Meeting Agenda
Diversity, Equity, and Inclusion Commission
School Board Conference Room
City Hall, 2nd Floor
116 West Beverley St.
December 18, 2024
6:00 p.m.

Call to Order

Proposed Agenda:

1. **Approval of Minutes**
   DEI Onboarding Retreat, November 23, 2024

2. **Commission Bylaws – Discussion and Consideration**
   Attached – Revised Proposed Bylaws

3. **Discussion of Onboarding Retreat and Follow Up**

4. **Other Business**

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION
Meeting
November 23, 2024
9:00 a.m.
Lecture Hall
R.R. Smith Center

PRESENT:	Lou Boden
	Sabrina Burress
	Cecilia Carpenter
	Charles Lawson
	Raven Moore
	AnhThu Nguyen, Chair
	Keisha Nicholson
	Jennifer Trippeer
	Susan Venable
	Jordan Zipser
ABSENT:	Mark Jeter, Vice Chair
ALSO PRESENT:	Alice Woods, Council Liaison
	Leslie Beauregard, City Manager
	Josh Knight, Engagement & Communications
	Morgan Smith, City Manager's Office

AnhThu Nguyen called the retreat open at 9:06 a.m.

1. **Introductions, Housekeeping, Overview of the Day, Approval of Minutes**
   a. Jennifer Trippeer moved to approve the minutes of the October 16, 2024 DEI Commission meeting. The motion was seconded by Sabrina Burress and carried unanimously.
   b. The Commission re-introduced themselves and AnhThu provided an overview of the schedule for the day.

2. **Discussion – Diversity, Equity, and Inclusion**
   a. City Manager Leslie Beauregard introduced Facilitator Siri Russell, Associate Dean for Diversity, Equity, Inclusion and Community Partnerships at UVA's School of Data Science.
   b. Siri presented about multiple topics in the distribution of access and impact realm, (e.g., the four domains of power, targeted universalism, counter mapping, theory of change, and evidence-based storytelling).

3. **Commission Structure and Logistics**
   a. Leslie went over the resolution establishing the Commission. She reiterated that quorum for a meeting is six commission members in person. She also reminded the Commission that they are an advisory commission to City Council. Section E of the resolution speaks to the Equity Network and it is a task of the Commission to help bring others on board. Section H states that the Commission is to provide an annual written report to Council. The Commission should prepare for that report to be presented in early fall 2026.

b. Staff will work with AnhThu and Mark Jeter to update the bylaws and will have them for approval by the Commission at the December meeting.

c. Remote Participation – that are no limits to virtual participation if a Commission member is ill, however only 25% of the annual meetings can be virtual if the reason is person (e.g., vacation, travelling, etc.).

d. Leslie went over a brief guide to the Freedom of Information Act. Commission members are reminded to not have a conversation via email, respond only to the sender of the original email, do not "reply all."

4. Teambuilding Exercise

a. AnhThu shared the Social Change Ecosystem Map, developed by Deepa Iyer, and each commission members was encouraged to place themselves where they believed they fit.

i. Guides: Jordan, AnhThu
ii. Weavers: Jodan, Susan, Raven
iii. Experimenters: Keisha, Susan
iv. Frontline Responders: Keisha, Jennifer, Susan
v. Visionaries: Raven, AnhThu, Sabrina, Lou, Keisha
vi. Builders: AnhThu, Cecilia, Jordan
vii. Caregivers: Cecilia, Lou, Jennifer
viii. Disruptors: Sabrina, AnhThu, Keisha, Charles, Jennifer, Jordan, Susan
ix. Healers: Sabrina, Lou
x. Storytellers: Raven, Sabrina, Lou, Charles

5. Review and Discussion of DEI Commission Report and Recommendations

a. The commission was broken into three groups to review and discuss the goal assigned to them, the impact areas that goal covers, and the necessary resources and stakeholders involved to successfully complete/reach goal. For each goal, the groups were encouraged to imagine they were speaking to someone in the community and needed to describe that goal in one sentence and why it is important in the DEI context. Group notes are included in Attachment A.

b. The commission was broken into two groups to identify ways to prioritize how to act and move forward on the recommendations. How does the commission want to structure itself and what specific roles would they represent? Based on this method, what are the top two to three recommendations that the commission prioritize at this time? Group notes are included in Attachment A.

Adjournment

The meeting was adjourned at 3:30 p.m.

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Group 1

A2
Why – increasing connection amongst community members to build trust and ensure proper representation of community voices
Impact area – connectedness
Stakeholders necessary – community leaders, equity network
Resources – community spaces, existing data

B1
Why – promoting transparency of City Gov for its community members
Impact areas – current and potential staff representation
Stakeholders – HR, Council, Consultant
Resources – existing data, comparative data

B2
Why – determining a universal program w/ consistent implementation
Impact areas – current and potential city staff
Stakeholders – HR, Commission, Consultants
Recourses – existing trainings

B3
Why – to better understand city strengths and deficit w/ regards to accessibility
Impact areas – individuals with accessibility consideration, city spaces, current/future infrastructure
Stakeholders – transportation department, Bike/Ped Commission, Public Works
Resources – existing data, completion of new data

B4
Why – again, promoting transparency between city and community members
Impact areas – city and community relationships
Stakeholders – city and commission
Resources – existing data, transparency metrics, community input

Group 2

C1
Resources for interpretation?
- VSDB
- Community groups representing non-English speaking groups

Professional interpretive services
- Mary Baldwin
- BRCC

C2
Platform/Infrastructure for collaboration

C3
Resources to amplify communication

D1
Retire – work is already covered with existing committee

D2
Scooters?

