

Meeting Agenda
Diversity, Equity, and Inclusion Commission
Irene Givens Administration Building
Dr. John Chiles Activity Room
(at Montgomery Hall Park)
1000 Montgomery Ave.
February 28, 2024
6:00 p.m.

Call to Order

Proposed Agenda:

1. Approval of Minutes

DEI Commission – November 29, 2023

DEI Writing Committee – November 8 and 29, 2023

2. Update on City Council/City Management Team Response to Report/Recommendations

(Attached: City Council Retreat Report)

3. Discussion of Permanent DEI Commission

- a. New DEI Commission Resolution (Attached: Bike and Pedestrian Committee Resolution)
- b. Roles and Duties
- c. Commission Size and Terms
- d. Membership Transition (Current) and New Members
- e. Board Reappointment and Appointment Process

4. Reflection

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Meeting

November 29, 2023

6:00 p.m.

Dr. John Chiles Activity Room

Irene Givens Administration Building

PRESENT: Sabrina Burress, Chair
Lindsey Lennon, Vice Chair
Joamarie “Joa” Garcia
Mark Jeter
Vicki Keyser
Jake Krug
Beth Nelsen
AnhThu Nguyen
Nathaniel “Nate” Riddle
Daniel “Dan” Stuhlsatz
Jennifer Trippeer
Zavia Willis (remote participant)

ABSENT: Lou Boden
Susan Venable

ALSO PRESENT: Alice Woods, Council Liaison
Dr. Robin Stacia, Sage Consulting Network
Leslie Beauregard, City Manager
Morgan Smith, City Manager’s Office

Chair Sabrina Burress opened the November 29, 2023 DEI meeting.

1. Approval of Minutes:

- a.** AnhThu Nguyen moved to approve the amended minutes of the November 8, 2023 DEI Commission meeting. The motion was seconded by Lindsey Lennon and carried unanimously.

Sabrina stated “we received a request from Zavia Willis to participate remotely in November 29, 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 November 29, 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 Northside Library in Charlottesville. Sabrina asked the commission and the audience if they could hear Zavia. The response was affirmative.

2. Discussion about Final Report to City Council

Discussion ensued regarding how Commission members could help the Writing Sub-Committee, also on references, methodology, and the report structure. Commission members gave recommendations for presenting the report to City Council and in put on tables, headers and consistent terminology. The overall discussion focused on finalizing the report and the actual presentation to City Council and the public.

There was a brief discussion on continuing the work on outlining and archiving the project findings and moving forward with the recommendations.

3. Other Business

Sabrina and Lindsey, on behalf of the Commission, will present at the City Council Work Session on December 14, 2024. They will have 45 minutes for the presentation and questions.

Adjournment

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

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Writing Sub-Committee Meeting

November 8, 2023

7:09 p.m.

Montgomery Hall Park

Irene Givens Administration Building

1000 Montgomery Avenue

PRESENT: Lindsey Lennon
Beth Nelsen
AnhThu Nguyen
Nate Riddle

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

Lindsey Lennon called the November 8, 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 November 1, 2023 Writing Sub-Committee meeting. The motion was seconded by AnhThu Nguyen and carried unanimously.

2. DEI Commission Full Meeting Debrief

Discussion ensued regarding staying on the Commission and recommendations on what the Commission would look like going forward.

3. Discussion and Review of Developing the Final Report**a. Writing Strategy and Framework**

- i. Each section would be 10 pages and would include graphs and pie charts and possibly outside graphics.
- ii. Tone for the piece should be natural – it's coming from "us"
- iii. Framework is subject/topic, key findings, voice
- iv. 12 pt font, normal margins, double space
- v. Make sure when using quotes to ensure anonymity
 1. As a copy editor is going through, they need to look to see if there should be more illustration as well as ensuring anonymity and that there is a consistency in language
- vi. A template will be created, like the ones used in the Uniontown Action Plan, for the recommendations. The Commission would reach out to Joa and Jake to see if they would put the recommendations into the designed template and help fill out the missing pieces.

b. Template for References

- i. It was decided that they would create a list of sources and then number after the sections are completed (end notes)
- ii. Footnotes will be with a letter and are informational

iii. APA format

iv. All writers are to make sure that their references are included on the list

4. Other Business

On the section for the next 12-18 months, they're going to reach out to the rest of the Commission to see if they would be able to research best practices.

