

Meeting Agenda
Diversity, Equity, and Inclusion Commission
Irene Givens Administration Building
Dr. John Chiles Activity Room
(at Montgomery Hall Park)
1000 Montgomery Ave.
January 25, 2023
7:00 p.m.

Call to Order

Proposed Agenda:

- 1. Approval of Minutes:** January 11, 2023
- 2. Check in from Sub Committees**
 - a.** Data and Research
 - b.** Logistics and Planning (Update from meeting on January 18,2023)
 - c.** Community Connections
- 3. Discussion about Community Listening Sessions and the Timeline**
- 4. Discussion about *Business Meet and Greet***
- 5. Other Business**

Adjournment

Next Meeting: February 8, 2023



DIVERSITY EQUITY AND INCLUSION COMMISSION TIMELINE

July 2022 - Dec 2022

- Map out Commission responsibilities and deliverables
- Create Commission Project Plan
- Connect with community partners
- Begin existing data collection
- Update City Council on progress (Dec)

Jan 2023 - Mar 2023

- Complete existing data collection
- Plan community listening sessions
- Collect primary data as needed

April 2023 - July 2023

- Conduct community listening sessions
- Collect primary data as needed

Aug 2023 - Sept 2023

- Analyze all collected data
- Draft report framework

Oct 2023 - Nov 2023

- Conduct a public hearing
- Finalize and write report

December 2023

- Present final report to City Council

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Meeting

January 11, 2023

7:00 p.m.

Dr. John Chiles Activity Room

Irene Givens Administration Building

PRESENT: Sabrina Burress, Chair
Lindsey Lennon, Vice Chair
Lou Boden
Joamarie “Joa” Garcia
Mark Jeter
Vicki Keyser
Jake Krug
Beth Nelsen
AnhThu Nguyen
Nathaniel “Nate” Riddle
Daniel “Dan” Stuhlsatz
Susan Venable
Zavia Willis

ABSENT: Jennifer Trippeer

ALSO PRESENT: Leslie Beauregard, City Manager
Alice Woods, Council Liaison
Morgan Smith, City Manager’s Office

Chair Sabrina Burress opened the January 11, 2023 DEI meeting at 7:02 p.m.

1. Approval of Minutes: Nate Riddle moved to approve the minutes of the October 26, 2022 DEI meeting. The motion was seconded by Beth Nelsen and carried unanimously.

2. Check in from Sub-Committees

a. Data and Research – Dan Stuhlsatz gave report, reviewing their sub-committee charge and their activities.

- August through September – data categories developed; protected classes list developed; list of scarce resources that are interested in;
- List of data sources
- Created a survey and letter, which did not receive the response that they thought it should receive
- Had to develop a strategy to meet folks where they are and divided in groups of two and started with the city. They should be done interviewing city departments by the end of January.
- February – expand to four teams of two by adding from other sub-committees
 - They will start with interviewing those groups that presented in October
- April – prioritize list of providers and develop demographic profile of the city

- When writing the report, the authors need to have intimate knowledge of the data and how this work will be written and organized.
- There was a suggestion to create a report writing sub-committee

b. Logistics and Planning – Nate Riddle, Jake Krug and Joa Garcia all provided commentary.

- On track with Phase II – Phase I is completed
- One on one contact has been made and planning the listening sessions needs to begin
- Logistics and Planning will work closely with data and research to get data archived and will investigate different options
- Data should be posted by early February to start being archived

c. Community Connections – Sabrina provided the report.

- Focus on pulling together community listening sessions, the accommodations needed, etc.
- Will create an overall blueprint/plan for all the sessions
- Protected classes to be targeted – black/brown; Latinx, LGBTQ, unhoused, youth and families, deaf/blind and other abled; older/aging populations
- What makes sense geographically? Continue to make these connections:
 - Black/brown – West End
 - LGBTQ – LGBTQ Center
 - Latinx – Sin Barreras
 - Will continue to look at best places to meet with the other groups
- Creating session formats
 - Provide a meal to some groups or something else meaningful to a specific group
 - Legality and liability regarding childcare and transportation
 - BRITE routes for transportation and make sure we have locations on the routes during the operating hours
- How to reach out to Youth – i.e., going to the high school to get volunteers
- Business involvement – how can the commission connect with this community?
- Reach out to university and community service-learning programs to get help with the sessions
 - MBU sociology professor has reached out to Dan – interest in students providing assistance
 - Nate said that he had connection with the JMU service-learning organizer
- Can we work with existing child care services? Joa also suggested an older Girl Scout troop
- Do another meet and greet for business only
- Beth shared that the Data and Research interview teams have been working off of an interview script for consistency in gathering data.

3. Discussion about outreach to business community

- Greater Augusta Regional Chamber of Commerce – Courtney Thompson is contact (info@augustava.com)

- SDDA – March meeting; Greg Beam is contact (greg@stauntondowntown.org)
- West End Business Association – email group; in person meetings; 2nd Tuesday of the month, 8:30 a.m.
- Needs to reach out again to Economic Development/Community Development
- Are there ways that DEI could talk about themselves and their needs to the community? For example, Sabrina was going to present at Rotary.
- Survey specific for the business community
 - Joa to rework survey for business community
- How would this help influence the nature of downtown and people of color seeing themselves in the downtown/business community?
- What’s the best avenue to reach the business community to get them to complete the survey.
- Susan asked if there were car dealerships on any list, and it was discussed that there was a need to make sure all kinds of businesses were included, not just retail and restaurants.

4. Other Business

- a. Letter from CAPSAW to support a grant application
 - Sabrina will follow up with Anna Leavitt about what CAPSAW needs from DEI and what does the commission get back. Sabrina noted that the CAPSAW survey will not begin until July and the DEI listening sessions will be completed at that point.
 - Nate suggested that DEI remain focused on its own survey and not “collaborate” with CAPSAW on theirs. It was discussed to determine if there was a way to endorse the grant, but not promote the CAPSAW survey.
- b. Zavia has a new job and will not be available during meeting times. After a discussion, it was determined that other dates and times will not work for the rest of the group. For the time being meetings will stay scheduled on the 2nd and 4th Wednesdays of the month.
- c. Mark volunteered to work with Data and Research on the interviews. The sub-committee will be sending out a call for help to the group to get more volunteers.
- d. Writing sub-committee – Lindsey; Sabrina; Nate; Beth; AnhThu
- e. Next meeting – add location discussion to agenda at request of Vicki

Adjournment

The meeting was adjourned at 8:03 p.m.