

**Meeting Agenda**  
**Diversity, Equity and Inclusion Commission**  
**Community Connections Sub-Committee**  
**Irene Givens Administration Building**  
**Dr. Charles J. Waller Conference Room**  
**(at Montgomery Hall Park)**  
**1000 Montgomery Ave.**  
**February 8, 2023**  
**6:00 p.m.**

**Call to Order**

**Proposed Agenda:**

- 1. Approval of Minutes:** Meetings of December 14, 2022 and January 4, 2023
- 2. Discussion with Data & Research Sub-Committee**
- 3. Community Listening Sessions Planning**
- 4. Other Business**

**Adjournment**

**DIVERSITY, EQUITY AND INCLUSION COMMISSION**

Community Connections Sub-Committee Meeting

December 14, 2022

7:00 p.m.

ARROW Project Offices

40 Lambert St., Suite 321

PRESENT: Sabrina Burress  
Lou Boden  
AnhThu Nguyen  
Zavia Willis  
Mark Jeter

NOT PRESENT Susan Venable

Sabrina Burress called the December 14, 2022 Community Connections Sub-Committee meeting to order at 7:02pm. There was discussion of the inclement weather and the possibility of a meeting reschedule. It was decided as a group to continue the meeting since the majority of the members were present in-person.

1. **Approval of Minutes:** Lou moved to approve the minutes of the August 31, 2022 Community Connections Sub-Committee meeting. The motion was seconded by AnhThu and carried unanimously.

**2. Data and Research Support Discussion**

- a. Sabrina provided updates from the Data and Research subcommittee. The subcommittee is conducting face-to-face interviews with community partners and identifying areas of data collection from the City of Staunton.
- b. 10 out of 30+ requests for community partner surveys have been received.
- c. Subcommittee members provided updates on individual outreach efforts to assigned community partners.
- d. Some community partners have requested survey links be resent via email. Survey links must be sent to community partners by City of Staunton staff only.
- e. Mark will provide additional support for final push/request for survey responses to increase survey completion rate.
- f. Lou will reach out to Nate regarding outreach to Valley Mission.

**3. Community Listening Session Planning**

- a. Group discussion of initial planning for the 2023 Community Listening Sessions, including identifying subpopulations and potential locations. Discussion included specific outreach to subpopulations, equitable geographic representation, and high-level framework of the sessions themselves.
- b. Emphasis on outreach to the following populations:
  - BIPOC
  - LatinX
  - LGBTQ

- People with disabilities
- Older and Aging
- Unhoused
- c. Geographical representation by voting ward (1-5, consider consolidating into 3)
- d. Potential community partners and locations based on outreach to underrepresented populations:
  - Jones Garden, Booker T Washington Community Center
  - Sin Barreras, Chicano Boy
  - Virginia School for the Deaf and the Blind
  - Shenandoah LGBTQ Center
  - Virginia Program for Aging Services, Greater Augusta Regional Chamber of Commerce's Aging in Place Network
  - Valley Mission, Valley Community Services Board – focus on intentional outreach and trust building (consider how to gather information, etc)
  - Staunton Public Library
- e. Consideration of other community stakeholders
  - Local businesses, SDDA
  - Arts and Culture, Woodrow Wilson, Silver Line, American Shakespeare Center/Blackfriars, Frontier Culture Museum, RR Smith Center
  - Youth/Families, Staunton Public High school, Dr. Garrett Smith
- f. Planning considerations
  - Budget, Honorarium?
  - Childcare
    - 1. Policy/waiver for informed consent
  - Transportation, can we use city infrastructure?
  - Format and style of each session
    - 1. This may be dependent on space constraints and population

#### 4. Next steps

- a. Put together a map of all identified locations and ensure equitable representation and accessibility/access to public transportation.
- b. Confirm available budget for Community Listening Sessions.
- c. Identify community contacts for each of the locations

#### 5. Other Business

- a. The next Community Connections subcommittee meeting will be held on January 4<sup>th</sup> at 7:00pm at The ARROW Project offices, 40 Lambert Street, Suite 321.

#### Adjournment

The meeting was adjourned at 8:01pm.

**DIVERSITY, EQUITY, AND INCLUSION COMMISSION**

Community Connections Sub-Committee Meeting

January 4, 2023

7:00 p.m.

