

Meeting Agenda
Diversity, Equity, and Inclusion Commission
Irene Givens Administration Building
Dr. John Chiles Activity Room
(at Montgomery Hall Park)
1000 Montgomery Ave.
November 8, 2023
6:00 p.m.

Call to Order

Proposed Agenda:

1. Approval of Minutes

DEI Commission – October 11, 2023 and October 25, 2023

2. Public Hearing Briefing and Discussion

3. Writing Subcommittee Updates

4. Additional Subcommittee Updates

5. Other Business

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Meeting

October 11, 2023

6:00 p.m.

Dr. John Chiles Activity Room

Irene Givens Administration Building

PRESENT: Sabrina Burress, Chair
Lindsey Lennon, Vice Chair
Lou Boden
Mark Jeter
Vicki Keyser
Beth Nelsen (remote participant)
AnhThu Nguyen
Nathaniel “Nate” Riddle
Daniel “Dan” Stuhlsatz
Jennifer Trippeer
Susan Venable

ABSENT: Leslie Beauregard, City Manager
Joamarie “Joa” Garcia
Jake Krug
Zavia Willis
Alice Woods, Council Liaison

ALSO PRESENT: Morgan Smith, City Manager’s Office

Chair Sabrina Burress opened the October 11, 2023 DEI meeting.

Sabrina stated “we received a request from Beth Nelsen to participate remotely in October 11, 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.”

Lindsey Lennon moved to allow Beth to remotely participate in the October 11, 2023 DEI Commission meeting. The motion carried unanimously.

Sabrina asked Beth to state the location from which she was participating. Beth responded that she was in Lynchburg, Va. Sabrina asked the commission and the audience if they could hear Beth. The response was affirmative.

1. Approval of Minutes:

- a. Nate Riddle moved to approve the minutes of the September 13, 2023 DEI Commission meeting. The motion was seconded by Jennifer Trippeer and carried unanimously.
- b. Lindsey moved to approve the minutes of the September 27, 2023 Writing Sub-committee meeting. The motion was seconded by AnhThu Nguyen and carried unanimously.
- c. Lou Boden moved to approve the minutes of the September 27, 2023 Community Connections Sub-Committee meeting. The motion was seconded by AnhThu and carried unanimously.

- d. Dan Stuhlsatz moved to approve the minutes of the September 27, 2023 and September 28, 2023 Data & Research Sub-Committee meetings. The motion was seconded by Lindsey and carried unanimously.

2. Writing Sub-Committee Updates and Next Steps

Lindsey shared that the committee was still deep in data analysis. There are an average of 40 to 50 pieces per category. The committee is also working on a summary report for several outcomes that will be ready to be published with the Public Hearing agenda on Friday, Oct. 20.

3. Additional Sub-Committee Updates

There were no additional sub-committee updates.

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

Discussion occurred regarding the public hearing. It was unanimously decided that members of the public would each have 3 minutes for comment. The Commission deliberated the content of the 45-minute presentation and some specific wording

- **Slide 1:** Purpose
- **Slide 2:** Committee charge
- **Slide 3:** Areas of focus
- **Slide 4:** Methods – data collection, research, community listening sessions, interviews, business and community leaders meet & greet, community stakeholders roundtables
- **Slide 5:** Unique categories of data
- **Slide 6:** Broad findings – mental health, economic vitality, readiness & wellbeing, connectedness
- **Slide 7:** Key findings and work in progress
- **Slide 8:** Preliminary recommendations

AnhThu suggested inviting key members that the Commission had interviewed to come to the Public Hearing to see the work that had been put together. Mark Jeter asked what the Commission was hoping to get out of the public hearing. It was agreed that the work the commission had done should be clarified, while also demonstrating that it is not complete. Susan Venable stated that it needs to be clear to the public that the Commission is listening, but that it is not a give and take debate. The Commission also agreed that they would add the comments from the Public Hearing to the end of the final report.

5. Other Business

There was no other business.

Adjournment

The meeting was adjourned at 7:03 p.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Public Hearing

October 25, 2023

6:00 p.m.

