

Meeting Agenda
Diversity, Equity, and Inclusion Commission
Irene Givens Administration Building
Dr. John Chiles Activity Room
(at Montgomery Hall Park)
1000 Montgomery Ave.
September 28, 2022
7:00 p.m.

Call to Order

Proposed Agenda:

- 1. Approval of Minutes:** July 27, 2022
September 14, 2022
- 2. Discussion (and consideration) of DEI Commission Bylaws**
- 3. Discussion of *Community Partners Input Sessions***
 - a) Logistics**
 - Who invited
 - Time for each presentation
 - Five questions we want them to answer
 - Timing with the *Community Partners Survey (developed by Data & Research Subcommittee)*
 - Invitations (*developed by Community Connections Sub Committee*)
- 4. Other Business**
 - a) Other Updates by Sub Committees**
 - b) Other Commission Business**

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Meeting
July 27, 2022

7:00 p.m.

Dr. John Chiles Activity Room
Irene Givens Administration Building

PRESENT: Sabrina Burress, Chair
Lindsey Lennon, Vice Chair
Lou Boden
Joamarie Garcia
Mark Jeter
Vicki Keyser
Jake Krug (remote participant)
Beth Nelson
AnhThu Nguyen (remote participant)
Nathaniel Riddle
Jennifer Trippeer
Susan Venable
Zavia Willis

ABSENT: Daniel Stuhlsatz
Brenda Mead, Council Liaison

ALSO PRESENT: Leslie Beauregard, Interim City Manager
Andrea Oakes, Council Liaison
Morgan Smith, City Manager's Office

Chair Sabrina Burress opened the July 27, 2022 DEI meeting.

Sabrina stated "on July 27, 2022, I received a request from AnhThu Nguyen to participate remotely in the July 27, 2022 Diversity, Equity and Inclusion Commission meeting due to a temporary medical condition that prevents her physical attendance at the meeting. I will now entertain a motion to allow AnhThu's remote participation in this meeting."

Jennifer Trippeer moved to allow AnhThu to remotely participate in the July 27, 2022 Diversity, Equity and Inclusion Commission meeting due to a temporary medical condition.

The motion was seconded by Beth Nelsen and carried unanimously.

Sabrina asked AnhThu to state the location from which she was participating. AnhThu responded that she was at 410 Tyler Street, Staunton. Sabrina asked the commission and the audience if they could hear AnhThu. The response was affirmative.

Sabrina stated "on July 27, 2022, I received a request from Jake Krug to participate remotely in the July 27, 2022 Diversity, Equity and Inclusion Commission meeting due to a temporary medical condition that prevents his physical attendance at the meeting. I will now entertain a motion to allow Jake's remote participation in this meeting."

Nathaniel Riddle moved to allow Jake to remotely participate in the July 27, 2022 Diversity, Equity and Inclusion Commission meeting due to a temporary medical condition.

The motion was seconded by Beth and carried unanimously.

Sabrina asked Jake to state the location from which he was participating. Jake responded that he was at 827 Paul Street, Staunton. Sabrina asked the commission and the audience if they could hear Jake. The response was affirmative.

1. Approval of Minutes:

Lou Boden moved to approve the minutes of the of the Diversity, Equity and Inclusion Commission July 16, 2022 work shop as presented.

The motion was seconded by Lindsey Lennon and carried unanimously.

2. Discussion and Consideration of DEI Commission Bylaws

Sabrina stated that she, Lindsey and Interim City Manager Leslie Beauregard had met with Dr. Stacia to take go over the DEI Commission bylaws and the timeline. The draft bylaws were based on the City of Roanoke Equity and Empowerment Advisory Board bylaws and had been reviewed by Staunton's City Attorney John Blair.

Dr. Robin Stacia recommended that the Commission be very specific with its language, especially in regards to public hearings and listening sessions. Jennifer asked for clarification of the difference. Lindsey stated that listening sessions are data gathering and are when the Commission will go to the people and listen to the people on a specific topic. A public hearing will come later and will be when the Commission asks the public to comment on work the Commission has presented.

3. Commission Future Planning

a. Commission Priorities

Sabrina stated that, per consultation with Dr. Stacia, the three main objectives are to analyze and assess, connect to the community and provide recommendations to the city. She also suggested that the Commission comes back at the end once recommendations have been made and look at other priorities that might be created for future commissions.

b. Commission Sub-Committees

Lindsey presented ideas for the three main sub-committees, and discussion ensued about various responsibilities of each. The sub-committees are as follows:

- i. **Community Connection** - To coordinate and organize the completion of the Commission's deliverables and the efforts of the Commission's subcommittees. This subcommittee will help plan and track stages of data collection, community engagement, and reporting.

Members:

AnhThu Nguyen
Lou Boden
Susan Venable
Zavia Willis
Mark Jeter

- ii. **Data Analysis and Research** - To collect and analyze data from both secondary and primary sources. This subcommittee will lead formal data collection efforts by assessing existing data, developing data collection tools, implementing these tools, and analyzing the results.

Members:

Daniel Stuhlsatz
Vicki Keyser
Lindsey Lennon
Beth Nelson

- iii. **Logistics and Project Planning** - To coordinate and organize the completion of the Commission's deliverables and the efforts of the Commission's subcommittees. This subcommittee will help plan and track stages of data collection, community engagement, and reporting.

Members:

Jake Krug
Nathaniel Riddle
Joamarie Garcia
Jennifer Trippeer

4. Other Business

a. Welcoming Week

Discussion took place about formally becoming a member of Welcoming Week and its focus on immigration. It was determined that while those issues are very important, it would not be appropriate for the commission to participate as it does not have a formal policy on immigration issues at this time and neither does the city as a whole. The main driver of this decision was to avoid causing a potential misrepresentation.

b. Other Business

Sabrina suggested that the main meeting in August not take place so as to allow time for the first sub-committee meetings; commissioners agreed. Morgan Smith noted that the room in the Irene

Givens Administration Building is reserved on the second and fourth Wednesdays of each month.

Adjournment

The next meeting of the DEI Commission will be held on Wednesday, September 14, 2022, at 7 p.m., at the Irene Givens Administration Building in Montgomery Hall Park. Various sub-committees will meet in August with dates and times to be determined.

The meeting was adjourned at 8:05 p.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Meet & Greet
September 14, 2022

6:00 p.m.

Irene Givens Administration Building
Dr. John Chiles Activity Room

PRESENT: Sabrina Burress, Chair
Lindsey Lennon, Vice Chair
Lou Boden
Joamarie Garcia
Mark Jeter
Vicki Keyser
Jake Krug
Beth Nelsen
AnhThu Nguyen
Nathaniel Riddle
Daniel Stuhlsatz
Jennifer Trippeer
Susan Venable
Zavia Willis

ABSENT: Brenda Mead, Council Liaison

ALSO PRESENT: Leslie Beauregard, Interim City Manager
Andrea Oakes, Council Liaison
Morgan Smith, City Manager's Office
Kiley Kesecker, Clerk of Council

Chair Sabrina Burress opened the September 14, 2022 DEI Commission Meet & Greet and thanked those in attendance for their interest and support.

1. Meet and Greet with Community:

Sabrina and Vice Chair Lindsey Lennon gave a brief presentation on the Commission's timeline, responsibilities, deliverables and statement of purpose.

Commissioners each introduced themselves and provided some personal background information.

Adjournment

The meeting was adjourned at 7:30 p.m.