

Meeting Agenda
Diversity, Equity, and Inclusion Commission
Irene Givens Administration Building
Dr. John Chiles Activity Room
(at Montgomery Hall Park)
1000 Montgomery Ave.
June 14, 2023
6:00 p.m.

Call to Order

Proposed Agenda:

1. Approval of Minutes

- Writing Subcommittee – February 15, 2023
- DEI Commission – March 22, 2023
- Joint Logistics & Planning and Data & Research Subcommittee Meeting – May 24, 2023

2. Check in from Sub Committees

- a. Data and Research
- b. Writing
- c. Logistics and Planning
- d. Community Connections

3. Support for Listening Sessions

- Logistics for 6/22 Listening Session

4. Next Commission Meetings Dates

5. Other Business

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Writing Sub-Committee Meeting

February 15, 2023

6:00 p.m.

Dr. Charles J. Waller Conference Room

Irene Givens Administration Building

PRESENT: Nathaniel Riddle, Beth Nelson, Lindsey Lennon, AnhThu Nguyen

Lindsey Lennon the February 15, 2023 Writing Sub-Committee meeting to order.

1. Discuss/Determine Sub-Committee Lead

- a. It was decided that Lindsey would be the lead.

2. Discussion Vision for Final Report

- a. Discussion ensued regarding Lindsey's research into Policy Link, the group that wrote the All-In Cincinnati document. The document draws from the National Equity Atlas, <https://nationalequityatlas.org>. The group agreed that they liked the organization — or buckets — of All-In Cincinnati and thought that choosing the top 3 indicators (instead of the 5 that National Equity Atlas uses) would be a good choice.
- b. Choosing the top three, helps narrow the scope and can be used as a framework. Within that framework, trends can also be identified.
- c. The report is a bird's eye view on DEI in Staunton, and then should narrow down on a few key topics.
- d. Committees need to begin looking at the key indicators and see what trends are appearing, what gaps are in the data.
- e. They need to start now with the framework of the final document.
- f. A recommendation was to include a glossary of terms.

3. Process/System for Organizing Data

- a. Use the established categories list, but assign those categories to a budget
- b. Lindsey will create a document to present the framework.
 - i. Once the framework is established/approved, members need to go back into their interview reports/transcripts and tag the data.

4. Working Relationship with Other Sub-Committees

- a. Each subcommittee would be the responsible for their own data tagging.

5. Other Business

- a. Questions were brought up whether or not the buckets would alter script; how can the framework help prioritize interviews.
- b. Beth recommended a quick log of recommendations that came from interviews. She already has a google form created that she can share out.

Adjournment

The meeting was adjourned at 7:05 p.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Meeting

March 22, 2023

6:00 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 (remote participant)
Jake Krug
Beth Nelsen
AnhThu Nguyen
Nathaniel “Nate” Riddle
Daniel “Dan” Stuhlsatz
Jennifer Trippeer
Zavia Willis (remote participant)

ABSENT: Susan Venable

ALSO PRESENT: Alice Woods, Council Liaison
Morgan Smith, City Manager’s Office

Vice Chair Lindsey Lennon opened the March 22, 2023 DEI meeting.

Lindsey stated “we received a request from Vicki Keyser to participate remotely in the March 22, 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 Riddle moved to allow Vicki to remotely participate in the March 22, 2023 DEI Commission meeting. The motion carried unanimously.

Lindsey asked Vicki to state the location from which she was participating. Vicki responded that she was in Fernandina Beach, Florida. Lindsey asked the commission and the audience if they could hear Vicki. The response was affirmative.

Lindsey stated “we received a request from Zavia Willis to participate remotely in the March 22, 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.”

Jake Krug moved to allow Zavia to remotely participate in the March 22, 2023 DEI Commission meeting. The motion carried unanimously.

Lindsey asked Zavia to state the location from which she was participating. Vicki responded that she was at the Jefferson Madison Regional Library in Charlottesville. Lindsey asked the commission and the audience if they could hear Zavia. The response was affirmative.

50 **1. Approval of Minutes:** Jennifer Trippeer moved to approve the minutes of the January 25,
51 2023 DEI meeting. The motion was seconded by Joamarie Garcia and carried unanimously.

52
53 **2. Check in from Sub-Committees**

54
55 **a. Data and Research**

- 56 i. Dan Stuhlsatz shared that the committee continues to working away with
57 interviews and have become more flexible in their interviewing teams
58 since the implementation of otter.
59 ii. They have finished interviewing the City and believe that they can begin
60 analysis in early summer.

61 **b. Writing**

- 62 i. Lindsey shared that the committee has met once and at that meeting they
63 determined to use the National Equity Atlas as a starting point to
64 determine categories. They have shared that information with Data &
65 Research who will use it for the framework for analyzing data.
66 ii. Beth Nelsen is working on an outline for the final report already and
67 Lindsey will share it with the entire group.