Rita S. Wilson Council Chambers

City Hall

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
Daniel “Dan” Stuhlsatz
Jennifer Trippeer
Susan Venable

ABSENT: Zavia Willis

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

Chair Sabrina Burress opened the October 25, 2023 Public Hearing.

There were 23 people in the audience and six people participating online.

1. Background and Presentation of Preliminary Findings

Sabrina and Vice Chair Lindsey Lennon presented the Commission’s preliminary findings and a few key recommendations that they would propose to City Council in December.

2. Public Hearing on Preliminary Findings and Recommendations in Areas Related to Diversity, Equity and Inclusion

Sabrina stated the following:

“In a moment, I will open the Public Hearing to discuss the preliminary findings and recommendations of the Diversity, Equity and Inclusion Commission.

We ask that you please give your name, your address, and then keep your remarks at 3 minutes or less. We ask that you limit your remarks to the preliminary findings and recommendations of the Diversity, Equity, and Inclusion Commission. When you reach the 3-minute time limit, I will let you know that your time limit has expired. No individual may speak more than once at the public

49 hearing. As this is a public hearing and we are here to listen to you, the Commission will not
50 engage in give and take debate during this time.

51
52 For our Zoom participants, please raise your hand if you wish to speak on this Public Hearing and
53 please keep your comments to 3 minutes as well.

54
55 Once everyone who wishes to speak has had an opportunity, I will then close the Public Hearing.

56
57 I will now open the Public Hearing so if you wish to speak, please approach the podium, and we
58 will alternate between individuals physically present and those that have their hands raised via the
59 Zoom platform.”

60
61 The public hearing was opened.

62
63 Leslie Kipp, 616 Church Street, noted that the demographics figures did not add up to 100%.

64
65 Chris Benjamin, 213 Skyland Drive, thanked the Commission for their work and recommended
66 bringing the Medicare/Medicaid program PACE to the Staunton area. PACE is a program of all-
67 inclusive care for the elderly that keeps people in their community or at home, versus moving to a
68 nursing home.

69
70 With there being no one else wishing to speak, the public hearing was closed.

71
72 **Adjournment**

73
74 The meeting was adjourned at 6:43 p.m.

75
DRAFT

Staunton City DEI Commission – Writing Calendar and Report Outline

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
22	23	24	25 <i>Public Hearing</i>	26	27	28
29	30	31	NOV 1 <i>Writing Team Meeting 1pm</i>	2	3	4
5	6	7 Election Day	8 <i>Full Commission Meeting 6pm</i>	9	10	11
12	13	14	15	16	17	18
19	20	21	22 <i>Report Draft Due</i>	23 <i>HAPPY THANKSGIVING</i>	24	25
26	27	28	29 <i>Full Commission Meeting 6 pm</i>	30	DEC 1	2
3	4	5	6	7	8 <i>ALL Materials for Council presentation due</i>	9
10	11	12	13	14 <i>Presentation to City Council</i>	15	16

Outline of the Final Report

1. Executive Summary
2. Introduction
 - a. Statement of Purpose
 - b. Timeline
3. Data and Methods
 - a. Data Collection
 - b. Data Source Descriptions
 - c. Analysis Framework
 - d. Analysis Process
4. Key Research Findings
 - a. Demographic Profile of Staunton
 - b. Economic Vitality
 - i. Poverty & Unemployment
 - ii. Employment, Jobs, & Wealth
 - iii. Business Ownership & Income/Wages
 - c. Readiness and Well-Being
 - i. Youth & Families
 - ii. Mental Health and Health Related Services
 - iii. Education Attainment & Schools
 - d. Connectedness
 - i. Access to and Knowledge of Services
 - ii. Community Engagement/Belonging
 - iii. Affordable Housing
 - iv. Transportation
5. Recommendations
6. Proposed framework for next 12-18 months for the Commission
7. References
8. Appendices
 - Listening session survey
 - Business survey
 - Community partner survey
 - Interview questions
 - Listening session questions