



SUDBURY DIVERSITY EQUITY
& INCLUSION COMMISSION

MEETING AGENDA
MONDAY MAY 17, 2021
7:00 PM OPEN SESSION

Please click the link below to join the virtual Diversity, Equity and Inclusion Commission Meeting:

<https://us02web.zoom.us/j/8351359960>

For audio only, call the number below and enter the meeting ID on your telephone keypad

Call In number: 978-639-3366 or 470 250 9358

Meeting ID: **835 1359 9960**

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
1.			Welcome
2.			Reports from Commission Members
3.			Citizen Comments for Items Not on the Agenda
4.		<i>VOTE</i>	Possible Selection of a Chair and Vice-Chair (or two Co-Chairs) and possible Clerk
5.			Review of Commission Mission and Goals
6.			Future Work Planning – Actions, Deliverables, Timing
7.			Possible Future Training and Development Opportunities
8.			Upcoming Agenda Items/Next Meeting Planning

These agenda items are those reasonably anticipated by the commission which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

TOWN OF SUDBURY
SUDBURY DIVERSITY, EQUITY, AND INCLUSION COMMISSION

Approved by the Board of Selectmen: November 17, 2020

Amended: April 6, 2021

Mission:

The Select Board is creating the Sudbury Diversity, Equity, and Inclusion Commission to support diversity, achieve equity, and foster inclusion for every member of this community, respecting all aspects of identities. The Commission shall also critically consider intersections among these groups to facilitate learning, understanding, and unity.

The Commission shall consist of up to thirteen members-and Advisory members. The Commission shall make recommendations on a quarterly (minimum) basis to the Sudbury Select Board on policies and programs to identify and eliminate conscious or unconscious biases and prejudices, to reject discrimination, and to measure, promote, and increase diversity, equity, and inclusion of Sudbury's historically disenfranchised populations. Within the first year, the commission will present an action plan to move the town toward the following goals.

Goals:

1. The Commission will meet at least monthly to hear testimony from towns people, deliberate on those discussions and submit a report within the first year, including an action plan, to the Select Board which will then oversee the implementation of the recommended actions. To accomplish this goal, the Commission will:
 - a. Provide training for the members to self-examine and recognize their own experience with historically disenfranchised populations and unconscious bias.
 - b. Gather first-hand experiences in Sudbury from historically disenfranchised populations.
 - c. Solicit feedback from town departments, boards, and committees.
 - d. Collaborate with groups operating in town that are focused on related issues.
 - e. Facilitate discussions and education forums for town residents about issues of diversity, equity, and inclusion.
2. The Commission will identify ways to promote awareness, engagement, and community building around diverse experiences and to create a more inclusive community, including:
 - a. Brainstorm possible actions that can be taken to address any problems/issues found.
 - b. Leverage final report as presented to the Select Board documenting the state of diversity, equity, and inclusion in town to make appropriate recommendations and address any problems found.
3. The Select Board, in partnership with the Commission, to present findings to the town.

Membership:

The ***Sudbury Diversity, Equity, and Inclusion Commission*** shall be appointed by the Select Board according to the following list. All appointments shall expire on May 31, 2022 but may be extended by the Select Board. Members will be reflective of the diversity of the Sudbury community. The membership will be established through an open request to all residents of the town. The Select Board will send notice of the application

process to all faith communities, local civic organizations, town boards and committees, local media (including print and digital and social media) and any other outlet that will help to reach the broadest range of residents.

The Commission shall elect a Chair and Vice-Chair or Co-Chairs, and a Clerk from among its members. The Chair or Co-Chairs will run the meetings, be the designated communications link with the Select Board, and schedule meetings. Commission members will be initially appointed to serve until May 31, 2022.

Membership (voting members) will include:

- Sudbury resident(s), including Students or Parents of Students attending Sudbury schools.....(up to 14 members)

Advisory (non-voting members):

- Sudbury Police Chief or delegate from Sudbury Police Department (1)
- Town of Sudbury Town Manager or delegate (1)
- Sudbury Public School and/or Lincoln Sudbury Regional High School..... (2)
- One member nominated by the Sudbury Clergy Association (1)
- Select Board liaison (2)

Areas of expertise/experience for members may include but not limited to:

- Business representatives
- Education
- Parent or caregiver
- Student
- Human Resources
- Immigration law
- Medical and healthcare
- Minority affairs
- Real estate/Affordable Housing
- Social Work

The Commission consists of a group of Commission members and a small group of Advisory members. Commission members are voting members and must be available and willing to attend the majority of scheduled meetings. They may draw upon the expertise of Advisory members, who will be requested to attend meetings and/or discuss topics for which their expertise is needed. The Chair or Co-Chairs will run meetings, be the designated communications link with the Town Manager and other Town staff, and schedule committee meetings. The Commission may internally select a Clerk who will ensure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Commission for approval, filing with the Town Clerk, posting to the Town’s website, and disseminating to the Advisory membership.

The Select Board shall determine by March 31, 2022 whether to modify the mission statement, Commission charge, or Commission composition, and act to establish duration of term effective June 1, 2022.

Meetings will be open to the public, recorded, and will include community wide surveys and discussion groups.

Compliance with State and Local Laws and Town Policies

The members of the Sudbury Diversity, Equity, and Inclusion Commission are responsible for conducting their activities in a manner which is in compliance with all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect commission membership. In particular, all appointments are subject to the following:

The Code of Conduct for Selectmen Appointed Committee

The Town's Email Communication for Committee Members Policy

- Anyone appointed to serve on a Town committee by the Select Board agrees that he/she will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Commission by the Selectmen.

