

FINAL

CITY OF LEBANON
DIVERSITY, EQUITY, & INCLUSION COMMISSION
October 15, 2024—6:00pm
COUNCIL CHAMBERS, CITY HALL or
Remote Via Microsoft Teams: [LebanonNH.gov/LIVE](https://lebanonnh.gov/LIVE)

MEMBERS PRESENT: Richard Ford Burley (Secretary); Keiselim Montas (Public Representative); Bise Wood Saint Eugene (Chair); Devin Wilkie (City Council Representative); Tia Winter (Vice-Chair)

MEMBERS ABSENT: Karen Liot Hill (City Council Representative); Simone Whitecloud (Public Representative Alternate, as Public Representative); Karen Zook (City Council Alternate)

STAFF PRESENT: Shaun Mulholland (City Manager)

1. CALL TO ORDER

The October 15, 2024 meeting of the Diversity, Equity & Inclusion Commission (DEI) was called to order by Chair Bise Wood Saint Eugene at 6:03pm.

2. APPROVAL OF MINUTES

A MOTION by RFB that the DEI Commission approve the minutes of the September 17, 2024 meeting of the DEI Commission as presented.

Seconded by KM

**The Motion was passed unanimously.*

3. OLD BUSINESS

No old business was discussed.

4. NEW BUSINESS

A. Equity Plan

Councilor Devin Wilkie presented on the development of the Citywide Equity Plan. Former Chair Alisha Robinson and Councilor Karen Liot Hill had been helping Councilor Wilkie with the process, but with one departed and the other occupied with other matters, they wanted to know if other present members would be interested in helping. City Manager Shaun Mulholland said the development of the equity plan is a key component of the strategic plan, so mapping out

steps from the equity plan to include in the strategic plan would be ideal. It was agreed that Councilor Wilkie would try to have some things ready for next month's meeting, and Tia Winter will assist.

B. Meeting Accessibility

Councilor Devin Wilkie presented. After a recent event at the senior center, some of the attendees expressed that making it to meetings was a disincentive to their civic engagement. Discussion centered around the challenges inherent with attending meetings, including timing, transit accessibility, and more. Further discussion ensued on challenges relating to the AT schedules, the potential for microtransit solutions, and other related ideas. Councilor Wilkie suggested adding a guidance document on civic engagement and meeting scheduling to the Citywide Equity Plan. Secretary Richard Ford Burley suggested that the Equity Plan also recommend a study on the feasibility of microtransit solutions for Lebanon. City Manager Shaun Mulholland spoke about other cities in which microtransit solutions have been very successful. Chair Bise Wood Saint Eugene pointed out that a lot of residents don't know the DEI Commission and other committees exist, which also presents a barrier to engagement. Tia Winter suggested a once-yearly "PR blast" to aid in civic engagement. Councilor Wilkie suggested also adding that to the Citywide Equity Plan. Discussion continued on the various media and events through which such a PR campaign could take place. Ms. Winter asked about the budget of the DEI Commission. City Manager Mulholland clarified that no City Committees or Commissions have a standing budget, but that funds for small items like banners could usually be found.

C. Public Campaign to Define the City of Lebanon as a Welcoming Community

Discussion segued from the previous item into a discussion of ways to make people feel more welcome through a public campaign, and about the publicity of meetings and civic engagement, including not only helping people attend meetings at City Hall, but also meeting people where they are in listening sessions and booths. As a clarification, City Manager Shaun Mulholland mentioned that the videos made by former DEI Commission member Emily Walton's students have been put onto the Commission's section of the City website. He also suggested members of the DEI Commission setting up listening sessions in the public spaces of the newer residential developments in North Lebanon, especially in the winter. It was agreed that an attempt would be made for the February DEI Commission meeting to take place in North Lebanon.

D. Hartford Committee on Racial Equality and Inclusion (HCOREI) / Lebanon DEI Liaison

Former Chair Alisha Robinson had been the Commission's liaison to HCOREI, and with her departure the Commission needed a replacement, which Tia Winter volunteered to take. City Manager Shaun Mulholland suggested a joint DEI Commission-HCOREI meeting, especially in advance of Juneteenth. Ms. Winter agreed to reach out and suggest March as a good time for that. The City Manager also suggested the DEI Commission go to them, to make it as convenient for them as possible.

E. Juneteenth Planning Liaison

This item was also addressed by Item D. Tia Winter will take lead but reach out to Secretary Richard Ford Burley for their help when needed.

5. OPEN TO THE PUBLIC

No comments were offered by the public.

6. OTHER BUSINESS

City Manager Shaun Mulholland discussed the annual staff survey which is coming out soon. Secretary Richard Ford Burley asked about the timeline for the Strategic Plan. The City Manager said the Commission would need to have action items prepared by February. Councilor Devin Wilkie suggested spending half of the Commission's December and January meetings on the Strategic Plan.

Chair Bise Wood Saint Eugene said that he and Tia Winter would be meeting with Kirsten Coats at the Lebanon Opera House to ensure collaboration with the Commission in the coming year.

Secretary Richard Ford Burley gave a very brief update on the Environmental Justice Task Force.

7. ADJOURNMENT

Chair Bise Wood Saint Eugene adjourned the meeting at 6:54pm.

Respectfully submitted,
Richard Ford Burley, DEI Commission Secretary