

Meeting Agenda
Diversity, Equity, and Inclusion Commission
Irene Givens Administration Building
Dr. John Chiles Activity Room
(at Montgomery Hall Park)
1000 Montgomery Ave.
October 11, 2023
6:00 p.m.

Call to Order

Proposed Agenda:

1. Approval of Minutes

- DEI Commission – September 13, 2023
- Writing Subcommittee – September 27, 2023
- Community Connections – September 27, 2023
- Data & Research Subcommittee – September 27, 2023 and September 28, 2023

2. Writing Subcommittee Updates and Next Steps

3. Additional Subcommittee Updates

4. Public Hearing Preparation and Planning – October 25, 2023, 6pm, Rita S. Wilson Council Chambers

5. Other Business

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Meeting

September 13, 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
Zavia Willis (remote participant)

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

ALSO PRESENT: Leslie Beauregard, City Manager
Kiley Kesecker, Clerk of Council

Chair Sabrina Burress opened the September 13, 2023 DEI meeting.

Sabrina stated “we received a request from Zavia Willis to participate remotely in the September 13, 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 September 13, 2023 DEI Commission meeting. The motion carried unanimously.

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

1. Approval of Minutes:

- a. Susan Venable moved to approve the minutes of the August 9, 2023 DEI Commission meeting. The motion was seconded by Beth Nelsen and carried unanimously.
- b. Beth moved to approve the minutes of the August 18, 2023 Data & Research Subcommittee meeting. The motion was seconded by Lindsey Lennon and carried unanimously.

- 49 c. Jake moved to approve the minutes of the August 30, Logistics & Planning Sub-
50 Committee meeting. The motion was seconded by Jennifer Trippeer and carried
51 unanimously.
52

53 **2. Debrief from August 9, 2023 DEI Commission Meeting**

54

55 Lindsey provided a debrief about the Aug. 9 meeting and how far the Commission has come during
56 that time between summer a year ago and today. She asked her fellow Commission members what
57 had gone well and what had not gone so well.
58

59 Commission members broke out into pairs to answer the two questions. Discussion ensued.
60 Commissioners were also asked what recommendations should be made to City Council and what
61 the future of the DEI Commission would look like. Each Commission member wrote their answers
62 on note cards and provided them to Lindsey.
63

64 **3. Writing Sub-Committee Updates and Next Steps**

- 65 a. Step 1 has been completed
66 b. Step 2: Data analysis – Sept. 13-Oct. 11
67 i. Each sub-committee will be assigned its target area. They will synthesize
68 and outline major points from within the data of their designation section.
69 1. Demographics – Writing
70 2. Economic Vitality – Logistics & Planning
71 3. Readiness and Wellbeing – Data & Research
72 4. Connectedness – Community Connections
73 5. Summary – Writing
74 ii. October 11 – all data analysis and key findings due to the Writing sub-
75 committee.
76 c. Step 3: Creation of Final Report – Oct. 11-Dec. 14
77 i. Oct. 25 – draft of executive summary ready for public hearing
78 ii. Nov. 8 – full commission meeting to go over the public hearing
79 iii. Nov. 17 – draft of the final report due
80 iv. Nov. 29 – working group with the Writing team to finalize the report
81 v. Dec. 8 – Final report due
82 vi. Dec. 14 – City Council presentation
83

84 **4. Additional Sub-Committee Updates**

85

86 There were no additional sub-committee updates.
87

88 **5. Next Meeting Discussion – September 27, 2023**

89

90 It was agreed that there would not be a full meeting of the Commission on September 27, instead
91 they would split into sub-committee meetings.
92

93 **6. Other Business**

94

95 Susan shared that the NAACP fall banquet would be held on Oct. 14 and AnhThu stated that the
96 SAW Housing Summit would be Oct. 11 and 12.
97

Adjournment

The meeting was adjourned at 7:02 p.m.

DRAFT

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Community Connections Sub-Committee Meeting

September 27, 2023

6:00 p.m.

