

Meeting Agenda
Diversity, Equity, and Inclusion Commission
Irene Givens Administration Building
Dr. John Chiles Activity Room
(at Montgomery Hall Park)
1000 Montgomery Ave.
September 13, 2023
6:00 p.m.

Call to Order

Proposed Agenda:

- 1. Approval of Minutes**
 - DEI Commission – August 9, 2023
 - Data & Research Subcommittee – August 18, 2023
 - Logistics & Planning Subcommittee – August 30, 2023
- 2. Debrief from August 9, 2023 DEI Commission Meeting**
- 3. Writing Subcommittee Updates and Next Steps**
- 4. Additional Subcommittee Updates**
- 5. Next Meeting Discussion – September 27, 2023**
- 6. Other Business**

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Meeting
August 9, 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
Jake Krug
Beth Nelsen
AnhThu Nguyen
Nathaniel “Nate” Riddle
Jennifer Trippeer
Susan Venable

ABSENT: Daniel “Dan” Stuhlsatz
Zavia Willis
Alice Woods, Council Liaison

ALSO PRESENT: Leslie Beauregard, City Manager
Morgan Smith, City Manager’s Office

Chair Sabrina Burress opened the August 9, 2023 DEI meeting.

1. Approval of Minutes:

- a. Joa Garcia moved to approve the minutes of the June 14, 2023 DEI Commission meeting. The motion was seconded by Jennifer Trippeer and carried unanimously.
- b. Mark Jeter moved to approve the minutes of the April 23, 2023 and June 7, 2023 DEI Commission Listening Sessions. The motion was seconded by Joa and carried unanimously.
- c. Nate Riddle moved to approve the minutes of the April 5, 2023 DEI Business Meet and Greet. The motion was seconded by Susan Venable and carried unanimously.
- d. Susan moved to approve the Community Connection Sub-committee minutes of the March 15, 2023; April 12, 2023; and June 7, 2023; and Listening Session minutes of April 30, 2023; May 17, 2023; June 22, 2023; July 12, 2023; and July 26, 2023 DEI Commission Listening Sessions. The motion was seconded by AnhThu Nguyen and carried unanimously.
- e. Nate moved to approve the minutes of the July 25, 2023 Writing Sub-committee meeting. The motion was seconded by AnhThu and carried unanimously.
- f. Jake Krug moved to approve the minutes of the June 7, 2023 Logistics & Planning Sub-committee meeting. The motion was seconded by Joa and carried unanimously.

2. Check in from Sub-Committees

a. Data and Research

- i. Lindsey Lennon shared that they had not met as a sub-committee since the last full DEI meeting, but have continued to collect data and will be handing it over to Writing for analysis. She also shared that some of the data collection might be impacted by the final report format.
- ii. Joa asked if they planned on continuing to collect data, specifically so that she could update the project plan. Lindsey stated that they were not necessarily finished, but needed to begin analysis.

b. Logistics and Planning

- i. Jake shared that they narrowed the list of businesses in the City of Staunton to 104 small women-owned and minority-owned (SWAM) businesses. They were able to connect with four businesses. The overall opinion of the four businesses was that there was no connection with the City and that they need more communication from the City. Jake said that he would like to call more businesses and that he would like help from the rest of the Commission to make those calls. A discussion ensued. Sabrina suggested that this topic should be a vote at the end of the meeting.
- ii. Joa shared that Phase 2 of the project plan is 100% complete and that the Commission is moving into Phase 3, which is data analysis; the report framework; and to conduct a public hearing on October 25.

c. Community Connections

- i. Sabrina shared that they conducted all scheduled listening sessions. Overall attendance was small, but the information gathered at each listening session was good.
- ii. Trust building with the City, as well as the Commission, is key for moving forward and the number one recommendation to the City will be for this Commission to continue after the December report.
- iii. Themes gathered were; connection between community members; and barriers brought up in other areas.
- iv. Susan stated that she was concerned that the Commission was unable to get all the concerns from the community that could have been expressed.
- v. Lou Boden stated that he believed most people that the Commission needed to hear from did not attend and that the City needs to take action on the Commission's recommendations to help build trust. Mark stated that there also seemed to be a silo between those in the community that are "from here" and those that "moved here."
- vi. The sub-committee was unable to connect directly with the Hispanic community and the Unhoused community, but were able to connect with those local entities that work directly with those communities.
- vii. Discussion ensued regarding having one-on-one conversations with the unhoused population and whether any data from those conversations would be analyzed as part of the final report.

d. Writing

- i. Lindsey went over the steps for the Commission to help code the data for the final report.

