

CITY OF BARRE
PUBLIC BODY DRAFT MEETING MINUTES

Committee/board: Diversity and Equity Committee

Date of meeting: Monday, May 17, 6:00 PM

Location of meeting: Zoom Videoconference with Call-in Option

Board/committee members in attendance:

- Ellen Kaye
- William Toborg
- Joelen Mulvaney
- Marichel Vaught
- Christopher Roberts
- Danielle Owczarski

Others in attendance:

- Steve Mackenzie - Town Manager

Topic(s) Discussed

1. Call to order 6:01PM
2. Adjustments to the Agenda
 - a. New business G moved to top of agenda (Marichel has to leave early).
3. Visitors and Communications
4. Approval of Minutes from 4/19/2021 and 5/3/2021
 - a. 4/19/2021 meeting minutes approved with note from William clarifying purpose of YouTube video link
 - b. 5/3/2021 Ellen moved to approve the minutes with the update of the initial motion (who seconded the minutes)
5. Old Business
 - a. Expressing thoughts about our evaluation
 - i. No further comments
 - b. Working group reports: updates on Equity Impact Assessment Tool (EIAT) use
 - i. Ellen - VLCT Equity Committee
 1. Draft a statewide equity plan - consultants attended the meetings (Wanda Heading-Grant) (sp?) and (name)
 2. Next meeting is a listening session June 7th (consultants will listen) for the people in the committee for the needs in their towns
 3. Towns will have pre-vetted statements and working on a town fair (two-day conference at the end of September and will have a whole day dedicated to DEI)
 - a. Ellen thought it would be good idea to have space for towns to share tools that they are using

4. Conduct an EIAT training for the VLCT staff and VLCT Equity committee members
 5. Building and conducting a DEI tool for staff members
 6. National League of Cities and Towns are providing a 3-day training for equity work in municipalities. Free and open to all members.
 7. No committee name until their work is better informed
- c. Liaison Reports: Barre Unified School District D&E Committee; VLCT D&E Committee
- i. Joelen ran their policy through the EIAT and the population that is most affected by the policy was not part of the process of the policy development
 - ii. Found their was not a good amount of representation for feedback on their policy after using the EIAT
 - iii. Question about the research part of the tool - in the action part they stated they would use a facilitation tool that was made for college students - Joelen let the group know and they took that out of the policy
 - iv. Meetings are not public so only able to attend meetings that she is invited to
6. New Business
- a. Opening affirmation – Ellen
 - i. The group read the opening affirmation
 - ii. Discussion ensued
 - iii. Marichel and Ellen will work on one section of the document to clarify the intent of a section of the opening affirmation
 - b. Scheduling warned, regular meetings going forward – Marichel
 - i. Should we stop meeting every two weeks, which is not our regular meeting time, and instead keep our regular schedule, once a month, and work group meetings in between.
 1. A quorum of our group is 4 - 50% of total people +1 (6 people total)
 2. Working groups
 3. William moves we have meetings on the 3 Monday of the month at 6PM with workgroup meetings, Marichel seconds,
 - a. Discussion - Ellen, can we clarify the working group schedule?
 - b. Working groups get together on their own motion.
 - c. All in favor with clarification.
 - c. Finding committee members for our future work – Joelen
 - d. Creating a committee website – Danielle

- i. Committee to develop a page for the Diversity and Equity Committee
 - ii. Danielle will follow up with Jody on developing a skeleton page
 - iii. Joelen will go through the documents, to make a suggestion of what we should add to the page
 - iv. Joelen had idea of a contest for a logo or art for the web page
- e. Revisiting the education project – Joelen
 - i. Joelen and Chris will work on organizing the group
- f. Organizing working groups - Joelen
 - i. Community Needs Assessment - Data, Research, Survey
 - ii. Education Project
 - iii. Policy Group
- g. Pending term limits – Marichel, Chris, Joelen
 - i. All would like continue with their term - Marichel, Chris, and Joelen
 - ii. Joelen will send an email to Jody tomorrow
- 7. Set next meeting Date
 - a. Monday, June 21, 6:00 PM
- 8. Round Table
 - a. No comment
- 9. Adjourn

Action items

- 1. Marichel and Ellen - will work on one section of the opening affirmation document to clarify the intent.
- 2. Danielle - follow up with Jody on developing a skeleton page.
- 3. Joelen - Will go through the documents, to make a suggestion of what we should add to the page.
- 4. Joelen and Chris - will work on organizing the education project group.
- 5. Joelen - will send an email to Jody on Marichel, Chris, and Joelen renewing their terms.

1) Motion: Have meetings on the 3rd Monday of every month at 6PM. Working groups will get together on their own motion and will not need public notice if the group is kept to three people.

Mover/Seconder: William/Marichel

Result of vote: All in favor (after point of discussion by Ellen on working groups was clarified).

Meeting adjourned:

Mover/Seconder: William/Chris

Time: 7:32 PM

Next meeting date/time/location: Monday, June 21 at 6:00PM via Zoom

A handwritten signature in black ink, appearing to read 'Danielle Owczarski'. The signature is fluid and cursive, with a large loop at the end.

Danielle Owczarski