

Meeting Agenda
Diversity, Equity, and Inclusion Commission
Irene Givens Administration Building
Dr. John Chiles Activity Room
(at Montgomery Hall Park)
1000 Montgomery Ave.
March 22, 2023
6:00 p.m.

Call to Order

Proposed Agenda:

- 1. Approval of Minutes:** January 25, 2023
- 2. Check in from Sub Committees**
 - a.** Data and Research
 - b.** Writing
 - c.** Logistics and Planning
 - d.** Community Connections
- 3. Last minute planning - *Business Meet and Greet***
- 4. Other Business**

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Meeting

January 25, 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
Jennifer Trippeer
Susan Venable (remote participant)

ABSENT: Zavia Willis

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

Chair Sabrina Burress opened the January 11, 2023 DEI meeting.

1. Approval of Minutes: Jake moved to approve the minutes of the January 11, 2023 DEI meeting. The motion was seconded by Vicki and carried unanimously.

Sabrina stated “we received a request from Susan Venable to participate remotely in the January 25, 2023 DEI Commission meeting due to a personal matter that prevents her physical attendance at the meeting. I will now entertain a motion for her to participate.”

Nate moved to allow Susan to remotely participate in the January 25, 2023 DEI Commission meeting. The motion carried unanimously.

Sabrina asked Susan to state the location from which she was participating. Susan responded that she was at 306 Ann Street, Staunton. Sabrina asked the commission and the audience if they could hear Susan. The response was affirmative.

2. Check in from Sub-Committees

a. Data and Research

- i. The sub-committee is still interviewing City departments. February is going to be busy.

- ii. They're working with Logistics & Planning to come up with a way to do solo interview. Having the technology to record interviews and have them transcribed. The city has a subscription to Otter.ai, so staff will help the commission have access/set up an account.
- iii. The timeline created in the early days of the commission is inaccurate. Data collection will continue to be collected throughout the fall. Sabrina stated that the timeline was not a formal document, so it just needs to be updated to add data collection throughout.
- iv. The sub-committee said that a profile of the public school system and a profile of the City of Staunton need to be created.
- v. Analysis will begin in April and continue through May. Dan stated that it was not too soon to begin envisioning a final report.

b. Logistics and Planning (Update from meeting on January 18, 2023)

- i. L&P had been investigating Otter, so the city having an account, they were pleased. Nate is investigating a type of microphone that can work with mobile phones
- ii. Business survey – connecting with organizations to share survey out asked them for categories (look at Leslie's notes). Interview 12 businesses with recommendations from organizations and Commissioner of Revenue
- iii. Keep the survey short, would like it to go out by the end of February
- iv. Lindsey asked if the city can provide monetary incentives for folks to complete filing out the survey. Leslie stated that she would check on the legalities
- v. It was suggested, and agreed upon, that Businesses that completed the survey and/or were interviewed would be added to the Community Partners spreadsheet.

c. Community Connections

- i. Community Connections needs to begin meeting more frequently to work through their project plans
- ii. Meetings upcoming or to be scheduled:
 - 1. Jones Garden (waiting to hear back)
 - 2. Sin Barreras (Susan and AnhThu)
 - 3. Booker T. Washington Alumni Association
 - 4. Staunton City Schools (waiting to hear back)
 - 5. Valley Program for Aging Services
 - 6. Aging in Place
 - 7. Valley Community Services Board and unhoused population
 - 8. Virginia School for the Deaf and Blind (waiting to hear back)
 - 9. Meeting scheduled with Mary Baldwin University professor, will reach out to James Madison University connection
- iii. Discussion ensued regarded streamlining contact with agencies and partners. Need to make sure the entire commission is included in any updates about each sub-committee's work and what they have been up to and any action they have taken.
- iv. Jake asked if the information acquired and/or the interview itself be information that needs to be publicly available.

d. Writing

- i. Sub-committee needs to meet (Beth, Nate, AnhThu, Sabrina)
- ii. First task is to create an outline of the final report

- 98 **iii.** Leslie will find samples to share with the sub-committee and will talk to
99 Dr. Stacia for her input.
100

101 **3. Discussion about Community Listening Sessions and the Timeline**

- 102 **a.** Community Connections is making the initial connections for buy in and for finding
103 physical locations. Those connections will be made through February and March
104 with April through July for the listening sessions.
105

106 **4. Discussion about the Business Meet and Greet**

- 107 **a.** 6 p.m. Wednesday, March 22 in the Dr. John Chiles Activity Room, Irene Givens
108 Administration Building. Rain date will be March 29 (FYI, that is Spring Break for
109 Staunton City Schools)
110 **b.** Will have some preliminary survey results and be able to share highlights
111 **c.** Brief commission update
112 **d.** Posters/flyers with large QR code to take the survey
113 **e.** Graphic email invitation
114

115 **5. Other Business**

- 116 **a.** It was discussed that there will be no full commission meetings in February and
117 March, but instead sub-committees will meet. The commission will check in at the
118 end of March to see if they continue as is, or come together for a full commission
119 meeting.
120

121 **Adjournment**

122
123 The meeting was adjourned at 7:52 p.m.
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