

Meeting Agenda
Diversity, Equity and Inclusion Commission
Data & Research Sub-Committee
July 15, 2026
Caucus Room
1st Floor
116 West Beverley St.
5:15 p.m.

Proposed Agenda:

Call to Order

- 1. Approval of Minutes – June 17, 2026**
- 2. Work Session: Audit checklist**
- 3. Other Business**

Adjournment

**DIVERSITY, EQUITY AND INCLUSION COMMISSION
DATA & RESEARCH SUBCOMMITTEE**

Meeting
June 17th, 2026
5:15 p.m.

School Board Conference Room
2nd Floor, City Hall
116 W Beverley St.

PRESENT: AnhThu Nguyen, Charles Lawson, Raven Bruno, Cecilia Carpenter

ABSENT: Sabrina Burress, Nat Slater

Cecilia Carpenter called the meeting open at 5:15 p.m.

1. Approval of Minutes

Minutes from the May 20th, 2026 meeting were considered.

Motion: Charles moved to approve the minutes.

Second: AnhThu

Action: Minutes approved.

2. Review and Discussion of City Onboarding

-AnhThu provided a written summary of the June 1st, 2026 extended City of Staunton Management Team meeting where she and Charles provided a background and history of the DEI Commission, current activities on DEI objectives and then led an open discussion regarding increasing the diversity and representation amongst the workforce and program initiatives across all City of Staunton departments

Summary: -In attendance were City Manager's Office staff, Human Resources, City Attorney and approximately 15 managers spanning departments including Economic Mobility, Parks and Rec, Office on Youth, Fire & Rescue, Finance, Engineering, Library, and Community Development.

-Meeting attendees were given pre-materials including discussion questions, as well as a formal survey link to capture more in-depth responses.

-Meeting notes from Leslie Beauregard and survey responses were also included in the written summary.

-The subcommittee discussed tangible next steps, as well as expressed concerns that DEI recommendations were not being taken into serious consideration, even accounting for barriers such as time and financial capacity, and fewer available positions with a narrow pool of applicants. Although there is enthusiasm for the Commission to aid with community engagement

for upcoming City initiatives, the subcommittee wants to continue work on reviewing and improving City hiring practices and onboarding. The subcommittee discussed perhaps emphasizing that recommendations were rooted and informed by industry best-practices and would reduce organizational and legal risk. The subcommittee is interested in changing strategies and compiling an “audit” of hiring and recruitment practices to establish a baseline that would be shared in a transparent manner to the public in hopes of building trust and accountability. A shared google document will be created for the subcommittee to begin compiling items for the audit list.

-Raven shared a written summary of research conducted on “Recruiting and Retaining Diverse Candidates in City Employment”. The research spanned best practices on writing job descriptions, outreach/recruitment, applying/hiring and retention. Raven emphasized the importance of including benefits such as pathways for advancement, professional development and public service loan forgiveness for example, known to be linked to an increase in applicants. Raven also emphasized active recruitment through academic institutions (HBCUs, workforce development, community colleges), youth pipelines, as well as demographic specific media sites and through non-English language channels.

Next steps: create a shared google document for audit list

AnhThu will request a meeting with Leslie and Jon Venn to discuss next steps

3. Other Business

No additional business was discussed.

Adjournment

The meeting was adjourned at 6:00 p.m.