Group 3

Action D3
Goal is to connect potential & current business owners with resources to be able to open, grow, & sustain a business

Action E1
Goal is to connect people to experience, skills, and resources to thrive

Action E2
Connect and champion people, resources, and stories

The commission was broken into two groups to identify ways to prioritize how to act and move forward on the recommendations. How does the commission want to structure itself and what specific roles would they represent? Based on this method, what are the top two to three recommendations that the commission prioritize at this time?

Group 1

Commission Structure
Sub committees – Project Management; Community Engagement; Data & Research; Networking

Recommendations
1. Business ownership, goal D-3
2. Promote & model values of DEI, goal C-2
3. Support community well-being, goal E-3

Future Considerations
Ongoing listening sessions: quarterly rotation around the city

Group 2

Low Effort/Low Impact – B4

High Impact/Low Effort – B2, C3, D3
Middle of the Road – B1, B3, E2
High Effort/High Impact – C1, E1, D2, C2/E3

2. Inventory/Assess/Gather Data

3. Prioritize

DIVERSITY, EQUITY, AND INCLUSION COMMISSION
BY-LAWS AND RULES OF PROCEDURE

I. **Purpose.**

The following By-laws and rules of procedure are adopted by the Diversity, Equity, and Inclusion Commission ("the Commission") to facilitate the performance of its duties and the exercise of its powers as set forth in Staunton City Council Resolution, adopted February 24, 2022, as amended by City Council Resolutions, adopted on June 23, ~~2022.~~2022 and April 25, 2024, respectively.

II. **Members, Officers and Duties.**

A. General. ~~T~~The Commission shall consist of ~~eleven~~ nine (9~~11~~) to ~~fifteen~~ eleven (~~15~~11) members appointed by City Council, one of whom will be named by the constituent members as the Chair and another of whom as the Vice Chair to help lead the Commission. The Commission will be a public body subject to the applicable requirements of the Virginia Freedom of Information Act and members of the Commission should be aware of those requirements.

Members of the Commission shall serve staggered terms of ~~two~~ three (3~~2~~) years commencing upon the date of their appointment by Council.

B. Chair. The Commission shall elect a Chair by majority vote from among its members. The term of the Chair shall be for two (2) years beginning as of the first meeting in July of each year and ending as of June 30 two years after assuming the office, or until a successor is elected, and the Chair shall be eligible for re-election. The Chair shall preside at meetings of the Commission, decide all matters of order and procedure, subject to the rules and by-laws of the Commission, unless directed otherwise by a majority of the Commission in session at the time, and in the case of petitions brought before the full Commission, the Chair shall execute all rulings issued on behalf of the full Commission. The Chair shall have full signatory authority for official correspondence or documents requiring a signature from a Commission official. In the event the Chair resigns or is removed from office, the Vice-Chair shall become the Chair for the remainder of the Chair's term.

C. Vice-Chair. A Vice-Chair shall be elected by the Commission from among its members in the same manner as the Chair. The term of the Vice-Chair shall be for two (2) years beginning as of the first meeting in July of each year, and ending as of June 30 two years after assuming office or until a successor is elected, and the Vice-Chair shall be eligible for re-election. The Vice-Chair shall act for the Chair in the Chair's absence. In the event the Chair is not available to execute any rulings issued on behalf of the full Commission pertaining to matters decided by the Commission and presided over by the Chair, the Vice-Chair may execute the same if the Vice-Chair was present at the Commission's meeting at which such matters were decided. In the event that the Vice-Chair becomes Chair, resigns, or is removed, the Commission shall hold a special election to select a new Vice-

Chair for the remainder of the Vice-Chair's term.

III. **Meetings.**

A. Regular Meetings. The Commission shall develop a schedule for regular meetings on a monthly basis for each calendar year. Such schedule for each ensuing year shall be set no later than June 30 of each year. The Chair may cancel a regular meeting with a majority vote of the existing membership by electronic means. The annual meeting for the election of officers of the Commission shall be held at the regular meeting in the month of June each year, or as soon thereafter as is possible.

B. Attendance. Members absent from three (3) regular meetings within a twelve (12) month period may be considered for removal from the Commission. Upon a three-fourths affirmative vote of the entire Commission membership a recommendation to City Council may be made to remove the member.

C. Special Meetings. Special meetings of the Commission may be called at any time by the Chair by written notice given personally to each member or left at their place of residence not less than twenty-four (24) hours prior to the time fixed for the meeting. If all members of the Commission are present at the special meeting, then the requirements as to prior notice shall be deemed to be waived.

