



## **Meeting Notice**

Sudbury Diversity, Equity and Inclusion Commission  
Sudbury DEI Commission Meeting  
Thursday, April 14, 2022  
7:30 PM Open Session

**Please click the link below to join the virtual Sudbury DEI Commission Meeting:**

<https://us02web.zoom.us/j/83513599960>

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

**Dial -in: 978-639-3366 or 470-250-9358**

**Meeting ID: 835 1359 9960**

## **Meeting Agenda**

1. 7:30 PM: Welcome and open meeting by roll call vote.
2. 7:35 PM: Land acknowledgement and moment of reflection (Nalini Luthra)
3. 7:45 PM: Public comments.
4. 8:00 PM: Subcommittee working group updates and survey results discussion.
5. 8:50 PM: Select Board: Quarterly Report discussion and vote;  
ARPA Listening Session update.
6. 9:20 PM: Karyn Jones / COD update.
7. 9:25 PM: Review and approve minutes of March 10, 2022 meeting.
8. 9:30 PM: Adjourn meeting by roll call vote.

*“This listing of matters is those reasonably anticipated by the Co-Chairs 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.”*

*The next Sudbury Diversity, Equity and Inclusion Commission meeting will be on May 12, 2022, at 7:30 PM.*

## **ARPA Listening Session Update**

Nuha E. Muntasser

The Select Board appreciated our presentation. They did not have questions for me at that time, but expressed they will ask all their questions during our Select Board Quarterly Report presentation. They did express that they would like to see an itemized budget request as well as know how many members plan to roll off by May 2022.

## **Anonymous Survey Results**

[12 Responses]

1. As of June 1, 2022, is it your intention to continue to serve the Sudbury DEI Commission?
  - a. 3 No
  - b. 5 Yes
  - c. 4 Undecided

## **The Outreach Subcommittee**

Katina Fontes

The Outreach Subcommittee met for the first time on March 22nd (we will be meeting again this coming Tuesday, April 12th). Katina Fontes was selected as the sub-committee chair.

The following topics were discussed:

- Joanna Steffey gave a short report on the Historical Commission meeting on March 15th, which she attended.
- Outreach to other town boards and how to go about building relationships with the members. All agreed that this step was important for participation in a future survey or self-assessment.
- The SDEIC Facebook page and how to grow membership.

As a follow-up to the meeting, a press release about the SDEIC was sent to the Sudbury Town Crier on March 23rd. It has not been published yet.

## **The Lived Experiences Project Sub-Committee**

Stephanie Oliver

The Lived Experiences Project Sub-Committee met on 3/20/22 and 4/10/22. At our 4/10 meeting, we were fortunate to be joined by Terrie Livingston of the Wayland Lived

Experiences project. Terrie provided great insight and helpful ideas for us to consider. We are close to finalizing our survey and plan to send out a test survey to the full Commission so that all Commission members have the opportunity to see it before it goes live. We invite Commission members to contact Stephanie Oliver or Katina Fontes if they identify any significant issues with the survey that should be addressed. We have discussed at length the pros and cons of utilizing Town resources to host the Lived Experiences website (on which we plan to post the survey and share results) and have decided to create our own website to better control access to the survey data and ensure anonymity of survey participants. We plan to launch the survey by the end of April in order to make sure it is live by Town Meeting. Getting as many survey responses/stories as possible will really help to provide meaningful data for our work., so we will need all Commission members to assist in promoting the survey. We plan to send a list of community groups to the full Commission and hope to identify a Commission member contact person for each group. Community outreach is critical to making this project a success. We have tentatively scheduled our next sub-committee meeting for 4/18/22 at 7 pm.

## **DEI Structure Subcommittee Update**

Sue Rushfirth

The subcommittee met on April 8.