68 **c. Logistics and Planning**

- 69 i. Joa shared that L&P had been working on a basic business survey and
70 outreach to that community. They are also working with Data and
71 Research to categorize information, etc. There have been six business
72 responses so far.
73 ii. Nate reminded everyone of the data plan and that there should be a public
74 hearing in October.

75 **d. Community Connections**

- 76 i. Sabrina shared that the committee has dates for all of the listening sessions
77 but that they will have two sessions for the aging population. The first
78 aging session will be on June 7.
79 ii. The committee is short a location for the Youth & Family session.
80 Staunton City Schools advised not to use the schools and Leslie has agreed
81 to follow up on a space.
82 iii. LGBTQ at the LGBTQ Center; Deaf, Blind and Other Abled at the
83 Library; BIPOC at Jones Garden; Aging community at VPAS suggested
84 location.
85 iv. Sabrina and AhnThu Nguyen are to meet with the Sin Barreras group to
86 discuss when to have the Latinx community listening session. This group
87 will be unique.
88 v. The unhoused populations will also be different. The committee needs
89 that group to feel safe and they are looking at other avenues and working
90 with Valley Community Services Board.
91 vi. Sabrina has reached out to the Booker T. Washington Alumni Association
92 but had not heard back as of this meeting. They have been asked if they
93 would be willing to have a listening session during their alumni weekend.
94 vii. Sabrina also noted that at this time there was not a listening session
95 planned for the general population.
96 viii. Format for these listening sessions is that they are in a large space where
97 people can share and then can break out for smaller group facilitation.

- ix. The committee is stuck on how to properly do data collection and to hear the community voices. Sabrina will reach out to Dr. Stacia regarding her suggestions as to what data collection should look like.
- x. There will be six questions — reframed versions of the interview questions — to gather data and will be provided as another survey.

3. Last minute planning – Business Meet and Greet

- a. 6 p.m., April 5 at the Innovation Hub
- b. Joa will share a jpg of the invite to the committee and a blurb to go with it
- c. They will have the same posters to share and Sabrina & Lindsey will present
- d. City staff is to provide business cards that have a QR code for the business survey

4. Other Business

- a. Sabrina gave a presentation at the Staunton Rotary Club
- b. All are encouraged to attend the EDA Economic Forum at 5:30 p.m. on March 30 at the Blackburn Inn. Leslie will have the business survey cards available for those in attendance.
- c. City staff shared that DEI has Staunton items now available for giveaways: grocery totes, mini tool kit, stickers, and water bottles
- d. The next general meeting will be at 6 p.m. on Wednesday, June 14.

Adjournment

The meeting was adjourned at 7:00 p.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION
Data & Research and Logistics & Planning Sub-Committees Meeting
May 24, 2023
6:00 p.m.
Dr. Charles J. Waller Conference Room
Irene Givens Administration Building

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

____Jake____ called the May 24, 2023 joint Logistics & Planning and Data & Research Sub-Committees to order. At 6:00 pm

1. Approval of Minutes:

Data & Research Sub Committee – Meeting of March 15, 2023 ____Dan____ moved to approve the minutes; ____Lindsey____ seconded.

Logistics & Planning Sub Committee – Meeting of February 8, 2023
____Jake____ moved to approve the minutes; ____Nate____ seconded

No changes made

2. Overview of Current Data Collection

- Discussion of interviews completed so far and updates on currently scheduled interviews
 - What’s “checked off”:
 - Housing
 - Health
 - Criminal justice
 - What we’re working on:
 - Demographics – Dan is putting together a report for this, we need our own description of Staunton, including different economic categories by household, learn more about this as we go, no place that has all the pieces we need all in one place, using Census data to fill in this information
 - Important to use the census data to get the specific measures we need, not filter by other organizations
 - Education – Dan is working on public schools to pull data and come up with what we need to know from a superintendent, Lindsey to focus on private schools. Dan is also working on interviews with MBU faculty that are specifically focused on race. This is a topic that hasn’t come up in a lot of interviews so far
 - What we’re missing:
 - Race focus – Dan working on this with MBU
 - Don’t have a lot of information on sexual orientation, could be filled by listening session

- We will need data/interviews beyond listening sessions for some topics
- Is there a way we can streamline the process for the folks we have representatives on? LGBTQ, Arrow, Artis Transitions
- Some organizations have specific information and some have a lot of information – combine the ones with specific information?

