



LEBANON DIVERSITY, EQUITY, AND INCLUSION COMMISSION

DECEMBER 19, 2023 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

1. Call to Order

- A. The December 19, 2023, Diversity, Equity & Inclusion Commission (DEI) Meeting is hereby called to order.

2. Approval of Minutes

- A. November 21, 2023

3. Old Business: None

4. New Business

- A. Strategic Plan Update and Review
- B. Environmental Justice Project Status Update
- C. Citywide Equity Plan – Discuss Next Steps
- D. Vote on DEI Commission Chair
- E. Goal setting for new year

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 Commission 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

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 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
November 21, 2023— 6:00pm
COUNCIL CHAMBERS, CITY HALL or
Remote Via Microsoft Teams: LebanonNH.gov/LIVE

MEMBERS PRESENT: Richard Ford Burley (Secretary); Bise Wood Saint Eugene (Vice-Chair); Keiselim Montas (Public Representative); Kathy McCarty (Public Representative) (via telepresence); Emily Walton (Chair); Simone Whitecloud (Public Representative Alternate); Devin Wilkie (City Council Representative) (via telepresence); Tia Winter (Public Representative)

MEMBERS ABSENT: Karen Liot Hill (City Council Representative); Alisha Robinson (Public Representative); Karen Zook (City Council Alternate)

STAFF PRESENT: Shaun Mulholland (City Manager)

1. CALL TO ORDER

The November 21, 2023, Diversity, Equity & Inclusion Commission (DEI) Meeting was called to order by Chair Emily Walton at 6:00pm.

2. APPROVAL OF MINUTES

The minutes from the October 17, 2023 DEI Commission Meeting were approved.

3. NEW BUSINESS

A. Introduction to New Commission Member

New Public Representative Kathy McCarty briefly introduced herself to the rest of the Commission.

B. Ethics Workshop

City Manager Shaun Mulholland, referencing policy CC-108, the City Council policy titled “Ethics and Conflict-of-Interest for Elected and Appointed City Officials,” proceeded to lead the Commission through the City of Lebanon Ethics Workshop for Boards and Committees. After leading the Commission members through the policy (as included in the meeting packet), a brief question period followed.

C. Update on Multicultural Potluck Event

Tia Winter reported on the progress toward the upcoming event. The Potluck will take place Saturday, December 9, from 3-5pm at Kilton Library. It will be focused around community building, rather than explicitly outreach, but Councilor Devin Wilkie will make a tri-fold brochure on the DEI Commission's activities for distribution at the event. Tia Winter will send the announcement invitation to Beth Beraldi for distribution through City channels. Tia Winter also reported on other advertising efforts to date, and further brainstorming ensued.

D. Update on Environmental Justice Task Force

Secretary Richard Ford Burley reported on the progress made by the Environmental Justice Task Force towards the goals of the strategic plan. The members of the Task Force will be extending invitations to members of various City staff and stakeholders in the coming months to better understand current efforts and potential recommendations the Task Force could make. The definition of Environmental Justice as it applies to the City will be completed at the Task Force's December meeting, after which the members will take the definition back to their various boards and commissions for review. City Manager Shaun Mulholland suggested the Task Force create sub-goals for addition to the Strategic Plan which will be finalized in the spring.

E. Update on Citywide Equity Plan

City Manager Shaun Mulholland gave a brief update in the place of Councilor Devin Wilkie. The Second Stakeholder Brainstorming Meeting will take place on December 5 and will focus on City staff and departments. There will be further discussion about next steps at the January meeting of the DEI Commission.

F. Update on JAM Ndakinna Video

Commission members briefly discussed the recent video produced by JAM about the Land Acknowledgement and the Indigenous history of the local area, with only positive feedback. City Manager Shaun Mulholland suggested contracting with JAM to create a video on the purpose and function of the DEI Commission.

5. OPEN TO THE PUBLIC

No discussion.

6. FUTURE AGENDA ITEMS**7. OTHER BUSINESS**

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75 **8. ADJOURNMENT**

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77 Chair Emily Walton adjourned the meeting at 6:40pm.

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80 Respectfully submitted,

81 Richard Ford Burley, DEI Commission Secretary

Where are the gaps in equity in our community?

- Representation on Boards and Committees – how are we reaching out to people who are not represented? Socioeconomic status – voice needs to be broadly represented (not only homeowners, but renters, better representation of different ages, etc.)
- Broaden how we reach out to underrepresented communities and encourage their involvement
 - Language barriers
 - Think beyond “welcoming”
 - Steering away from thinking of candidates as, “good fits”
 - Customer population
 - Access to information – no access to technology – digital equity – digital divide
- Issues at State level that drive some of these issues (testing requirements for Police & Fire), certifying standards
 - Local businesses and hiring practices

What should we do to improve equity in our community?

- Increased education in community (businesses) and within City Departments
- Increased education on what it means to serve on Boards and Committees – impact it can have on community
 - Investing in people – active outreach
 - Pay equity
 - Interviewing practices (diverse group of people on panel)
 - Affordable housing
 - Continue to offer affordable programming
 - More youth representation on committees
- Stipends for those serving on boards and committees – difficulty serving due to childcare issues
 - “Working Groups” for boards and committees
- Rethinking how work on boards and committees is done
 - Increase diversity within City Departments

How will we know we are successful in creating an equitable community?

- Increased diversity
- Percentage of housing units embedded in development – not separated
 - Decrease in complaints in access issues
 - Work schedules (flexibility)
 - Increased community engagement
 - Youth will stay
- What is being celebrated within the community
 - Reduction in crime
- More applications than openings on boards and committees
 - Increase in female leaders
 - Different languages
 - Retention of female employees
 - Increased efforts in childcare assistance
- Educational opportunities for all (succession planning) – increase availability and mentorship
 - More City employees live in the City

Goal setting for 2023

A. Continue with educational initiatives.

1. Monthly observances and celebrations
 - a. 1/16 MLK Jr. Day
 - b. 1/21-27 Lunar New Year
 - c. 1/27 International Holocaust Remembrance Day
 - d. February Black History Month
 - e. March Gender Equality Month
 - f. 3/7 Holi
 - g. 3/8 International Women's Day
 - h. 3/22-4/21 Ramadan
 - i. 3/31 International Transgender Day of Visibility
2. Respond to events with informational statements (can we put these back on the website?)

B. Continue with Listening Sessions.

1. Volunteers, dates, and locations?

C. Continue community events. Partner with community groups (Upper Valley BIPOC Network, JAG Productions, LOH).

1. PRIDE (June)
2. Juneteenth (June 19)
3. Frederick Douglass reading (July 4)
4. Multicultural Festival (August)
5. Add fall potluck? Kilton library? Holi celebration.