Adjournment

The meeting was adjourned at 8:24 p.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Writing Sub-Committee Meeting

November 29, 2023

7:12 p.m.

Montgomery Hall Park

Irene Givens Administration Building

1000 Montgomery Avenue

PRESENT: Lindsey Lennon
Beth Nelsen
AnhThu Nguyen
Nate Riddle

ALSO PRESENT: Joa Garcia, Logistics & Planning Committee
Dan Stuhlsatz, Data & Research Committee
Sean Stuhlsatz, volunteer
Morgan Smith, City Manager's Office

Lindsey Lennon called the November 29, 2023 Writing Sub-Committee meeting to order.

1. Approval of Minutes of the November 8, 2023 Writing Sub-Committee meeting

This portion of the meeting did not occur.

2. DEI Commission Full Meeting Debrief

Discussion continued regarding the organization and editing of the final report.

3. Discussion and Review of Developing the Final Report

The edits to the final report are to be divvied up to each writer to complete on their own section and they are to highlight sources/references. Discussion continued regarding consistency of capitalization and terminology throughout the report. Joa agreed to complete the edits on the recommendations.

4. Other Business

At this time, there was no other business.

Adjournment

The meeting was adjourned at 8:14 p.m.



Staunton City Council Mini-Retreat Report

Friday, February 9, 2024, 9:00 a.m. – 4:00 p.m.

The R.R. Smith Center, 2nd Floor Lecture Hall

20 S. New St., Staunton, VA

Retreat facilitation provided by VRSA:

- *Thomas Bullock, Director of Education and Training*
- *Peter Stephenson, Local Government Specialist*

Call to Order, Introductions and Activity

1. Introductions were made by facilitation team and participants
2. Expectations by end of the day
 - Be in an informal group setting; how we need to focus and what is the focus
 - Talk about shared goals and priorities
 - Learn more about each other
 - Being able to leave today and know where we are headed for the next year
 - Talk out the good things that Council has done rather than revisiting what was done in the past and did not work well

Activity – One Word to Describe Staunton

- Home
- Character
- Community
- Eclectic
- Magnetic
- Paradise



- Enthusiastic
- Friendly
- Comfort
- Special
- “Valley”

The Importance of Civility, VML Civility Pledge

- Thomas Bullock provided a presentation about civility in local government
- “Wicked Problems” – complex issues, lack a clear problem definition, conflicting values/perspectives; many stakeholders
- [VML Civility Pledge](#)

DEI Commission Final Report and Recommendations

****12/14/23 DEI Report and City Council Meeting Presentation**

- Focus on community Building – core focus of government for many things we should be doing such as building communication and opportunities
- Create a permanent commission – maybe do a rebranding and not call it DEI? The commission evolves over time; encourage more engagement; 2-year cycle of a commission
- Important not to lose the thrust of DEI being part of it; goals of the city have to be for everyone but not want to water it down; not everyone has a great life here; there are gaps for certain populations; the focus should be towards those who do not currently benefit
- The focus should be on community, not on race. Not everyone feels like they are part of the community; we are diverse in a lot of ways; communication gap and



understanding by all and what's going on; engage everyone in looking at things differently

- **For example, Shop & Dine Out and looking at how accessible that is, or not. DEI could have thought about that and put that into focus;**

- DEI serves as a reminder that we need to think from other perspectives
- Making sure everyone has access to the same information; need to see more of our city staff be more reflective of our population
- Council supports the goals put forth in the report
- Discussion around the Commission being reduced in size with staggered terms
- Discussion around Staunton Equity Network – DEI Chair explained it would be more of a volunteer unofficial group of people who want to be involved; maybe in line to be reappointed to the Commission; those who have an interest in these issues; gives more people ownership
- City Council not interested in hiring a new position now. Can it be housed in a current department maybe? How can we integrate this in every department and value system as far as the way we do business?
- Staff to proceed with the recommendations but not hire a DEI position at this time; Council wants to create a permanent commission- all to be discussed at the DEI Commission meeting on 2/28.



Other Discussion Items

- Rotating DEI Commission meetings across various locations in the city.
- Most important areas to focus on:
 - Housing
 - Communication and engagement
 - Talk to commission themselves about the commission structure – number, staggered terms, etc.

