

Meeting Agenda

Diversity, Equity and Inclusion Commission Data & Research and Logistics & Planning Connections Sub-Committees

Irene Givens Administration Building

Dr. John Chiles Activity Room

(at Montgomery Hall Park)

1000 Montgomery Ave.

May 24, 2023

6:00 p.m.

Call to Order

Proposed Agenda:

1. Approval of Minutes:

Data & Research Sub Committee – Meeting of March 15, 2023

Logistics & Planning Sub Committee – Meeting of February 8, 2023

2. Overview of Current Data Collection

3. Timeline Overview

4. Action Plan Discussion

5. Data Analysis and Collaboration with Writing Team

6. Other Business

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Data & Research Sub-Committee Meeting

March 15, 2023

9:00 a.m.

Dr. Charles J. Waller Conference Room

Irene Givens Administration Building

PRESENT: Vicki Keyser
Lindsey Lennon
Beth Nelsen
Daniel Stuhlsatz
Nate Riddle

Meeting was called to order by Lindsey Lennon at 9:06.

1. Approval of Minutes: Meeting of February 1, 2023

Motion made by Vicki Keyser; Seconded by Daniel Stuhlsatz. Minutes were approved as presented.

2. Follow up on Data Collection Process/Coordination

- Discussion about how to contextualize and organize the data, analysis, and final report.
 - Feedback from community partners is that there is no one body that coordinates between or oversees the breadth of services available in the community or the use of resources (e.g. city/state funding)
 - Organization of the data and report must take into consideration both its impact on the actions of the City but also the influence it can have on coordinated efforts across regional entities.
 - We cannot cover every aspect of issues within the community. Focus for this commission will need to be on the top several objectively generated issues from the data, with recommendations for further analysis in the report.
- Key issues that are emerging:
 - Housing, mental health, childcare, access to resources
- Proposed report structure and framework for data collection/analysis. This outline mirrors the work of the National Equity Atlas:
 - Demographics
 - Economic vitality
 - Readiness and well-being
 - Connectedness
- Beth to fill in more specific indicators for each category based on the National Equity Atlas framework
- Discussion about belonging and how that fits in - this will come out more in the community connections listening sessions.

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51 **3. Update from Logistics and Planning Sub-Committee**
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 - Discussion of progress on business contacts and interviews, waiting to hear back about data and business categories.
 - 54● Discussion of survey and interview questions for business interviews.
 - 55● Key businesses we must also consider beyond the larger organizations (e.g. SDDA):
 - 56realtors, contractors, and childcare facilities.
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59 **4. Admin/Organizational Issues**
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 - Discussion about how to coordinate going forward with breaking down the work - will
 - 62utilize the report structure above to assess what aspects of data are still needed and where
 - 63to prioritize data collection.
 - 64● Need to move from two to one-person interviews
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66 **5. Volunteer Opportunities**
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 - Discussion of MBU volunteer availability: it will be difficult to coordinate direct
 - 69community engagement due to schedule.
 - 70● Task for everyone: Come up with a list of possible tasks for the student - questions for
 - 71education interviews, drafting interview notes, Excel sheet with census, etc.
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73 **6. Other Business**
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 - None
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77 The meeting was adjourned at ____11:32____.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Logistics & Planning Sub-Committee Meeting
(Joint meeting with Data & Research Sub-Committee)

February 8, 2023

7:00 p.m.

Dr. Charles J. Waller Conference Room
Irene Givens Administration Building

PRESENT: Joamarie Garcia
Nathaniel Riddle
Jake Krug
Jennifer Trippeer
Beth Nelsen
Lindsey Lennon
Vicki Keyser
Dan Stuhlsatz

ALSO PRESENT: Leslie Beauregard, City Manager

Nathaniel Riddle called the February 8, 2023 joint Logistics & Planning and Data & Research Sub-Committees to order.

1. **Approval of Minutes:** Jennifer moved to approve the minutes of January 18, 2023; Jake seconded; all approved.

2. Discussion with Data & Research Sub-Committee

- They have completed enough interviews and gathered enough data to know they will need to be expand their data collection & consolidate the data they have.
- Interviews have led to a change and expansion of the Data Categories initially created by L&P. D&R also provided their interview guide and process for L&P review for use in Business interviews. Lindsey also shared the otter.ai login information with L&P for use in upcoming business interviews.

If others on the commission assist in interviews, they will need to know a few things:

- Anyone on the commission can gather data.
- Information gathered must be objective & aligned with the D&R research process (shared w/ L&P)
- Data can be numbers, experiences, images – it all depends on the interviewee
- D&R has found that personal experiences have provided the most helpful data
- Everything should be documented and in teams of 2 to ensure data honesty/value/quality

D&R uses the interview guide as a baseline and then alters based on the organization being interviewed. They always ask:

- What DEI Programming?
- What are your concern areas?
- What data do you use?

Suggest that L&P use this method as well.

- D&R needs assistance with the organization of a spreadsheet they are currently using to track & schedule interviews and list any new potential interview candidates. The sheet was shared via email with L&P. The group discussed how to organize the spreadsheet in a way that makes it easy to update and view information. Discussion on use of filtering, tabs and creating a process for deleting and adding rows/columns/tabs.
- The group discussed a potential reorganization of Google Drive. It was decided that we will move the Interview Spreadsheet into the main folder, so the entire commission has access to track progress.

3. Business Survey and Outreach Follow Up

- Survey draft sent
 - To send out next draft based on discussion
- Develop introduction to the survey and similar to the language from the other survey
- 12 businesses to be interviewed
- Business Meet and Greet – Morgan can develop a flyer with the survey and the meet and greet information as far as the March 22 meeting (March 29 rain date)

4. Other Business

Adjournment

The meeting was adjourned at 8:07 p.m.