



LEBANON DIVERSITY, EQUITY, AND INCLUSION COMMISSION

MARCH 15, 2022 - 6:00 PM

COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM

LEBANONNH.GOV/LIVE

1. Call to Order

- A. The March 15, 2022, Diversity, Equity & Inclusion Commission (DEI) Meeting is hereby called to order.

2. Approval of Minutes

- A. March 1, 2022

3. Old Business

- A. Discuss further defining the goals and objectives of the DEI Commission.
- B. Report out regarding assignments
 - 1. Review of City policies, Codes and Charter regarding gender-neutral terms
 - 2. Plans for recruiting a Juneteenth steering committee
 - 3. Reporting on ICNA Webinar

4. New Business

- A. Read and approve statement for the one-year anniversary of the Atlanta spa shootings
- B. Discuss city process for handling language translation
- C. Liaison status reports
 - 1. Hartford Committee on Racial Equity and Inclusion (HCOREI)
 - 2. Lebanon Arts & Culture Commission
 - 3. Lebanon School District

5. Open to the Public

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. Update Lebanon DEI website with equity-related resources and information (transportation, housing, demographics, health, human services)
- B. Highlight and enhance the understanding of different groups in the City
 - 1. Share stories and videos in the City's newsletter and website
 - 2. Multicultural festival
- C. 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
- D. Establish relationships and cooperative efforts with the private sector and nonprofit entities in the 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.

DRAFT

**CITY OF LEBANON
DIVERSITY, EQUITY & INCLUSION COMMISSION
March 1, 2022 – 6:00 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

MEMBERS ABSENT:

STAFF PRESENT: City Manager Shaun Mulholland

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2
3 **1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:**
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5 Chair DePalo called the meeting to order at 6:05 pm.
6

7 **2. APPROVAL OF MINUTES:**
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9 A. February 15, 2022
10

11 *A MOTION by Devin Wilkie to approve the minutes of the meeting as presented.*

12 *Seconded by Keiselim Montas.*

13 **The Motion was approved (8-0).*
14

15 **3. OLD BUSINESS:**
16

17 Chair DePalo stated she would like to put out a statement to recognize the travesty occurring in Ukraine
18 and asked the commission if they agreed. Councilor Wilkie agreed and noted that the statement should
19 include other victims of current airstrikes. Chair DePalo agreed that the statement should encompass all.
20 Nancy Graham informed the group that several local democratic groups are planning vigil for Friday,
21 March 3rd. Emily Walton also suggested putting something together in light of the one year anniversary
22 of the Atlanta Spa Shooting to recognize the large Asian American population in the community.
23

24 **A. Introduction to Adam Lanoue, Assistant Store Manager for Hannaford, regarding**
25 **their Mosaic program and partnering with the DEI Commission.**
26

27 Adam Lanoue spoke about Hannaford's Mosaic program and how they may be able to collaborate with
28 Lebanon's DEI Commission. He stated Hannaford wants to make efforts toward community outreach by
29 learning about local demographics and working with the Lebanon DEI Commission to make their
30 business more appropriate in terms of diversity, equity, and inclusion. He stated Hannaford wants to
31 identify what the Upper Valley needs from a place like them. The second part of Hannaford's Mosaic
32 program, aside from community outreach, is educating the workforce about diversity and the Upper
33 Valley. He asked the commission for any educational materials that the stores can post for customers and
34 employees. He also offered holding and/or helping to plan an event. He concluded by telling the
35 commission that if there are any ideas they have that the Mosaic program can assist with, they would love
36 to be a part of it.

Chair DePalo said they would love to work collaboratively and noted that they are also a new commission and are still working on putting things together. Adam Lanoue offered to provide a list of dates for Hannaford company meetings, so the Lebanon DEI Commission has the opportunity to attend.

