

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

Call to Order

Proposed Agenda:

- 1. Approval of Minutes**
DEI Commission Meeting - December 18, 2024
- 2. Consideration and Approval of Revised DEI Commission Bylaws**
- 3. Recap and Continuation of Discussion from December DEI Commission Meeting/Onboarding Retreat**
 - a. [Review of City of Staunton Community Survey Results](#) (Link to full report)
 - i. Attached – PowerPoint Staff Presentation
 - b. Subgroups Discussion and Proposed Definitions
 - c. Discussion of Action Items
- 4. Other Business**

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Meeting

December 18, 2024

6:00 p.m.

School Board Conference Room

City Hall, 2nd Floor

PRESENT: Lou Boden (remote participant)
Cecilia Carpenter
Mark Jeter, Vice Chair
Charles Lawson
Raven Moore
AnhThu Nguyen, Chair
Jennifer Trippier (remote participant)
Susan Venable

ABSENT: Sabrina Burress
Keisha Nicholson
Jordan Zipser

ALSO PRESENT: Alice Woods, Council Liaison
Leslie Beauregard, City Manager
Josh Knight, Engagement & Communications
Morgan Smith, City Manager's Office

AnhThu Nguyen called the meeting open at 6:06 p.m.

AnhThu stated “we received a request from Lou Boden to participate remotely in December 18, 2024 DEI Commission meeting due to a medical matter that prevents his physical attendance at the meeting. I will now entertain a motion for him to participate.”

Cecilia Carpenter moved to allow Lou to remotely participate in the December 18, 2024 DEI Commission meeting. The motion carried unanimously.

AnhThu asked Lou to state the location from which he was participating. Lou responded that he was at his home. AnhThu asked the commission and the audience if they could hear Lou. The response was affirmative.

1. Approval of Minutes

Susan Venable moved to approve the minutes of the November 23, 2024 DEI Onboarding Retreat with amendments. The motion was seconded by Cecilia and carried unanimously.

2. Commission Bylaws – Discussion and Consideration

City Manager Leslie Beauregard went over the changes that had been suggested for the DEI Commission bylaws. AnhThu asked if quorum changed if members resigned from the Commission. Leslie said that she would discuss with City Attorney John Blair. A brief

discussion ensued and it was decided that the finalized document would be on the agenda for approval at the Commission's next meeting.

AnhThu stated "we received a request from Jennifer Tripper to participate remotely in December 18, 2024 DEI Commission meeting due to a medical matter that prevents her physical attendance at the meeting. I will now entertain a motion for her to participate."

Raven Moore moved to allow Jennifer to remotely participate in the December 18, 2024 DEI Commission meeting. The motion carried unanimously.

AnhThu asked Jennifer to state the location from which she was participating. Jennifer responded that she was at her home. AnhThu asked the commission and the audience if they could hear Jennifer. The response was affirmative.

3. Discussion of Onboarding Retreat and Follow Up

- a. AnhThu proposed identifying a subcommittee structure based on discussions from the retreat. Leslie also mentioned the need for an internal group within the city to focus on DEI recommendations and city work. It was discussed that it is important to have formal participation in work groups and other opportunities. AnhThu suggested splitting into internal and external subcommittees for best practices and community engagement
- b. There was a discussion that there needs to be a baseline assessment of Staunton and setting measurable goals to inform future actions.
- c. AnhThu outline the top priorities identified during the retreat: promoting DEI values, supporting minority businesses, and fostering collaboration among local programs. Discussion ensued regarding the importance of aligning the city's strategic plan and that focusing on high-impact, low-effort initiatives should be priority.
- d. Discussion will continue at the next meeting regarding the subcommittees, so that the absent members of the Commission can provide input.

4. Other Business

The next meeting is scheduled for Jan. 15, 2025 and will include a focus on refining the subcommittee structure and setting clear goals.

Adjournment

The meeting was adjourned at 7:06 p.m.

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. The Commission shall consist of ~~eleven-nine (911)~~ to ~~fifteen-eleven (4511)~~ 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 (32)~~ 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-~~ (68) 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.~~**

~~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.~~

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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.~~

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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 (86)~~ 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: _____

2024 National Community Survey

Summary of Results

*City Council Work Session
July 25, 2024*

National Community Survey - Overview



Livability Measures

NCS measures a community's livability – which is both habitability and desirability



Alternating Years

NCS will be administered on alternating years. The next administration will occur in early 2026. The survey instrument will remain largely unchanged, allowing data to be accurately compared against peer cities as well as identifying Staunton-specific trend data.