Irene Givens Administration Building

Montgomery Hall Park

PRESENT: Sabrina Burress, AnhThu Nguyen, Lou Boden, Susan Venable, Mark Jeter

NOT PRESENT: Zavia Willis

6:01 pm called the September 27, 2023, Data & Research Sub-Committee meeting to order.

1. Follow up and discussion on data and analysis.

AnhThu leads conversation on what we will be doing this evening.

Review of qualitative data- what themes came up in the data that was coded.

Primary Focus Areas identified in this “connectedness” section of our coding spreadsheet-

Access to and knowledge of services
Community Engagement- and perhaps belonging.
Affordable Housing- and perhaps job opportunities
Transportation

Identifying data points that support these sections-

Community Foundation-
Valley CSB-
Health Department-
Augusta Health-
CAPSAW-
Urban Institute-
Community and Economic Development-
United Way-

Additional data-request Arc of Augusta (perhaps)

Mark is willing to do the secondary deep dive of the additional data sections noted.

2. Other Business

Adjournment

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

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Data & Research Sub-Committee Meeting

September 27, 2023

6:00 p.m.

Irene Givens Administration Building

Montgomery Hall Park

PRESENT: Lindsey Lennon, Beth Nelsen

NOT PRESENT: Daniel Stuhlsatz, Vicki Keyser

With only two Subcommittee members in attendance, no meeting took place.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Writing Sub-Committee Meeting

September 27, 2023

7:12 p.m.

Irene Givens Administration Building

Montgomery Hall Park

PRESENT: Lindsey Lennon
Beth Nelsen
AnhThu Nguyen

NOT PRESENT: Nate Riddle

ALSO PRESENT: Leslie Beauregard, City Manager

Lindsey Lennon called the September 27, 2023 Writing Sub-Committee meeting to order.

1. Follow up and discussion on data and analysis

- AnhThu shared what Community Connections talked about in their sub-committee meeting as far as how they were going to approach the report/recommendations. Thoughts on this include:
 - Ground recommendations in key data points and then supplement that with the interviews and listening sessions.
 - Provide a one-page summary of each area in two weeks as a goal by taking a deeper dive into each of the areas
- Lindsey and Beth have assignments and will reach out to Dan about his assignment.
- May cancel the D&R Subcommittee meeting that is tomorrow at 1pm.
- No formal writing now; need an executive summary for the public hearing on 10/25

2. Other Business

Adjournment

The meeting was adjourned at 8:10 p.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Data & Research Sub-Committee Meeting

September 28, 2023

1:00 p.m.

City Hall, 3rd Floor Conference Room

City Manager's Office

PRESENT: Lindsey Lennon, Beth Nelsen, Daniel Stuhlsatz

NOT PRESENT: Vicki Keyser

Beth Nelsen called the meeting of the Data & Research Sub Committee Meeting to order at 1:10 p.m.

1. Follow up and discussion on data and analysis

- Beth refers to an email communication from Dan updating us on the status of his coded documents
- Discussion of assigned coding versus what got coded in the spreadsheet – several documents don't have data on Staunton, moving those to the folder on economic development for analysis
- Staunton City Schools data – several documents that still need coding
 - Discussion and coding of inclusion report from SCS
 - Discussion and coding of SCS strategic plan
- Review of the strategy for data analysis – taking the top 4 categories from each coding “bucket” and creating a summary for each of these to help construct the final report
- Dan discusses how doable it will be to work through the data on the topics
- There will be a few things that are not in the top 4 in a category that we'll need to be sure to address – education, criminal justice, Uniontown
 - Will need to address the data that's being collected in Staunton in relation to criminal justice
 - Dan will also take the criminal justice category and summarize this
- Demographics – Dan's son has assisted him in working through the census data on Staunton (he is a trained statistician). Inquiries about him helping and giving him credit. Lindsey will ask Leslie and Sabrina about this.
 - Discussion on who will analyze the demographics data – Dan will take on the bulk of this.
- Vicki's coding – Beth and Lindsey will divide up and code 6 remaining pieces of data

2. Other Business

The meeting was adjourned at 2:30 p.m.