



LEBANON DIVERSITY, EQUITY, AND INCLUSION COMMISSION

FEBRUARY 1, 2022 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

1. Meeting Access

To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (conference ID: 961 842 679#).

If you have trouble accessing this meeting, please [email Shaun Mulholland](#).

The February 1, 2022, Diversity, Equity & Inclusion Commission (DEI) Meeting is hereby called to order.

2. Approval of Minutes

A. January 11, 2022

3. Old Business: None

4. New Business

A. Lebanon Opera House Proposal for LGBTQ+ musical performance

B. Discuss ideas of the members and goals for the year

C. Establish liaison assignments

1. Hartford Committee on Racial Equity and Inclusion (HCOREI)
2. Lebanon Arts & Culture Commission
3. Lebanon School District

D. Discuss equity audit

1. Review school district equity audit report

E. Data collection opportunities

5. Open to the Public

A. Any member of the public who desires to speak on any item may do so when the item is taken up by the Council and will be allowed to speak on the subject for not more than three minutes. **(Note: Speakers are asked to state their name, ward of residence, and to use the microphone provided.)**

6. Future Agenda Items

A. Review data regarding the diverse composition of the City population

B. Establish outreach to the different minority groups in the City

C. Explore options to highlight and enhance the understanding of different groups in the City

1. Events
 2. Articles in the City's newsletter and Lebanon Times
 3. Resources and information on the City of Lebanon's DEI webpage
 4. Speaking events and other public education efforts to highlight DEI and a better understanding of our underrepresented populations
- D. Coordinate and/or partner with the Lebanon School District regarding their DEI initiatives
- E. Receive reports from the City Manager and Councilor Hill regarding the City's Race Equity And Leadership (REAL) training program and core city staff diversity team
1. Discuss potential collaborative efforts and joint mission vision
 2. Discuss cooperative relationship with the City's administration
- F. Develop a plan, scope, and vision for the DEI Commission within the charge established by the City Council for the ensuing year and beyond
- G. Establish relationships and cooperative efforts with the private sector and nonprofit entities/employers in the City/Upper Valley relative to their DEI initiatives
- 7. Other Business**
- 8. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to [LebanonNH.gov/Live](https://lebanonnh.gov/live) where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

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**CITY OF LEBANON
DIVERSITY, EQUITY & INCLUSION COMMISSION
MINUTES
January 11, 2022 – 5:30 PM
COUNCIL CHAMBERS, CITY HALL or
Remote Via Microsoft Teams: [LebanonNH.gov/Live](https://lebanonnh.gov/live)**

MEMBERS PRESENT: Chair Renee DePalo; Vice-Chair Emily Walton; Secretary Richard Ford Burley; Bise Wood Saint Eugene; Devin Wilkie (City Council Rep.); Nancy Graham; Karen Liot Hill (City Council Rep.); Keiselim Montas; Tia Winter (participating remotely)

MEMBERS ABSENT: None

STAFF PRESENT: City Manager Shaun Mulholland

(Note: This was the first meeting of the DEI Commission)

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

City Manager Shaun Mulholland called the meeting to order at 5:30 pm.

2. APPROVAL OF MINUTES: None

3. OLD BUSINESS: None

4. NEW BUSINESS:

A. Review of Basic Safety Procedures at City Hall

City Manager Shaun Mulholland briefly advised the Commission of the necessary safety procedures in case of an emergency. These procedures included steps to take if there was a fire and steps to take if there was a lockdown. He also discussed the current mask policy.

B. Introductions

The Commission went around the table and gave a brief introduction of themselves.

Bise Wood Saint Eugene is originally from Port-au-Prince, Haiti, but has lived in Lebanon since his emigration in 2014. He possesses a background in sociology and a general interest in humanity. He is presently the Family Resources Coordinator at the Listen Center but is still active with an organization he founded in Haiti.

Devin Wilkie is a City Council member who has lived in the Upper Valley for the majority of his life, aside from a brief stint in Italy. He cares deeply about diversity as he grew up with a diagnosis of Autism and Selective Mutism, which informed much of his psychological and intellectual development. With this, he has done diversity work since he was approximately 14 years old. Presently, he volunteers with various organizations that help with migrant and refugee issues, as well as housing, justice and poverty. His day job is book publishing.

1 Nancy Graham moved to Lebanon three years ago to be closer to her son who is a physician in Boston.
2 She is a retired teacher and special education administrator. She feels this Commission fits her
3 background and likes to contribute to her community.

4
5 Emily Walton has lived in Lebanon since 2012. She moved to take a job in the sociology department at
6 Dartmouth. She joined the Commission for personal reasons such as her family being bi-racial, as well as
7 the fact that she studies race and ethnicity as a sociologist.