State of the City Discussion

Positives

- First female city manager in Staunton; First male Clerk of Council; new top leadership in the City Manager's Office
- Uniontown plan completed; State legislation under review to address sewer/water connection fees
 - Creating an avenue for Uniontown - making them a part of our community
- Small business revitalization and Central Ave. – all happening in the last few years
- Strong economy happening now and will see returns in the near future
- Residential – inventory is up – more permits, new developments, running out of lots ready to go.
- ARPA funds utilization
- Chestnut Hills purchase for JDR courthouse and other uses
- Infill happening and enhancements with the parks – playground extension at MHP; houses being renovated
- Chestnut Hills good thing for the West End
- Town Hall meetings held by City Council members – met public where they are
- Council has collaborated very well – cannot overstate how important that has been



- Reports and updates about affordable housing have been very helpful
- Funding formula for city schools that fully funds the schools' needs
- Upcoming new animal shelter in Verona
- Great staffing coming on board – and still more to come
- New housing on Lacy B. King Dr.
- Developers – they are coming back and building again.
- Landfill, animal shelter – great regional efforts
- West End revitalization plan

Priorities

- Affordable housing
- Recommendation made that \$100K allocated to our citizens who are struggling paying utility bills
 - Giving back to the community in a monetary way to those organizations that helping the most vulnerable
- Mental health and substance abuse services
- More emphasis on regional collaboration to come up with solutions
- Public safety services
- Tourism regional collaboration
- Staunton Crossing
- Less government bureaucracy and streamlining processes
- Lower tax rates
- More focus on bike/ped plans and how to make the city less car centric
- Aging existing infrastructure
- Booker T. Washington needs help
- Go after grants
- Public engagement – helping residents understand the role of local government (Citizen University rebirth)
- Mutual understanding between school board/city council and their roles



- Senior services – state level funding source – not enough to have a VPAS office in Waynesboro – community center
- School funding – fully funding the schools and making sure that is communicated to citizens

Review City Vision, Values and The Staunton Plan

Vision – no changes

Values – no changes

Goal Areas

Infrastructure

1. Water

- **Gardner Springs Pump Station - when will that be completed – March 2025**
- What's next?
 - CIP executive summary should be done to make the CIP a more readable document
 - Long term plan for water infrastructure

2. Staunton Crossing

3. Walkable places

- Provide explanations for the public about VDOT
 - make information more publicly available
 - GIS team working on mapping the ongoing projects and making it more accessible to everyone

4. Stormwater

Economic Development – first things we think of is Staunton Crossing – Greenville corridor – can we publicly focus on other areas? – mention at meetings, social media and presentations to City Council

1. Staunton Crossing – targeted industries – things are happening



2. Retention and expansion of businesses – Business Visitation Outreach Program; too many restrictions or regulations on business; too many committees to review items – can we do that all at once?
3. Affordable Housing – Housing Steering Committee (regional)

Responsive Efficient Government

1. Effective communications
 - a. Create a budget in brief document
 - b. Make any PDF clickable/searchable

West End

1. How many surveys were completed?
332 unique stakeholders (survey/map)
463 comments
205 online survey results (+7 paper copies)
2. Upcoming meeting on March 5th – going to be a charette style format; suggestion made to post information online for those who cannot attend (dual format)

Built Environment

No comments on this

Plan Implementation/Define Measures of Success

- Are we doing the right things? What does success look like? Expectations? Good communication?
- Better onboarding for City Council Members:
 - Provide more education on the budget but NOT during the budget process.
 - Overview of Roberts Rules



QUESTIONS? CALL 540.332.3810

DEADLINE: 5 p.m., APRIL 11

Equity and Diversity Commission Application

Thank you so much for your interest in the Equity and Diversity Commission.

If selected for the Equity and Diversity Commission, members must be able to participate as follows:

- All meetings will be conducted in-person and will be open to the public. If a member or their family member has a temporary or permanent disability or medical condition which prohibits their ability to attend in-person meetings, they may remotely participate pursuant to the Freedom of Information Act.
- The Commission's initial work will commence immediately upon appointment by City Council on May 26, 2022 with an equity plan presented to City Council in December 2023.
- The Commission's initial orientation and training meeting will be held on Saturday, June 4, 2022 from 9 a.m.–2 p.m.
- The full Commission will meet at least monthly, and/or in smaller workgroups, on dates/time to be determined.
- The Commission will conduct one official public hearing before the equity plan is presented.
- The Commission will conduct a series of community convenings to inform the development of the equity plan at locations across the City of Staunton to be determined by the Commission.