1. The main agenda item was a discussion of the town boards and committees self-identification survey.
  - The primary purpose of this effort is to assist with providing transparency to our community about who our representatives are.
    - Anonymous completion of questions aimed at self identification of age, national origin, ancestry, gender identity, educational attainment, income bracket, religious affiliation and disability status. This is pending legal counsel on assurance that no questions violate any laws.
  - Other uses for the survey:
    - To introduce the DEI Commission to the other town boards and committees
      - To potentially collect some preliminary data on what DEI policies the other town boards and committees may already have in process

- To assess whether other town boards and committees may wish to gain more practical knowledge of DEI through connection with our Commission or joint DEI training efforts
2. The future of the Structure Subcommittee  
The consensus was that the subcommittee should remain intact until after the commission has regrouped and the membership has stabilized for the next year.

## **DEI Commission Draft Quarterly Report to the Select Board**

### **Working Document**

[Meeting Scheduled for 4/26/2022]

#### **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.

### **Work to date**

**Social Media:** The FaceBook page is up. It states:

This page serves to provide information to the community regarding the Sudbury DEIC. The mission of the Sudbury Diversity, Equity, and Inclusion Commission is 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 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.

The SDEIC seeks to gather first-hand experiences in Sudbury from historically disenfranchised populations, solicit feedback from town departments, boards, and committees, collaborate with groups operating in town that are focused on related issues, and facilitate discussions and education forums for town residents about issues of diversity, equity, and inclusion. This page will be used to progress the work of the DEIC.

To date the page has provided information on a variety of events that are consistent with our mission.

**Land Acknowledgment:** A Land Acknowledgment is repeated at each meeting. Feedback from other committees has been positive and the Commission encourages the Select Board and other boards and Committees to begin their meetings with an acknowledgment.

**Subcommittees:** In an effort to maximize productivity, the Commission created several subcommittees to work on various aspects of the mission. Instead of trying to include discussions of all the work in the monthly meeting agendas, subcommittees will bring decisions to the Commission to be considered and voted on. The subcommittees created to date:

1. **Structure Subcommittee:** The committee provided an organizational chart for the Commission (see attached) and has been helping to define the role of each subcommittee. It is also moving forward in developing a self-identification survey for town boards and committees. This information will provide a picture of who is represented in decision making for the town and will also make recommendations around making participation in these boards and committees, including how to be appointed, more transparent.
2. **Lived Experience Subcommittee:** This subcommittee has received a grant from the Sudbury Foundation to complete a project that will survey the town and solicit stories and experiences related to diversity, equity and inclusion from residents. Working with Dr. Nichole Argo PhD, who helped develop a similar project in Needham, the committee is hoping to complete the project by late spring. The committee developed a community mapping document and is working to complete the survey. Future plans could include a community event to share and discuss the results of the survey and, perhaps, some storytelling.
3. **Budget Subcommittee:** The work of this small subcommittee to date has been primarily identifying funding for the Lived Experience project.
4. **Outreach Subcommittee:** This group will help with the Lived Experience survey as well as investigate other potential means to introduce the Commission to the community and foster its role as a resource for residents. There has been outreach to the Historical Commission and the Clergy Association.
5. **Training Subcommittee:** This is a newly formed committee charged with researching training opportunities for Commission around diversity as well as articulating the future work of the Commission.

**Commission Membership:** Karyn Jones joined the Commission as the Commission on Disability Liaison. Vona Hill resigned. Have received applications. [insert survey results language].

**Funding:** The Commission's request for a budget of \$15,000 to cover training costs and other expenses, was not included in the FY '23 budget. At the listening session for ARPA funds the Commission spoke to this need and requested the funds from the source. [include/attach itemized budget].

**Commission Terms:** The Commission term has been extended to November 2022.

**Moving Forward:**

1. We are moving ahead on finding appropriate training. (Goal 1.1)
2. The Lived Experience project will provide primary source information on experiences of marginalized residents of Sudbury. (Goal 1.2)
3. A self-identification survey of town boards and committees will provide important data around diversity in positions of power in the town. (Goal 1.3)
4. Our outreach work includes connecting with organizations in town that are focused on these issues, as well as groups that represent particular demographics. (Goal 1.4)