

Meeting Agenda
Diversity, Equity and Inclusion Commission
Writing Sub-Committee
Montgomery Hall Park
Irene Givens Administration Building
1000 Montgomery Avenue
September 27, 2023
Following DEI Commission Meeting

Call to Order

Proposed Agenda:

- 1. Approval of Minutes – November 1, 2023 Writing Sub-Committee Meeting**
- 2. DEI Commission Full Meeting Debrief**
- 3. Discussion and Review of Developing the Final Report**
 - a. Writing Strategy and Framework**
 - b. Template for References**
- 4. Other Business**

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Writing Sub-Committee Meeting

November 1, 2023

1 p.m.

City Manager's Conference 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 November 1, 2023 Writing Sub-Committee meeting to order.

1. Approval of Minutes of the October 17, 2023 Writing Sub-Committee meeting

Nate Riddle moved to approve the minutes of the October 17, 2023 Writing Sub-Committee meeting. The motion was seconded by AnhThu Nguyen and carried unanimously.

2. Public Hearing Debrief

It was agreed that the public hearing went well and they were pleased that both WHSV-TV3 and The News Leader published articles following the event. Beth Nelsen commented that the citizen who brought up the elder care program had a good point and equated it with the child care issue in Staunton.

3. Discussion and Review of Developing the Final Report

a. Action plan, tasks, and a timeline

- i. Nate suggested that the primary recommendations be brought to the Nov. 8 meeting, but that they needed to be reorganized. Discussion ensued regarding the format of the recommendations and the following was agreed upon. It was also agreed that AnhThu and Lindsey would individually categorize the recommendations, and with Beth's input, would pull the final list together.

1. Goal

- a. Strategy
- b. Impact Area
- c. Resources/Stakeholders
- d. Timeline
- e. Measures of Success

- ii. It was agreed that the Committee would work with section specific writing and keep to the format that was identified previously (statement of need, current outlook, key issues to consider). Lindsey volunteered to create a new

sub-folder for the final report and come up with a template that they could follow.

- iii. It was determined that the report draft would be given to the full commission on Wednesday, Nov. 22 with feedback due at the full commission meeting on Wednesday, Nov. 29. The Writing Committee will make sure to let Data & Logistics know to update the timeline.
- iv. Final material are due to the City Manager's Office on Friday, Dec. 8 for the Council presentation on Thursday, Dec. 14.

b. DEI Commission Support

- i. It was decided that the recommendations will be prepared for the Nov. 8 full commission meeting so that the Commission members can have a chance to weigh in and give input as the recommendations can help direct the narrative of the final report. Following the meeting, the Committee will gather to prepare next steps and assignments.
- ii. Sabrina Burrell will provide an overall review of the final report draft to make sure that it has the same voice, correct tone, etc.

4. Other Business

The next meeting will be held on Nov. 8 following the full DEI Commission meeting.

Adjournment

The meeting was adjourned at 2:33 p.m.