8
9 Shaun Mulholland is the City Manager and Chief Diversity Officer for the staff of the city. He is this
10 Commission's staff liaison.

11
12 Karen Liot Hill is also a City Council member. She said that becoming a mother, and a mother of a bi-
13 racial child, is what really made her start viewing the world differently. She is also the mother of a non-
14 binary child and says she feels as though she has a lot of personal, as well as public service reasons for
15 being a part of this Commission.

16
17 Renee DePalo is currently the director of Court Diverted Programs in Grafton County. She spends a lot
18 of her time educating the community on diversity, equity, and inclusion. She has lived all over the
19 country and hopes her background, education, and experience can contribute.

20
21 Keiselim Montas is originally from the Dominican Republic but has lived in Lebanon for 14 years. He
22 has a 10-year-old daughter who was born and raised in Lebanon. He is interested in helping and learning
23 about how to make Lebanon equitable.

24
25 Richard Ford Burley just completed his 10-year journey to American citizenship and shares many of the
26 same sentiments of other members.

27
28 Tia Winter has lived in Lebanon since 2012 and has two daughters who were born and live here. She is a
29 licensed Clinical Social Worker with a focus on mental health. She says part of being a social worker is
30 being an advocate for the vulnerable.

31 32 **C. Election of Officers**

33
34 Karen Liot Hill nominated Emily Walton for Chair, Renee DePalo for Vice-Chair. and Devin Wilkie for
35 Secretary.

36
37 Emily Walton nominated Renee and Bise Wood but would accept if all voted for her. Renee DePalo
38 would accept as she chairs many Commissions for the state.

39
40 Karen Liot Hill switched her nominations to Renee DePalo for Chair and Emily Walton for Vice-Chair.
41 *There was no second.*

42 43 **Roll Call Vote:**

44 Emily Walton, Richard Ford Burley, Bise Wood Saint Eugene, Devin Wilkie, Nancy Graham, Karen
45 Liot-Hill, Keiselim Montas, and Tia Winter voted in favor

46 None voted Nay

47 Renee DePalo abstained.

48 **The nomination for Renee DePalo for Chair passed (8-0-1).* Renee DePalo abstained.

49 50 **Roll Call Vote:**

51 Emily Walton, Richard Ford Burley, Bise Wood Saint Eugene, Devin Wilkie, Nancy Graham, Karen
52 Liot-Hill, Keiselim Montas, and Tia Winter Renee Depalo vote in favor.

None voted Nay

**The nomination for Emily Walton for Vice-Chair passed (9-0).*

Karen Liot Hill nominated Devin Wilkie and Renee DePalo nominates Richard Ford Burley for secretary. After discussion, Devin Wilkie declined so Karen Liot Hill withdrew her nomination for Devin Wilkie.

Roll Call Vote:

Emily Walton, Richard Ford Burley, Bise Wood Saint Eugene, Devin Wilkie, Nancy Graham, Karen Liot-Hill, Keiselim Montas, and Tia Winter Renee Depalo voted in favor.

None voted Nay.

**The nomination for Richard Ford Burley for Secretary passed (9-0).*

D. Review of the Charge of the Commission

Shaun Mulholland explained he gathered information from across the country to determine the charge for the Commission. There was discussion on the purpose/charge/mission and the duties and responsibilities as listed in ORD 2021-07 CH31 Diversity, Equity & Inclusion Commission. There was also discussion regarding the goals and objectives of the Commission, such as what they hope to accomplish and goals to meet.

E. Rules of Procedure

Shaun Mulholland explained that a lot of City Commissions do not have rules of procedure as they do not typically need them for this type of Commission. He suggests establishing basic concepts of rules but nothing too serious. Councilor Wilkie agreed but also notes that members of the public who join should be allowed to participate. Councilor Liot Hill expressed that time limits are a good idea, such as a one and one-half hours for the meeting. There was also discussion regarding time limits on the public speaking, such as three minutes. City Manager Mulholland also addressed the Conflict of Interest Policy.

F. Review of the Right to Know Law

There was a brief discussion on the Right to Know Law and transparency. The City and the law take the public's right to know very seriously, though violations are typically with minutes or as an accidental "reply to all" email.

G. Meetings Schedule and Time

The Commission discussed ideal meeting days and times. The final agreement was that the Commission will meet on the first and third Tuesdays of each month, from 6:00-7:30 PM beginning on February 1st.

5. OPEN TO THE PUBLIC – No one came forth

6. FUTURE AGENDA ITEMS: None

7. OTHER BUSINESS: None

8. ADJOURNMENT:

Meeting adjourned by Chair DePalo at 7:12 PM.

Respectfully submitted, Megan Mraz, Recording Secretary