1. **Aug. 9 – Sept. 9:** Randomly assign each data piece to three other sub-committees. They will go through and “code” each piece of that data, taking notes on insights and recommendations along the way.
2. **Sept. 9 – Oct. 9:** Each pieced of coded data will be logged in a spreadsheet, along with “tags” for each of the codes. Then each sub-committee will be assigned their target areas. They will synthesize and outline the major points of their designated section.
3. **Oct. 9 – Nov. 15:** The Writing team will then use these outlines, drafts, and sub-committee reports to create the final report at which a draft will be shared at the Public Hearing on Oct. 25.

3. Other Business

- a. The Commission will be working with Dr. Robin Stacia again. Sabrina, Lindsey and City Manager Leslie Beauregard will meet with Dr. Stacia via Zoom on Monday, Aug. 14.

Adjournment

The meeting was adjourned at 7:28 p.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Data & Research Sub-Committee Meeting

August 18, 2023

116 West Beverley St., 3rd Floor City Hall

City Manager's Conference Room

PRESENT: Vicki Keyser
Lindsey Lennon
Beth Nelsen

NOT PRESENT: Daniel Stuhlsatz

Meeting was called to order by _Lindsey_ at _1:32_ p.m.

1. Follow up on Data Collection Process/Coordination

Review of the email from Dan to the subcommittee outlining key points to consider during the meeting:

- Compiling demographic data
- Analysis process

Discussion on compiling demographic data

- Will utilize census data to compile various aspects of community data
- P. 6 of Albemarle County's Equity Profile can be a reference for how this is included
- Will designate one person to be in charge of this process.
- Dan is currently setting up the excel template
- Beth mentions that the Community Services Board can provide outpatient data on the demographics they serve. She will look into getting data from them just on the City of Staunton.

Discussion about how the data is being analyzed and how the review process will go

- Some commission members will use paper and some will complete coding analysis electronically
- Morgan can print documents as needed
- Discussion about the lack of clarity at the last meeting on the due date for coding. People weren't clear on having coding due by Sept 9 – Beth will send out a reminder of this deadline.
- The follow up data analysis email will include:
 - Reinforce deadline of 9/9
 - Reminder to highlight the sections that align with each broad coding category
 - Each document within your assigned folder should be coded separately
 - Make notes as you go along if you have insights or ideas for recommendations
- Discussion about whether we want people to report back when done with coding. No, not necessary.

49
50
51
52 **2. Admin/Organizational Issues**
53

54 Discussion on the bringing together data and the final report

- 55 • We will need to focus on recommendations and actionable items for the city
56 • A one page executive summary is going to be critical
57 • Beth will be the writing team representative for the D&R subcommittee
58 • Discussion about the VCSB employee committee committed to DEI initiatives (the Jedi) –
59 They went to peer organizations to see what was out there as far as DEI work. Similarly,
60 we need to understand what each local municipality has recently done and/or is doing now
61 with DEI work, including documenting the paid positions.
62 • Also need to consider the report from the initial city council meeting to address the trends
63 that were highlighted, and possible changes in those trends.
64
65

66 **3. Other Business**
67

- 68 • Beth will be out of town the week of Aug 28th
69 • Vicki will be out of town Sept 14-Sept 30, with possible other dates to come.
70
71

72 The meeting was adjourned at ____2:46__ p.m.____.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

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

August 30, 2023

6:00 p.m.

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

PRESENT: Joamarie Garcia
Nathaniel Riddle
Jake Krug
Jennifer Trippeer

ALSO PRESENT: Leslie Beauregard, City Manager

Nathaniel Riddle called the Logistics & Planning Sub-Committee to order.

1. Data Analysis Status

- Discussion occurred about the process, if they understand it, if they have any questions, what needs to be clarified, etc.
- Discussion about data analysis in Part I and then looking at it from the area of Economic Vitality – looking for trends, putting them on paper – how would they do this, split up the work, etc.
 - Bullet points to be completed followed by narrative
- Discussion about who's doing the analysis of the data
- Pre work done by September 9th
- October 9th – subcommittee analysis of the sub categories to be completed

2. Other Business

- Discussion occurred about additional outreach to the homeless community from previous full DEI Commission meeting
- Jennifer reached out to another group to try to get data on the homeless population

Adjournment

The meeting was adjourned at 6:18 p.m.