B. Report out regarding assignments

1. Review of City policies, codes, and charter regarding gender-neutral terms

2. Development of a process for the review of new policies, codes, and charter provisions through an equity lens framework

3. Plans for a multicultural festival in the city

Karen Liot Hill provided an update on progress for planning a multicultural festival. She noted that all Farmer's Market evenings are booked so they are now looking to lock down a date at Colburn Park.

4. Conducting a process to examine the infrastructure, housing, and access to food in the city from a minority population perspective

Devin Wilkie provided an update on his and Emily Walton's progress on the improvement of vital communities. He also said they have made sure to find ways to include diversity, equity, and inclusion in these movements. Emily Walton let the commission know she has gathered some students to create discussion about local public transportation. She stated they would like to create an equity audit to answer the question: how can we more equitably serve in our community? There was discussion among her planning board regarding a way to implement an equity lens across departments. An equity checklist was proposed to accomplish this. Tia Winter had shared data she compiled with Emily Walton, as well.

5. Development of videos and other means to tell the story of immigrants and minority populations in the city

6. Development of a Juneteenth event in the city

Prior to discussion on Juneteenth, Karen Liot Hill informed the commission about Portsmouth lighting their bridge blue and yellow in support of Ukraine and suggested the City of Lebanon do something like this.

Karen Liot Hill gave a short background regarding the history of Juneteenth, what it is, and the establishment of it as a federal holiday. She suggested pushing a city alert to notify that the city is looking to hold a Juneteenth event as a way to not only publicize, but also to engage the community in the planning/actual event.

7. Development of cultural exchange programs to foster a better understanding on the people of the city.

4. NEW BUSINESS:

A. Liaison Status Reports

1. Hartford Committee on Racial Equity and Inclusion (HCOREI)

2. Lebanon Arts & Culture Commission

3. Lebanon School District

1 Tia Winter advised that she reached out to Superintendent Roberts who told Tia that there
2 will be a district social worker who will reach out to work with her.
3

4 **5. OPEN TO THE PUBLIC:**
5

6 Kathy Beckett voiced her support of the collaboration with Hannaford but wanted the commission to be
7 aware that a migrant justice program has been struggling to work with Hannaford for years.
8

9 **6. FUTURE AGENDA ITEMS:**
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- 11 **A. Establish outreach to the different minority groups in the City**
- 12
- 13 **B. Explore options to highlight and enhance the understanding of different groups in**
14 **the city**
 - 15
 - 16 **1. Events**
 - 17
 - 18 **2. Articles in the City's newsletter and Lebanon Times**
 - 19
 - 20 **3. Resources and information on the City of Lebanon DEI webpage**
 - 21
 - 22 **4. Speaking events and other public education efforts to highlight DEI and a better**
23 **understanding of our underrepresented populations**
 - 24
- 25 **C. Coordinate and/or partner with the Lebanon School District regarding their DEI**
26 **initiatives**
- 27
- 28 **D. Receive reports from the City Manager and Councilor Hill regarding the City's**
29 **Race Equity and Leadership (REAL) training program and core city staff diversity**
30 **team**
 - 31 **1. Discuss potential collaborative efforts and joint mission vision**
 - 32 **2. Discuss cooperative relationship with the City's administration**
 - 33
- 34 **E. Develop a plan, scope, and vision for the DEI Commission within the charge**
35 **established by the City Council for the ensuing year and beyond**
- 36
- 37 **F. Establish relationships and cooperative efforts with the private sector and nonprofit**
38 **entities/employers in the City/Upper Valley relative to their DEI initiatives**
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40 **7. OTHER BUSINESS:**
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42 The final topic of discussion was brought up by Bise Wood Saint Eugene who was concerned about the
43 commission having a specific mission statement/purpose. Chair DePalo viewed the initial "charge" as
44 what he was wondering about. There will be further discussion.
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46 **8. ADJOURNMENT:**
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48 Chair DePalo adjourned the meeting at 7:00 pm.
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DEI Commission Goals and Objectives

Diversity

- Planning multicultural festival, Juneteenth, PRIDE
- Connecting with Arts & Culture Commission, Heritage Commission
- Connecting with businesses to support their outreach

