

Meeting Agenda
Diversity, Equity and Inclusion Commission
Data & Research Sub-Committee
Irene Givens Administration Building
Dr. Charles J. Waller Conference Room
(at Montgomery Hall Park)
1000 Montgomery Ave.
March 15, 2023
9:00 a.m.

Call to Order

Proposed Agenda:

1. **Approval of Minutes:** Meeting of February 1, 2023
2. **Follow up on Data Collection Process/Coordination**
3. **Update from Logistics and Planning Sub-Committee**
4. **Admin/Organizational Issues**
5. **Volunteer Opportunities**
6. **Other Business**

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Data & Research Sub-Committee Meeting

February 1, 2023

10:45 a.m.

Dr. Charles J. Waller Conference Room

Irene Givens Administration Building

PRESENT: Vicki Keyser
Lindsey Lennon
Beth Nelsen
Daniel Stuhlsatz

ALSO PRESENT: Leslie Beauregard, City Manager

1. Approval of Minutes: Meeting of November 2, 2022 minutes were approved.
Dan moved; Lindsey seconded; Beth's name will be fixed that so those will be amended – all approved the amended minutes.

2. Discussion about Survey Questions

3. Follow up from Community Partners Conversations

- Discussion about who has been interviewed so far and revising the log system.
- Discussion about who is the next priority to interview which groups.

4. Data Collection

- See discussion below about data collection and plans moving forward.

5. Other Business

a. Subcommittee Discussion- more overlap than originally intended; who leads each effort?

For instance, Data & Research leads data collection effort but everyone collects data as instructed by Data & Research using their process

- Start by defining for the Commission as to what is data? - need to have that discussion with the entire Commission
- Take the process already worked on and integrates into that process and then have a log of what's been gathered
- Data & Research needs to communicate a process to the other groups and head up the data collection efforts

Data and Research – have subcommittee members attend the two subcommittee meetings next week to present their understanding of data, a system of how it can be gathered, how

to document, generic interview guide telling others what kind of data we need to get, etc.
And how each subcommittee can contribute to the work Data & Research needs to do?

- b. Recommendation to Community Connections** – have a paper “survey” that community listening session participants can complete at those sessions and that becomes data.
- c. Protected Classes/Identifying Characteristics** – discussion about this and revising this list
- d. Final Report Recommendations** – discussed central space for Commission members to submit recommendations that may be part of the report and have a log of these recommendations.
- e. Community Listening Sessions** – seems that these still need to be defined and should be different than the interviews – need to make sure these are distinct; should be more like focus groups?

Adjournment

The meeting was adjourned at 12:56 p.m.