shine will serve as the principal consultant and project manager for the duration of the proposed contract timeline. Additional Thrive and Shine consultants and/or subcontractors may be involved in several project phases. As opportunities arise Sharonda will work with Ypsilanti DDA staff, Ad hoc committee members, and other key stakeholders to serve as support regarding Ypsilanti DDA historical knowledge and content expertise.

Contract Timeline: September 2022-January 2023.

Anticipated Deliverables

The following action items are aimed to support the growth and sustainability of Ypsilanti DDA's diversity, equity, inclusion, and belonging work:

1. Develop early-stage equity assessment

- a. Conduct interviews and focus groups with key Ypsi DDA stakeholders
- b. Develop equity and engagement survey for stakeholders and Ypsi DDA community members

2. Collaborate with Ad hoc Committee for Equitable Investment to identify initial Ypsi DDA equity goals and timeline:

- a. Work with committee to identify and prioritize initial areas of assessment
- b. Collaborate with committee to identify key stakeholders and community partners for survey and data collection
- c. Partner with the committee to identify key questions and needs to sustain Ypsi DDA's equity and inclusion work

3. Provide recommendations for early-stages and and initial development of Ypsilanti DDA equity plan

- a. Create recommendation and project summary document for Ypsilanti DDA
- b. Provide resources and recommendations for equitable and inclusive data collection
- c. Support Ad hoc Committee for Equitable Investment in identifying initial equity goals, next steps, and post-project equity timeline

Timeline Overview

*The following is a sample overview of the work Thrive and Shine aims to do in partnership with Ypsilanti DDA staff and stakeholders. Upon a formal contract agreement Thrive and Shine, LLC will provide a comprehensive support plan and anticipated timeline.

Phases 1: Ypsilanti DDA stakeholder engagement

Phase 2: Quantitative and qualitative data collection and analysis

Phase 3: Recommendation and Reflection

Timeline	Key Action Items	Deliverable
Phase 1: September and November 2022	<ul style="list-style-type: none"> ● Meet with key Ypsi DDA staff, stakeholders, and community members ● Work with Ad hoc committee to identify areas of exploration regarding equity within the Ypsilanti DDA ● Begin focus groups and stakeholder interviews 	Engage with Ypsilanti DDA stakeholder engagement
Phase 1 and 2: November December 2022	<ul style="list-style-type: none"> ● Create and disseminate stakeholder equity and engagement survey ● Continue stakeholder interviews and focus groups ● Analyze and create themes regarding equity for Ypsi DDA ● Connect with Ad hoc committee regarding equity assessment updates 	Development of early-stage equity assessment Quantitative and qualitative data collection and analysis
Phase 2 and 3: December 2022	<ul style="list-style-type: none"> ● Share themes and key findings of stakeholder engagement and surveys with Ad hoc Committee for Equitable Investment ● Begin to identify key goals based on equity engagement work for potential longer term equity plan 	Meet and collaborate with Ad hoc Committee for Equitable Investment to engage in mid-project reflection
Phase 3: January 2023	<ul style="list-style-type: none"> ● Share project summary and recommendation document ● Provide recommendations for high priority equity work ● Meet with Ypsi DDA staff and Ad hoc committee for coaching support meeting and recommendations to expand scope of Ypsi DDA equity work 	Provide recommendations for early-stages and and initial development of Ypsilanti DDA equity plan Identification of initial Ypsi DDA equity goals and timeline Reflection meeting with Ypsi DDA staff and Ad Hoc Committee for Equitable Investment

Projected Cost

Below is an estimate of service costs. Costs include training preparation, content, and consultant fees. Through client consultations a final cost and updated project deliverable can be determined that fits within the needs and budget of Ypsilanti DDA. Thrive and Shine, LLC is committed to providing quality support within the scope of Ypsilanti DDA's capacity.

Expense/Deliverable	Estimated Hours	Total Cost
Attend monthly committee meetings	Estimated-4 60-minute meetings	\$1,000
Facilitation of 3 focus Groups 4 stakeholder interviews	8-10 hours qualitative collection and anylist	\$2,500
Development of initial equity assessment and post-project recommendation plan	Estimated 15 hours	\$3,750
Additional meetings with Ypsi DDA staff and committee	Estimated hours 3-5 hours	\$1,250
Contractor and SubContractor fees	Estimated 10 hours of collaborative/supportive project work	\$1,500-2,000
Facilitation of reflection workshop	3 hours	\$750
Administrative fees	5% of project cost	\$450
	Estimated Cost	Total: \$10,000--\$11,750

Expense Note:

Additional costs may be incurred during the project and are not reflected above.

Travel: Travel shall be reimbursed by Ypsilanti DDA for expenses incurred for project-related travel. This reimbursement shall take place at the IRS Standard Mileage Rate for 2022/2023. The rate for 2022 is \$0.585 per mile.

Additional Data Analysis and/purchase of assessment tools:

All additional costs will be approved by Ypsi DDA prior to billing and will be invoiced with all final project invoicing/expenses.

Summary

This project is estimated at 40 hours. Thrive and Shine, LLC will invoice the Ypsilanti DDA Community Services at a payment schedule agreed upon by both parties, which will be once per month or 50% of the project cost billed at the beginning and 50% at the end of the project. Hours can be adjusted as needed based on contract terms and agreements.

A contractor agreement will be sent to Ypsilanti DDA once the proposal is approved by Ypsilanti DDA leadership.

Thank you so much for the opportunity to submit this proposal! Please contact Sharonda Simmons at 734-353-1364 and/or at sharonda@thrivenshinenow.com to discuss questions, comments, revisions, etc. Thrive and Shine, LLC is excited about this opportunity and is committed to partnering with the Ypsilanti DDA to revise this proposal as needed.