Equity

- Gathering and sharing data on housing, transportation, health, and human services
- Creating equity checklists for policies and procedures
- Connecting with Lebanon School District

Inclusion

- Sharing stories, expanding the tent for who belongs
- Removing gendered language from city codes and charter
- Recognizing important holidays and events
- Issuing statements of solidarity and support
- Listening sessions, meet and greets, understanding what residents want/need

Equity and Inclusion Worksheet for Legislative and Policy Review ¹

Equity is a goal based on the idea that every person deserves to have a fair chance to succeed, and begins with the acknowledgement that this has not been the case for all of the many and varied communities that make up our city and our country. Seeking equity means taking into account historical and present-day disparities in privilege and access to resources in order to create a fairer outcome for all. In a system where the status quo privileges some communities over others, any policy or legislation that maintains the status quo will be inequitable, and therefore sometimes (though not always) seeking equity requires that resources be shared preferentially in order to account for these past and present disparities.

In line with the ever-evolving nature of equity discussions, this worksheet does not include a set list of marginalized communities and identities. Instead, when answering the questions this worksheet sets out, you will be required to consider each time what it means to be a community traditionally not included or consulted in the development of policy and legislation. These communities may, for example, be based on race and/or ethnicity; culture, language, and/or religion; sex, gender, and/or sexual orientation; disability and/or neurodiversity status; socio-economic and/or marital/familial status; age; citizenship and/or immigration status; veteran status; criminal history; and educational attainment. Communities may be based on combinations of these, or on others not mentioned. The work of equity involves ongoing engagement, flexibility, and frequent re-evaluation.

Because equity is an ever-evolving target—and therefore must be sought on a continuous basis—this worksheet can only serve as a tool for seeking equity, not a guarantee of an equitable outcome. It is to be used as a part of an ongoing, conscious effort on the part of the City to foster a culture of equity, and in doing so, to work toward a fairer outcome for all.

Lastly, please note that the questions included in this tool do not need to be answered in order. Discussions of equity often involve multiple iterations that feed back on one another. Seeking equity is a process, not a checklist.

¹ This is a draft of an Equity and Inclusion Lens Worksheet for the review and development of legislation, policies, and procedures for the City of Lebanon, New Hampshire. It was last updated 26 February 2022.

Addressing Community Concerns. Because all policies and legislation affect different communities in different ways, plans should be made to identify, include, and engage any and all affected communities.

*What is the plan to **identify** the community or communities the proposed policy or legislation might have an effect on?*

*What is the plan to **identify** those the proposed policy or legislation leaves out?*

*What is the plan to **reach out** to those communities to involve, engage, and collaborate with them regarding the proposed policy or legislation?*

What are the concerns these communities have in regards to the proposed policy or legislation?

What are the plans to address these concerns?

Setting Equity Goals. Because all policies and legislation intersect with equity considerations, they should all have specific, actionable equity goals and assessment plans that involve the affected communities.

What are the equity goals of the proposed policy or legislation, and what communities were consulted in creating them?

How does the proposed policy or legislation seek to attain these equity goals?

How does the proposed policy or legislation improve access to resources for traditionally marginalized and/or disadvantaged communities?

What is the plan to involve the affected communities in the assessment of progress toward those goals? Are they involved in the design of the assessment framework as well as the ongoing measurement?

Prioritizing Equity. Because resources are finite, concessions are often made when crafting policies and legislation, therefore plans should be made to ensure that equity considerations are prioritized.

What is the plan to involve affected communities in determining priorities regarding the proposed policy or legislation?

In what ways do the priorities of different interests and communities overlap?

In what ways do the priorities of different interests and communities conflict?

What is the plan to address any conflicts that arise, while continuing to prioritize the affected communities?

What is the plan to involve affected communities in assessing whether those priorities are being maintained in an ongoing manner? What recourse do affected communities have if these priorities are not being maintained?