D. Quorum and Vote. ~~Eight~~ Six ~~-~~ (6~~8~~) members of the Commission membership present shall constitute a quorum, and no action of the Commission shall be valid unless authorized by a majority of those present and eligible to vote, except with regard to amendments to these By-laws as set forth in Article VIII hereof. A tie vote is to be construed as a denial of the requested action. No member's vote on any matter may be cast by proxy.

E. Conduct of Meetings. All meetings shall be open to the public; provided, however, that closed meetings may be held in compliance with the Virginia Freedom of Information Act. The order of business at regular meetings may follow the format outlined below:

1. Call to Order
2. Reading and Approval of Minutes
3. ~~Old~~ Current Business
4. ~~New~~ Other Business
5. Adjournment

IV. **General responsibilities of the Commission.**

The Commission shall assume and perform the following duties and responsibilities per the City Council resolution passed on April, 25, 2024:

1. Partner with the City's efforts to move the Commission Report recommendations and strategies forward.
2. Provide expertise and guidance to the City Council and city leaders on the ways in which the City engages with the community.
3. Create a sense of DEI permanence by partnering with the City to better incorporate DEI within City events, language, and interactions.

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4. Advise City Council and city leadership about points of impact affecting current and future Commission recommendations and suggest accountability measures to achieve those recommendations.
5. For those recommendations that are outside the role of city government provided services, advise City Council and city leadership about the best path for acting on the recommendations, including ways to coordinate with small businesses, corporations, nonprofit leaders and citizens.
6. Communicate concerns of community members related to Diversity, Equity, and Inclusion to the City Council and city leadership.
7. Conduct periodic reviews of relevant DEI strategies and recommendations based on current research and potential changes in the Staunton community.
8. Provide (at a minimum) an annual written report to City Council.
9. To perform such additional functions or duties as may be so identified as to specific matters by the City Council or City Manager or designee.

~~A. Complete an update on Commission progress to be shared with City Council by December 2022, to include:~~
- ~~i. Timeline of workplan leading up to December 2023~~
- ~~ii. Engagement with community partners~~
- ~~iii. List of data gathered~~
- ~~iv. Community listening session information~~

~~B. Evaluate (objectively) existing data, studies, and reports concerning:~~
- ~~i. Social and racial equity within the city of Staunton.~~
- ~~ii. Social determinants and inequitable outcomes within the city of Staunton.~~

~~C. Collect data and research that evaluate the same outcomes listed above:~~
- ~~i. Identify data to be evaluated using information gathered from existing data/research.~~
- ~~ii. Create a mechanism for collecting data, i.e. a new survey, community input via listening sessions, other.~~
- ~~iii. Evaluate and create a comprehensive report of data received.~~
- ~~iv. Conduct a public hearing to preview and gather specific input based on findings.~~

~~D. Compile a final report for the Staunton City Council by December 2023 consisting of:~~
- ~~i. An analysis of existing data, studies, and reports concerning racial and social equity as well as the Commission's own research and data collection efforts on the topic.~~
- ~~ii. A summary of all public comments received by the Commission at its listening sessions and public hearing, as well as any other communications it receives from Staunton residents concerning racial and social equity.~~
- ~~iii. Create specific recommendations to the council to include how to address specific inequitable social and racial outcomes within the City of Staunton.~~
- ~~iv. Create a proposed framework (strategic plan) for the commission to pursue in the next 12 to 18 months to address specific factors that may contribute to inequitable racial and social outcomes.~~

V. **~~Public Hearing and Community Conversations~~**.

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~~The Diversity, Equity, and Inclusion Commission shall conduct at least one public hearing and other community conversations to receive input from City residents concerning racial and social equity. Notice of each public hearing and community conversation shall be published in a newspaper of general circulation within the city at least three (3) days prior to the date of the public hearing.~~

VI. **Update and Report to City Council.**

A. The Commission shall provide an update to City Council ~~in December 2022~~once a year. ~~This will include the items listed in Section IV-A.~~

B. ~~The Commission shall make a written report to City Council at the work session of City Council in December 2023 at their work session. This will include items listed in Section IV-D. The Chair of the Commission or designee shall present the report.~~

~~C.~~ ~~The Commission shall make such recommendations to City Council as the Commission deems appropriate. All recommendations shall be in writing and delivered to the City Clerk for inclusion the City Council agenda packages. The Chair of the Commission or designee shall attend the City Council session at which such recommendations are considered by City Council.~~

VIII. **Parliamentary Authority.**

All meetings of the Commission will be conducted in accordance with Robert's Rules of Order and in accordance with these By-laws.

IX. **Amendments.**

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than ~~eight~~ six (~~8~~6) members of the total Commission membership. Any proposed amendment to the by-laws will be presented, in writing, at a regular meeting of the Commission and be acted upon at the next regular meeting of the Commission.

Date: __________________ ___________________________________
Chair
Printed name:_______________________

Date: __________________ ___________________________________
Vice Chair
Printed name:_______________________

Original adoption: _________________

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