

Meeting Agenda
Diversity, Equity and Inclusion Commission
Logistics & Planning Sub-Committee
Irene Givens Administration Building
Dr. Charles J. Waller Conference Room
(at Montgomery Hall Park)
1000 Montgomery Ave.
February 8, 2023
7:00 p.m.

Call to Order

Proposed Agenda:

1. **Approval of Minutes:** Meeting of January 18, 2023
2. **Discussion with Data & Research Sub-committee**
3. **Business Survey and Outreach Follow Up**
4. **Other Business**

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Logistics & Planning Sub-Committee Meeting

January 18, 2023

7:00 p.m.

Dr. Charles J. Waller Conference Room

Irene Givens Administration Building

PRESENT: Joamarie Garcia
Nathaniel Riddle
Jake Krug
Jennifer Trippeer (Remote participant)

ALSO PRESENT: Leslie Beauregard, City Manager

Nathaniel Riddle called the January 18, 2023 Logistics & Planning Sub-Committee to order.

1. **Approval of Minutes:** Jake moved to accept minutes; Joa made a second; all approved.

2. **Jennifer Trippeer** joined the meeting via Zoom; Nate read the motion to bring her into the meeting and Jake seconded.

3. Business Survey Discussion

- Joa to develop the draft survey - to get suggestions from the group
- What is the priority when it comes to what DEI wants to hear from businesses?
- Survey subjects and/or questions:
 - Employee demographics. How many of your employees are from Staunton? What is the breakdown demographically?
 - DEI experience. What is your organization's experience with DEI initiatives? (Vision? Mission? Values?)
 - Diversity of products and services?
 - Accessibility. How do you plan to be accessible or increase accessibility to their customers?
 - Ownership experience. What is your experience with business ownership in the City of Staunton?
- Expansive business survey – four questions, general survey, target groups of businesses, send through the channels that exist through organizations, ask at the end of the survey if they want to talk to DEI
- Suggestion was made talk with Greg Beam at SDDA about their initiatives and ideas to increase diversity downtown and talk to them about categories of businesses
- Survey will be distributed to community partners – Staunton Downtown Development Association (SDDA), Shenandoah Community Capital Fund (SCCF), Greater Augusta Regional Chamber of Commerce (GARCC), Central Shenandoah Planning District Commission (CSPDC), West End Business Association, and targeted social media groups.
- Sub-committee members will reach out to a few of the afore mentioned organizations to ask for suggestions on business categories and a list of businesses to send out the

survey. Also, do they have recommendations on what business owners are more receptive than others.

- Nate, SDDA

- Jake, SCCF

- Joa, West End Business Association and GARCC

- Leslie will reach out to the Commissioner of Revenue regarding what data the COR can share with the sub-committee. Leslie will also investigate obtaining a list of Small, Women-owned and Minority-owned (SWaM) businesses in Staunton.
- The goal is for the plan, and survey, to be ready to share to the full Commission on Jan. 25.

4. Other Business

- a. Data and Research email about transcription app and to respond to that

- Jake will research cost of implementation of otter.ai and microphone purchase

- b. Talked about progress of the Project Plan – Joa will update

Next Meeting – Full meeting of DEI Commission, 7 p.m., Jan. 25, MHP. Sub-committee meeting, TBD.

Adjournment

The meeting was adjourned at 8:04 p.m.