Methodology

Survey Instrument

- Standard questions each year, across all communities
- Question Categories:

Economy	Mobility
Community Design	Utilities
Safety	Natural Environment
Parks & Recreation	Health & Wellness
Education, Arts, & Culture	Inclusivity & Engagement

Conducting Survey:

- 3,000 randomly selected households through mail
- 22% response rate (646 households) surveys completed via online link or paper

Benchmark Comparisons:

- Staunton's data compared to 500+ communities
- Trend data not available – first year of survey establishes a baseline.

Limitations

Quality of Life

Excellent & Good Ratings:

Staunton as a place to live: **85%**

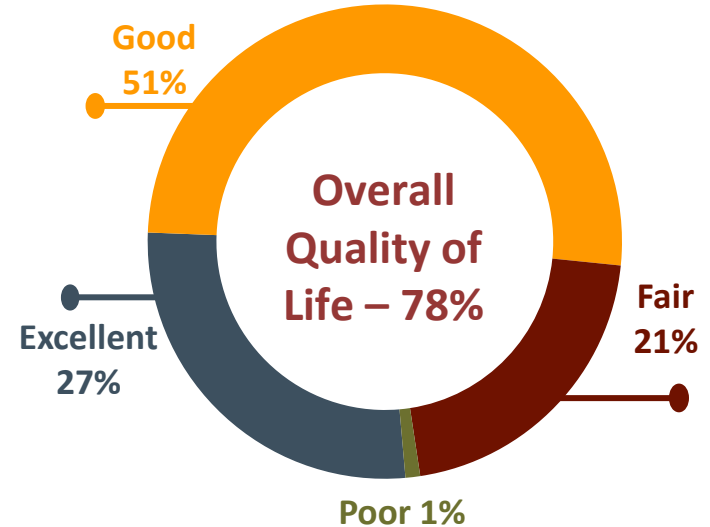
Your neighborhood as a place to live: **79%**