3. Timeline Overview

- Not behind on timeline, but a lot left to do in the time we have left
- Need to leave tonight with specific idea of who we're talking to and what we will do for the next 2 months
- By the end of May need to start auditing information we have for missing info – June 1 start collecting missing data
 - When this was made we thought we'd be able to gather existing info and then get our own information. We don't have that capacity.
 - Didn't realize that so much of what's out there is in people's heads and that we have to go to them to get it.
 - We are not a research institute, having key points on key issues is a good accomplishment
 - Show the data we have been able to collect, then the data collection that should still be done.
 - A lot of what we need to know are the institutional resources that are available that are addressing the DEI issues in Staunton. A lot of the people we talk to are doing this work! Anything moving forward has to identify gaps and fill in those gaps. We have a valuable body of information that we're building. Most people we're talking to say no one knows what we're finding out here.
- Analysis and writing will need to be done in conjunction with each other. This will be facilitated by the fact that writing committee members come from the other three subcommittees.
- Also, at least a few members of the Commission should plan on collecting data all the way up until we submit the report to Council. Analysis and writing are both likely to expose gaps in our data collection effort that are significant and that we could fill during the Autumn.

4. Action Plan Discussion

- Framework discussion:
 - Are we working within the framework? Proposed report structure:
 - Demographics, economic vitality, readiness and wellbeing, connectedness, economic benefits
 - If sticking to this framework, can we fit those that are done into these sections
 - Can we present one strong point into these categories? See what's missing and talk to someone who will speak to that point specifically
 - Who have we not talked to and who should it be? Need to prioritize and do faster interviews
 - VPAS
 - LGBTQIA

- NAACP and building bridges
 - Need to get the report that was presented to city council
 - Moving forward we'll need to focus on the points in the framework and how who we're talking to addresses the framework
 - Discussion on how we define economic vitality. Using the framework with details from last meeting on 3/15/23
 - Need to remember that our focus is the recommendations to city council
 - Executive summary is going to be crucial
 - Maybe a quick sheet for the general public
 - Recommendations must be actionable to city council
 - Will need the supporting information to back up our claims for recommendations, doesn't need to be drawn out but needs to be there
- Discussion on topics to still address and how to address them:
 - Childcare – are there ways that we can engage with childcare at events, storytime at the library. Go to people. We know childcare is an issue, how do we put that in a recommendation for city council?
 - Valley interfaith action – recommendations to state and local governments
 - How to access services?
 - Easy to get info, but don't have a lot of coordination, may need someone to coordinate. Need communications in the community and getting info out.
 - What current city resources are accessible? Languages other than English, deaf and blind, communication with VSDB
 - Expert testimony – we've made our case on this – they made this point last October
 - Virginia 211 – revamping but it's not as good as it could be
 - Winchester united way does a similar resource, united way is supposed to support VA 211, working to support more, we are the most underutilized region for using this resource
 - Structure is there, build to be better
 - People want to know how to be more inclusive. City needs to give them the structure and ideas.
 - Example, every city facility could have a universal family restroom
 - What we need to cover:
 - VPAS
 - Childcare
 - How to access information?
 - What about business community? Minority businesses?
 - Pastor Rose from building bridges – need to talk to her
 - Ophie Kier
 - Where does this fit into the outline? Economic vitality and wealth creation
 - Union town
 - Homeownership, renters
 - Payscale and living wage
 - “whatever happens to union town will reflect the wishes of the people who live there” need to explore this statement and what it means.
- Discussion on plan of action moving forward:
 - Solidify education
 - Need to add education under readiness in framework

- Figure out how to address childcare
- It will take D&R up to end of July to get data together
- Plan of action for now until the end of July:
 - Engage in community events
 - VPAS: Vicki will reach, coordinate interview, as soon as they can after listening session
 - Businesses:
 - L&P will look at survey results and touch base with business associations
 - Building Bridges and Ophie Kier
 - Race:
 - NAACP - Susan and Kenneth (will also cover artis transitions and healthcare work)
 - Beth and Dan will work on this
 - Childcare
 - Lindsey will take this
 - Family movie night at gypsy hill
 - Education
 - Dan will contact public schools
 - Lindsey will do private schools
 - Others to address in future:
 - LGBTQ
 - Arrow

5. Data Analysis and Collaboration with Writing Team

- What will the analysis with the writing team look like?
 - Will need joint subcommittee meetings or a full commission meeting to decide how to collaborate about data analysis
 - End of July through November might be good to have a few members of the commission to collect data through that, need to have capacity to fill in gaps
 - Next commission meeting on 6/14 – add to the agenda to make a plan for this

6. Other Business

- Discussion on how to support the listening sessions.
 - We are ready to fully support their promotion and implementation to improve turnout.
 - Plan to discuss ideas with community connections at the next full meeting on 6/14/23.
- Discussion on other ideas for community engagement:
 - Need to get people together to see that people are just like me.
 - Organize more events to draw people into the city
 - Difficult sometimes to get any sort of diversity, Staunton Jams musicians and lack of diverse applications is a good example
 - Ready to support more diverse events, but how does Staunton do that. Need a DEI officer?

197 **Adjournment**

198

199 The meeting was adjourned at __7:50__ p.m.

DRAFT