ARROW Project Offices

40 Lambert St., Suite 321

PRESENT: Sabrina Burress  
Lou Boden  
Susan Venable  
Mark Jeter

NOT PRESENT: AnhThu Nguyen  
Zavia Willis

Sabrina Burress called the January 4<sup>th</sup> meeting to order 7:01 pm.

1. **Approval of Minutes:** Mark moves to approve the amendment that we notate that Susan be listed as “not present” for that meeting. Discussion was had about the approval or vote of minutes by members of commission that were not present, in which case we do not have a quorum to approve these minutes. Approval will be moved forward to next scheduled sub-committee meeting.

**2. Data and Research Support Discussion**

- a. No follow up provided by commission members on this topic. **Mark will follow up with the data and research sub-committee** to identify any additional steps that this committee may need to take as of today.

**3. Community Listening Session Planning**

- a. Lou and Mark provided an overview of what was discussed in the last meeting with Susan in preparation of this evening’s tasks.

- **Budget, honorarium, child-care.** We discussed the honorarium that may be available for those willing to host us. And childcare was identified as possibly helpful to improve the turnout of families. Lou suggested reaching out to Serendipity as they may be willing to provide support. Susan suggested looking for places where parents can be in close proximity to the children being cared for. We discussed the waiver would/could be used to cover any potential liability. Susan discussed perhaps reaching out to educators or other community stakeholders with background clearance/ experience that could potentially be available. At the very least we need to ensure there is a “vetting process”. Another idea might be to share some type of marketing for potential volunteers. We can also ask the organization where we plan to facilitate these.

**b. Locations of Community Listening Sessions**

- **Latinx- Susan will connect Sin Barreras** to seek advise on how best to serve this population, where to serve this population, what other consideration should be accounted for.
- **Black and Brown Community**
  1. **Booker T Washington-** Invite both alumni as well as other older and aging members of the Black and Brown community.
  2. **Jones Garden-** Plan to reach out to Naomi Jones.
- **LGBTQ Community-** at the Shenandoah LGTQ Ctr, this space is confirmed, and we can begin working toward planning. It is likely that we should allow this to be our first session of the series.
- **Deaf, Blind, other abled- Sabrina will connect with VSDB** to discuss this option. We do know that we WILL need to have adequate interpreters.
- **Older and Aging Population-** we discussed the possibility of doing “double-header” if necessary, we also need to ensure that we are mindful of keeping. Sabrina will reach out to Aging in Place folx, as well as VPAS.
- **Unhoused- Sabrina will connect with Lydia at VCSB, CAPSAW/Community Foundation** to get advice on how to best serve this population with these listening sessions.
- **Youth and Family-** (which also includes geographic locations)
  1. **North-** McSwain
  2. **East-** Bessie Weller
  3. **West-** Ware
  - a. Sabrina will reach out to school staff to see about other opportunities to engage school-aged students. Perhaps one idea would be for committee members to present to school-aged children.
  - b. Sabrina will also reach out to a particular community stakeholder who may know how to connect us to youth that may be interested in learning more about the work of this commission.

- 97 **4. Business District/Leaders/Owners-** Identify a way to address this population and ensure  
98 they are part of the work of this commission. To discuss with whole commission during our  
99 next full commission meeting.

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101  
102 **5. Next steps**

103 a. Complete action items-

- 104 • Mark will follow up with the data and research sub-committee
- 105 • Susan will connect Sin Barreras
- 106 • Sabrina will connect with VSDB
- 107 • Sabrina will connect with Lydia at VCSB, CAPSAW/Community
- 108 Foundation
- 109 • Sabrina will reach out to school staff to see about other opportunities to
- 110 engage school-aged students. Perhaps one idea would be for committee
- 111 members to present to school-aged children.
- 112
- 113 • Sabrina will also reach out to a particular community stakeholder who may
- 114 know how to connect us to youth that may be interested in learning more
- 115 about the work of this commission.
- 116

117 b. Schedule our next sub-committee- we can do this via email

118 c. Begin creating format for sessions

119 d. Continue to discussion on childcare and transportation planning

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121 **6. Other Business**

122 a. n/a

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124 **Adjournment**

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126 The meeting was adjourned at 8:12 pm.