Staunton as a place to raise children: **79%**

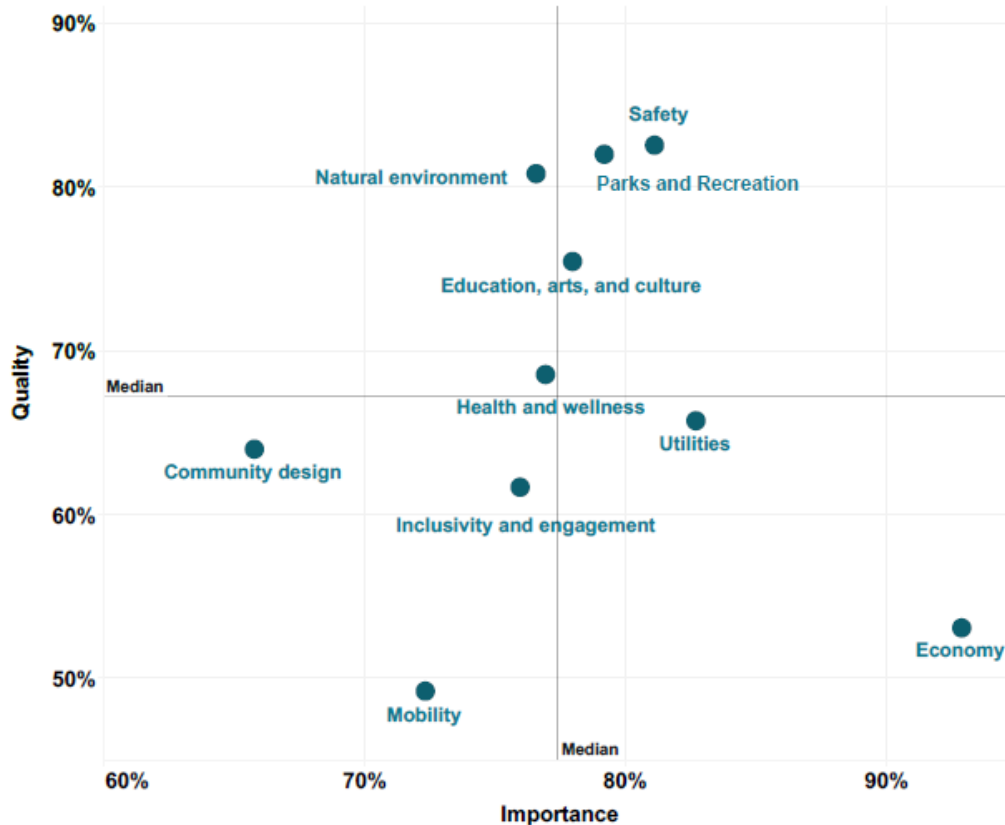
Staunton as a place to work: **58%**

Staunton as a place to retire: **79%**

Sense of Community: **66%**



Quality / Importance Matrix



High Quality/High Importance

Safety Parks & Recreation Education, Arts, Culture

High Quality/Low Importance

Natural Environment Health & Wellness

Low Quality/Low Importance

Community Design Inclusivity & Engagement Mobility

Low Quality/High Importance

Utilities Economy

Safety

High Quality/High Importance

Excellent & Good Ratings:

Feel safe in downtown/commercial area during day: **98%**

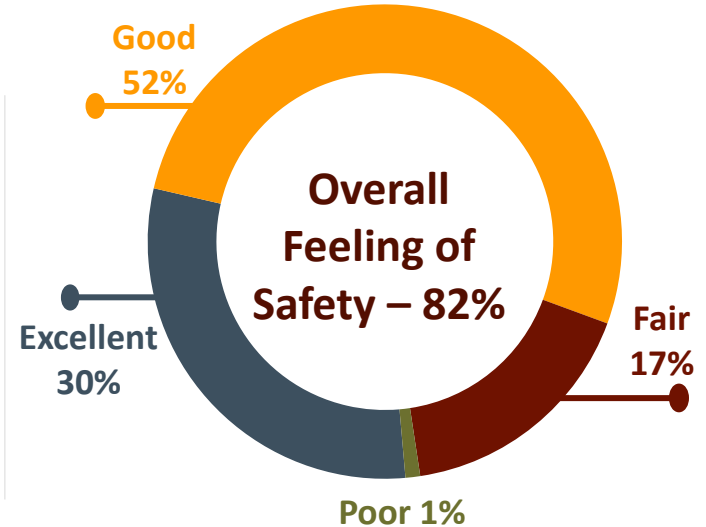
Feel safe in your neighborhood during day: **96%**

Feel safe from violent crime: **89%**

Feel safe from property crime: **84%**

Feel safe from fire, flood, natural disaster: **82%**

Emergency preparedness: **61%**



Education, Arts, & Culture

High Quality/High Importance

Excellent & Good Ratings:

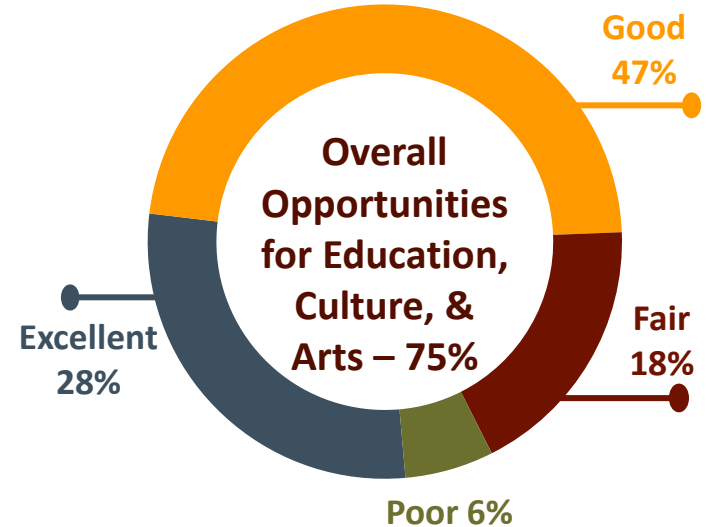
Community Support for the Arts: **81%**

Opportunities to attend cultural/arts/music activities: **75%**

Public Library Services: **90%**

K-12 Education: **57%**

Adult Educational Opportunities: **49%**



Parks & Recreation

High Quality/High Importance

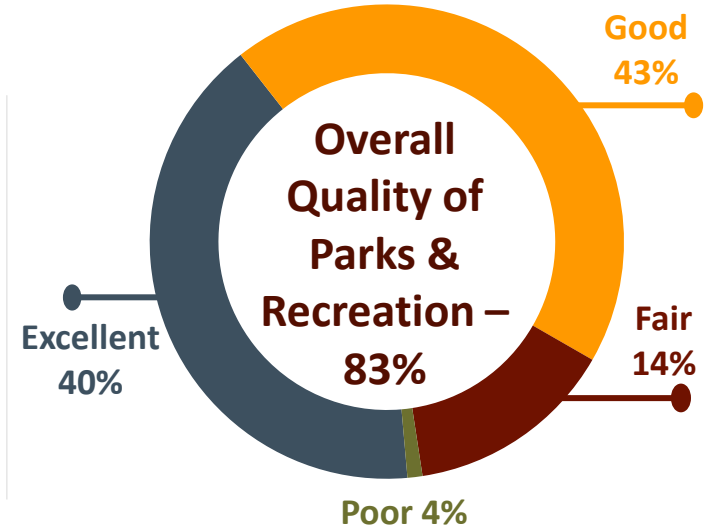
Excellent & Good Ratings:

Recreational Opportunities: **64%**

Quality of City Parks: **85%**

Quality of Recreation Programs: **77%**

Quality of Recreation Facilities: **71%**



Natural Environment

High Quality/Lower Importance

Excellent & Good Ratings:

Air Quality: **88%**

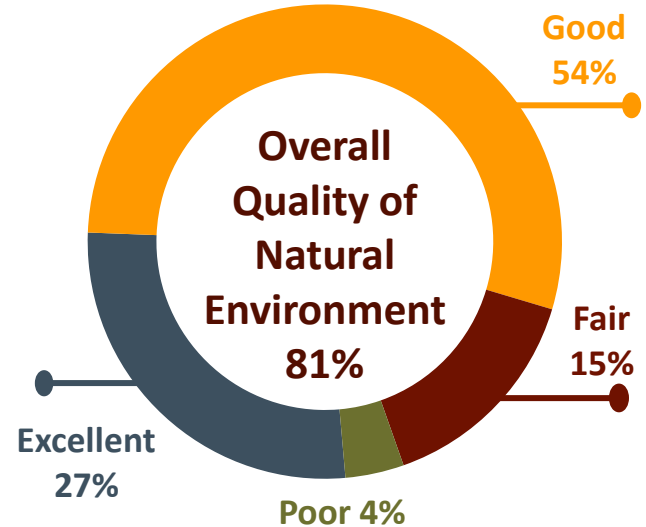
Cleanliness of Staunton: **80%**

Water Resources: **60%**

Preservation of Natural Areas: **63%**

Open Space: **59%**

Stormwater Management: **56%**



Health & Wellness

High Quality/Lower Importance

Excellent & Good Ratings:

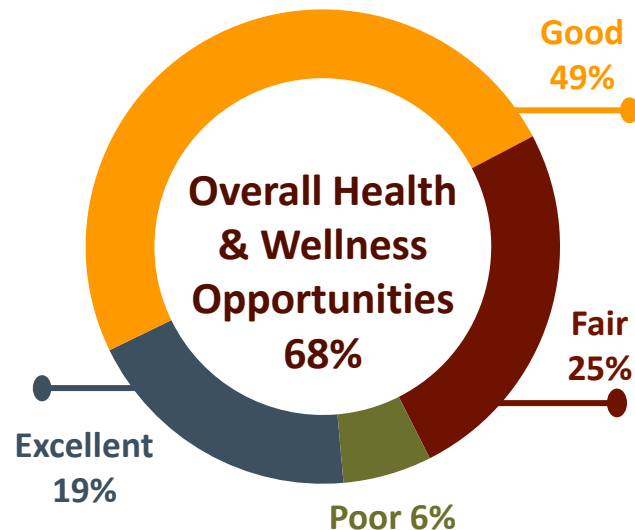
Availability of affordable quality food: **58%**

Availability of affordable quality healthcare: **52%**

Availability of preventative health services: **52%**

Availability of affordable quality mental healthcare: **36%**

Rate your overall health: **61%**



Utilities

Lower Quality/High Importance

Excellent & Good Ratings:

Sewer services: **83%**

Power (electric/gas): **81%**

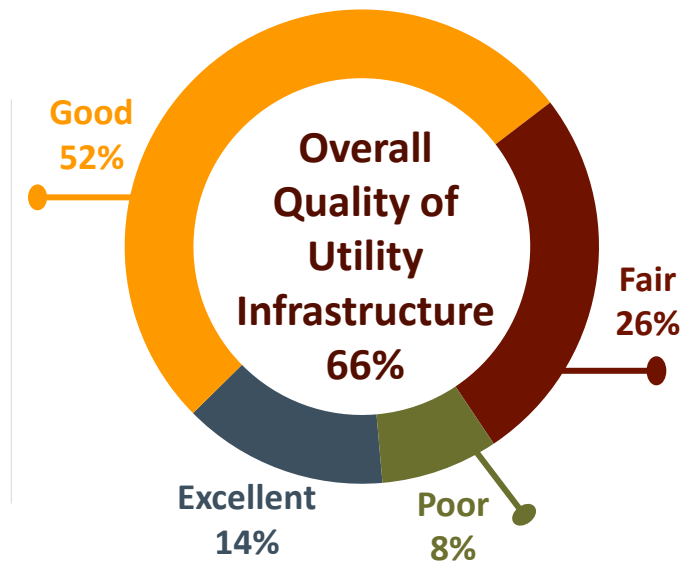
Drinking Water: **75%**

Affordable high-speed internet access: **68%**

Garbage Collection: **79%**

Yard Waste Pick-Up: **56%**

Recycling: **32%**



Economy

Lower Quality/High Importance

Excellent & Good Ratings:

Staunton as a place to visit: **85%**

Vibrancy of downtown/commercial area: **71%**

Staunton as a place to work: **58%**

Overall quality of business/service establishments: **71%**

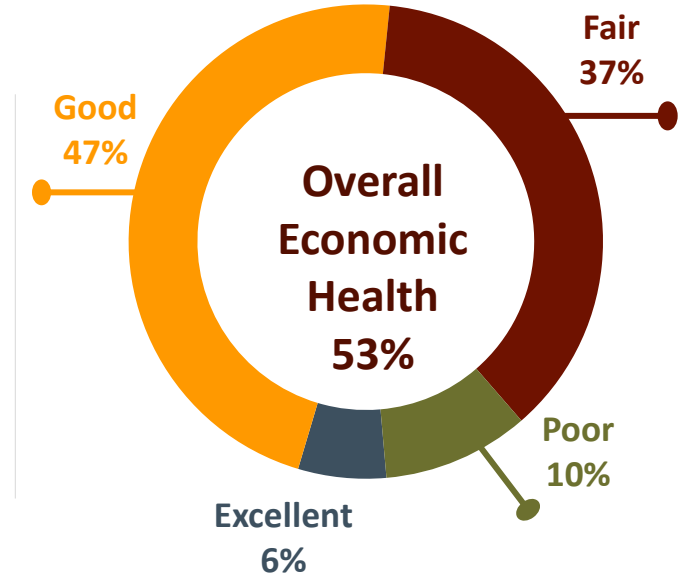
Cost of living in Staunton: **45%**

Employment opportunities: **37%**

Positive impact on family income in next 6 months: **23%**

Availability of affordable quality housing: **21%**

Availability of affordable quality childcare/preschool: **35%**



Community Design

Lower Quality/Lower Importance

Excellent & Good Ratings:

Your neighborhood as a place to live: **80%**

Overall appearance of Staunton: **80%**

Preservation of historical/cultural character: **77%**

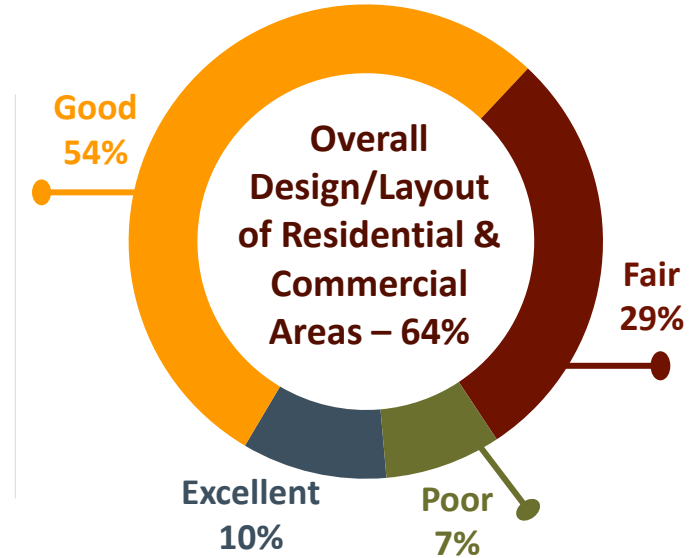
Public places where people want to spend time: **64%**

Well-Designed neighborhoods: **53%**

Well-planned residential growth: **43%**

Well-planned commercial growth: **37%**

Overall quality of new development: **40%**



Inclusivity & Engagement

Lower Quality/Lower Importance

Excellent & Good Ratings:

Residents' connection & engagement w/ their community: **62%**

Making all residents feel welcome: **71%**

Valuing/respecting those from diverse backgrounds: **63%**

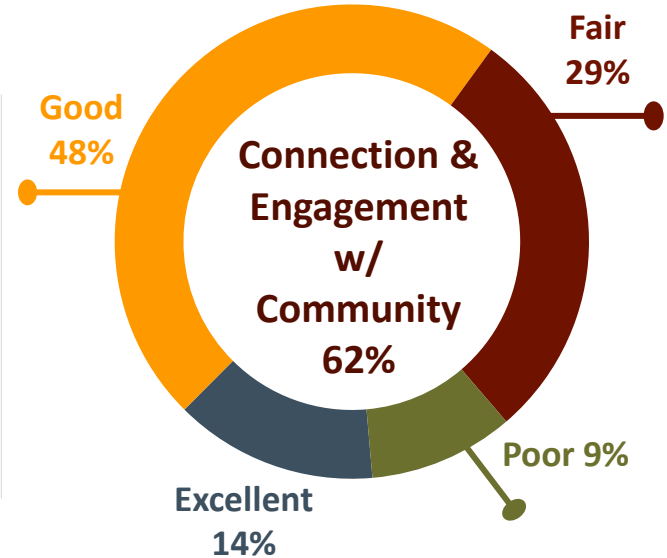
Attracting people from diverse backgrounds: **60%**

Taking care of vulnerable residents: **44%**

Neighborliness of residents: **68%**

Openness/acceptance toward people of diverse backgrounds: **57%**

Opportunities to participate in community matters: **63%**



Mobility/Transportation System

Lower Quality/Lower Importance

Excellent & Good Ratings:

Ease of travel by car: **82%**

Traffic flow on major streets: **72%**

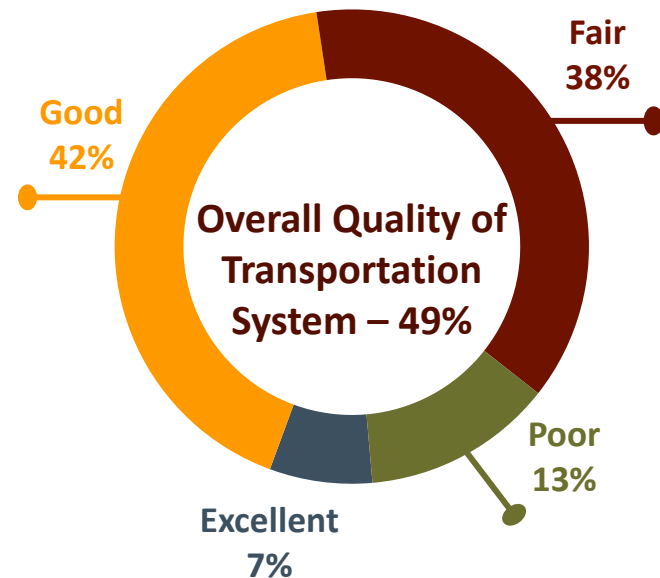
Ease of public parking: **53%**

Ease of travel by public transportation: **43%**

Ease of walking: **58%**

Ease of travel by bicycle: **31%**

Availability of paths and walking trails: **53%**





Next Steps & Questions