

RECEIVED

By Karen Wilber, Town Clerk's Office at 12:42 pm, Aug 17, 2021

MEMBERS PRESENT:

Chairman Tim Kaelin
Asst Town Administrator Becca Meekins
Lauren Bailey Jones
Diedra Wrighting
Mariam Ibrahim
Mary Leach

MEMBERS ABSENT:

Virginia Simms George
Hamilton Soriano
Shika Holland

**OPEN AND WELCOME FROM CHAIRMAN, Tim Kaelin:**

Tim Kaelin welcomed the committee for a meeting of the Northborough Diversity & Inclusion Committee Meeting on June 17th meeting just past 7 PM.

Ms. Meekins: Pursuant to Chapter 20 of the Acts of 2021; a Bill Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency; signed into law June 16, 2021; this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted. This meeting will be streamed live but will not have an option for public participation. To view or listen only, please visit the Town of Northborough's web page which will bring you to the Town of Northborough's You Tube link.

Tim Kaelin conducted a verbal roll call of all present members.

Approval of May 20, 2021, Minutes:

Motion to approve: Lauren Bailey Jones

Seconded: Mariam Ibrahim

Roll call vote: Becca Meekins: aye; Mariam Ibrahim; aye; Lauren Bailey Jones; aye; Tim Kaelin: aye; Diedra Wrighting: abstain; minutes are approved.

Becca Meekins gave a brief update on the Board of Selectmen's Meeting concerning the membership of the Committee and Tim Kaelin's role on the Diversity & Inclusion Committee. The Board of Selectmen has chosen to keep the current committee membership intact and will consider changes to the membership when the initial term of the Committee is complete.

Presentation of DEI Strategic Plan Scope and Discussion:

Becca reviewed the items to be included in the scope for the DEI Strategic Plan Request for Proposals. Items were broken down into three categories to distinguish which must be included in the scope and which items were nice to have but not critical in the initial review for the plan. Regarding training, Diedra

Wrighting mentioned that baseline training could be developed for all new employees as part of onboarding. This could be a video. Each year training could be conducted based on topics that year for the current staffing. This would be more of a staged approach. Tim Kaelin also mentioned that many private organizations buy seats for online training for their staff. Tim explained that online training companies typically facilitate the first few trainings to assist leaders in taking a deeper dive into the course material which could be done annually. Diedra also mentioned that there are applications that employees can download. They are health and workplace culture apps. Diedra was not aware of the efficacy of the application, but it has been helpful for her.

Mary Leach joined the meeting at 7:20 p.m.

The Committee had a discussion regarding the deliverables included in the draft scope and the timing for recommendation to the Board of Selectmen. Tim explained that he imagined that when the Committee makes their recommendations to the Board, they will include immediate changes, medium term changes, and long-term changes.

Discuss Public Hearing/Listening Sessions/Focus Groups

The Committee is planning to have an open meeting that will allow for public participation. The Committee is planning to have their public listening session in September on the 23rd. The Committee will continue to meet remotely through the summer but may consider meeting occasionally in person in the Fall. Lauren recommended that the Committee publicize either the draft of the recommendations for folks to comment on ahead of the listening session, or some questions from the survey. Lauren also recommended that the Committee allow folks who cannot attend submit a letter to the Committee with their thoughts.

Draft Statement on LGBTQ+ Pride Month

Diedra mentioned that the Committee should set a diversity calendar so that the Committee can provide outreach on these matters. Tim will draft a statement on LGBTQ+ Pride Month and Diedra will draft a statement on Juneteenth.

Any other business to come before the Committee

Lauren informed the Committee that Shika put together a social media plan for the Committee with steps. Lauren will share that plan with the Committee. Tim will put together the July presentation for the Board of Selectmen meeting. He will share the presentation with the Committee ahead of the meeting on the 19th.

ADJOURNMENT:

Motion to adjourn made by Diedra Writing

Motion seconded by Becca Meekins

Roll call as follows:

Ms. Meekins: Aye

Ms. Bailey Jones: aye

Ms. Leach: Aye

Ms. Wrighting: Aye

Ms. Ibrahimi: Aye

Mr. Kaelin: Aye

Meeting is adjourned at 8:23 pm.

Respectfully submitted,

by Becca Meekins

Northborough Diversity & Inclusion Committee