These are definitions of key terms used throughout this application:

Diversity describes the myriad ways in which people differ, including the psychological, physical, and social differences that occur among all individuals, such as race, ethnicity, nationality, socioeconomic status, religion, economic class, education, age, gender, sexual orientation, marital status, mental and physical ability, learning styles and the rich dimensions of cognitive differences.

Equity refers to the state, quality, or ideal of being just, impartial and fair. Equity ensures that individuals are provided the resources they need to have proportionate access to the same opportunities as the general population. Equity represents impartiality, i.e. that one's identity has no influence on how one fairs in society. Strategies that advance equity require an analysis of the historical and, in many cases, persistent (systemic) factors that create *unequal* conditions and thus unequal opportunity for certain groups of people.



Inclusion authentically brings in traditionally excluded individuals and/or groups into processes, activities, decisions and policymaking in a way that shares power.

Please provide the following information:

Name:

Address:

Contact Number Daytime:

Contact Number Evening:

Email:

Our goal is to ensure that we assemble a broad and diverse Commission that represents the make-up of the City of Staunton and our surrounding communities.

Please tell us a little about yourself and thank you for participating.

1. With which racial or ethnic group do you identify?

- | | |
|---|---|
| ☐ African American | ☐ Multi-racial |
| ☐ Asian | ☐ Native Hawaiian or other Pacific Islander |
| ☐ Hispanic, Latinx or Spanish origin | ☐ White (non-Hispanic) |
| ☐ Indigenous American Indian or Alaska Native | ☐ Other (please specify) |
| ☐ Middle Eastern or North African | ☐ I choose not to answer |

2. With which gender do you identify?

- | | |
|--------------------------------------|--|
| ☐ Agender | ☐ Non-binary |
| ☐ Female | ☐ Transgender |
| ☐ Gender neutral | ☐ I choose not to answer |
| ☐ Male | |



3. Do you identify as LGBTQ+?

- ☐ Yes
- ☐ No
- ☐ I choose not to answer

4. Do you identify as a person with a disability?

- ☐ Yes
- ☐ No
- ☐ I choose not to answer

5. Please indicate your age range.

- ☐ 18-24 years old
- ☐ 25-34 years old
- ☐ 35-44 years old
- ☐ 45-54 years old
- ☐ 55-64 years old
- ☐ 65 + years old
- ☐ I choose not to answer

6. What is your household income?

- ☐ Less than \$20,000
- ☐ \$20,000 to \$34,999
- ☐ \$35,000 to \$49,999
- ☐ \$50,000 to \$74,999
- ☐ \$75,000 to \$99,999
- ☐ Over \$100,000
- ☐ I choose not to answer

7. What is your education background?

- ☐ Attended high school, no diploma
- ☐ High School Diploma, GED or alternative credential
- ☐ Some college credit, no degree
- ☐ Trade/Technical/Vocational
- ☐ Associate's or Bachelor's Degree
- ☐ Advanced Degree (Master's, PhD, MD)



8. How long have you been a resident or worked in the City of Staunton?

- ☐ 1 year or less
- ☐ 2-5 years
- ☐ 6-10 years
- ☐ 10+
- ☐ Lifelong Staunton Resident
- ☐ I don't live or work in the City of Staunton

9. What is your current vocation/profession?

10. Check each experience that applies to you (DEI = Diversity, Equity, Inclusion):

- ☐ Background working with DEI issues and priorities
- ☐ Experience with DEI grassroots community work
- ☐ Participated in previous DEI training
- ☐ Comfortable talking to others about inequities
- ☐ Comfortable talking with diverse groups
- ☐ Supports and believes in civic engagement
- ☐ Available to commit time to the Commission
- ☐ Business leader
- ☐ Minority owned small business
- ☐ Social programs leader/community nonprofit leader/board member
- ☐ Data expert - skills and experience with data analysis
- ☐ Religious leader
- ☐ Community and public safety experience
- ☐ Experienced housing and/or food instability

11. Please list skills, experiences, expertise, and knowledge you will bring to the Equity and Diversity Commission that will help further its work.



12. Interest/Community Service: tell us about any of your community volunteer experience (organization/your role as a volunteer/length of time).

13. Personal Statement: tell us why serving on the Equity and Diversity Commission is important to you.

14. If you are not selected to serve on the Commission, are you willing to volunteer in support of the Commission's activities?

- ☐ Yes
- ☐ No