

Meeting Agenda
Diversity, Equity and Inclusion Commission
Writing Sub-Committee
116 West Beverley St., City Hall
City Manager's Office Conference Room, 3rd Floor
November 1, 2023
1:00 p.m.

Call to Order

Proposed Agenda:

1. Approval of Minutes of the October 17, 2023 Writing Sub-Committee Meeting
2. Public Hearing Debrief
3. Discussion and Review of Developing the Final Report
 - a. Action plan, tasks, and a timeline
 - b. DEI Commission support
4. Other Business

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Writing Sub-Committee Meeting

October 17, 2023

11 a.m.

Caucus Room

City Hall

116 West Beverley Street

PRESENT: Lindsey Lennon
Beth Nelsen
AnhThu Nguyen
Nate Riddle

ALSO PRESENT: Dan Stuhlsatz, Data & Research Committee
Morgan Smith, City Manager's Office

Lindsey Lennon called the October 17, 2023 Writing Sub-Committee meeting to order.

1. Data Analysis Review

Analysis review has been completed at this point, the final work is coming in.

2. Summary for Public Hearing

Discussion was had regarding work on the outline for dispersal with the agenda packet to go out Oct. 20 for the public hearing.

- They chose to follow the executive structure that Beth had put together.
- Needs to have key data points that can be shared – why the recommendations/discoveries are important
- Make an emphasis on preliminary, it does not have to tell the whole story right now.
- Recommendations need to be city focused.
- The data shared needs to be at “eye level” and accessible for the average person
- Dan will provide demographic data and will do the write up for the final report.
- There needs to be an overview about who the Commission is and a snapshot of demographics – one overview chart.

3. Final Report Discussion

Lindsey stated that for the final report, they need to focus on how to frame the report so that it is received well. Beth stated that demographics should support the narrative and vice versa. Discussion ensued regarding how sources should be organized. The group decided that the sources should be organized by committee and outline.

Adjournment

The meeting was adjourned at 12:28 p.m.