Use of the Town's Web site

- The Commission will keep minutes of all meetings and post them on the Town's web site. The Commission will post notice of meetings on the Town's website as well as at the Town Clerk's Office.

Please do not reply all

Team DEI: I am providing information, if you have inputs, please contact me instead of replying all. This will prevent an Open Meeting Law violation.

Please start or continue seeking cost efficient training options. If there are costs, then there would need to be planning and set budgeting aside for the future. If you find some great links, please identify those to me also.

Our AMAZING Social Worker team has attached (below) a list of consultants that were recommended by members of the MW Health Foundation's equity workgroup. There are also several upcoming workshops that may be of interest. (I'd like to give a shout out to our amazing intern from UMass, Jordon DaSilva Martins, who helped with this project.)

Equity Consultants

All consultant referrals were made by members of the MetroWest Health Foundation's Racial and Ethnic Disparities Workgroup

Human in Common: Specializes in providing professional diversity and ethical upstander training for nonprofits, municipalities, businesses and schools.

<https://www.humanincommon.com/>

Equity and Expectations: Offers workshops, coaching, strategic advisement, group facilitation, and presentations to clients on racism, equity, inclusion, and diversity. <https://www.equityandexpectations.com/services>

Wayside Equity Training Center: Offers an individualized approach to assist organizations in beginning or advancing their Diversity, Equity and Inclusion (DEI) work. Flexible modules make it possible to adapt the program to meet the organization's specific needs. <https://www.waysideequitycenter.org/>

Diversity, Equity, & Inclusion Commission: Provides individual coaching, presentations for groups and facilitate affinity groups on the personal work of racial justice and practices for anti-racist work. For more information, please contact Valerie Spain, VSpain@advocates.org.

Upcoming Workshops/Trainings

Wayside's Equity Training Center: Human services agency that builds customized training based on diversity, equity, and inclusion.

- **April 15 at 11am:** hosting How to Build an Anti-racist Organization to discuss how organizations can support employees through policies, company culture, and power dynamics. To register for the event please visit https://denterlein.zoom.us/meeting/register/tJcufuqqD0qHtLBduE-mM00v2q_V-gwmsB7

MetroWest Nonprofit Network: Strives to strengthen and support the community with access to resources, expertise, and each other.

- **April 22 at 7pm:** hosting their fourth event in the series, Conservation about Antiracism. This event will be facilitated by Dr. Paula S. Martin, a cultural competency and antiracism educator and consultant. To register for event please visit, <https://myemail.constantcontact.com/April-2021-Lunch-and-Learns-and-Community-Conversations.html?soid=1101595116431&aid=euf3M1euYd4>

Massachusetts Medical Society and the Massachusetts Health & Hospital Association: Have partnered to host a series of webinars to encourage dialogue and share best practices. The webinar series will address best practices for creating a culture of inclusion and belonging, leadership and accountability, pipeline advancement programs, and moving data into action around health equity.

- **April 14th from 12-12:45pm:** Creating a Culture of Inclusion and Belonging. <https://www.massmed.org/DHEI-webinar-1/>

SPARK Program: Provides interactive diversity training on how to un-learn bias by focusing on skills to effectively interrupt harmful behavior and create social norms built on respect, and appreciation of diversity and inclusion.

- **April 15th from 7-8pm:** How BIPOC Families Can Support Themselves and Their Children.
- **May 25th from 7-8pm:** How One Girl's Fight for Americans with Disabilities Changed the World. <https://www.sparkkindness.org/programs/>

Here are more consultants that offer training and consulting, specializing in diversity and inclusion.

- Visions, Inc. <https://www.visions-inc.org/>
- Essential Partners <https://whatisessential.org/about-us>
- Kalise Wornum <https://kwdiversityinc.com/> talk2kalise@comcast.net "Dr. Wornum is amazing! We had a SPARK program with her addressing personal bias which was fantastic, and she is also doing work/training in our school district with a lot of enthusiastic and positive response (Natick). I'd definitely recommend reaching out to her."
 - Here is a contact information for a consultant who you might want to contact. has a lot of experience in this kind of work. I worked with her in EMI-Empowering Multicultural Initiatives, a METCO program that addressed the achievement gap through anti-racist training for teacher. I also did a workshop with her about a month ago and she's terrific. She has tons of energy, kept the workshop momentum up the whole time, and provides real life strategies to address racism and bias. She can do sessions on pretty much anything related to racism so I think she'd be a great fit for working with the Select Board as well as the DEI commission. The website speaks of teachers and education but the training is not limited to those areas. The workshop I went to was not for educators and there was very good feedback on it. Provided by Sue Abrams
- All Aces, <https://allacesinc.com>. They are Boston based, female and minority owned and operated. I am sure they could provide you with the kind of training you are looking for.

- The other option is a national organization that the MMMA is looking to join and a number of communities have joined, GARE, Government Alliance on Race and Equity. They do a lot of work in this area and provide training. You have to be a member to get the training, but it's fairly inexpensive and they offer everything remotely and have a library of webinars that can be viewed on demand.
- You also may be interested in seeing this the [business leaders of color project](#) we launched late last year. // Needham

Respectfully, Henry

Henry L. Hayes, Jr. (he, him)

Town Manager
Town of Sudbury
Phone: (978) 639-3381

Sustaining a SAFE, SECURE, SERVICED & STRONG SUDBURY!