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By Town Clerk's Office at 10:15 am, Sep 21, 2022

## TOWN OF BURLINGTON

### Meeting Minutes

Email minutes to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you

Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

DEPT./BOARD: Town Wide DEI Committee

DATE: 7/27/2022

TIME: 6pm

PLACE: WebEx

MEMBERS IN ATTENDANCE:

Nancy Bonassera, Barbara Addison Reid, Carl Foss, Syed Ghani, Nick Priest

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- Call to order: 6:05pm
    - Intros and Greetings
  - Approval: 13 July 2022 Minutes
    - Pushed to next meeting
  - Update: Select Board + DEI Committee Leaders Program – Meeting date
    - Nick met with Mike Espejo
    - Wanted to include certain information, but other stuff not needed/inappropriate
    - Discussion of consolidating three meeting structure down to one meeting
      - Remove part of 2nd meeting due to issues surrounding union contract discussions
      - Keep parts from other two agendas and create a slightly longer single agenda
      - SB will also participate in a separate training session for municipal leaders
      - Nick will send draft agendas for both sessions
      - SB wants actionable items from this committee - things they can vote on
      - Some items should be in the quarterly reports, not the focus of one of these meetings
      - We will discuss the draft agenda at the next DEIC meeting on 8/10
    - Any insight into the letters we received to reappoint us for another year?
      - Not sure why - Nick will look into it.
  - Update: DE&I Committee + Key Burlington Executives Meeting dates
    - Already met: Assessor, Recreation Dept., School Committee,





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- Clerk: out of town til 8/1
- Planning Board - waiting to get back to us
- Library Trustees - Rob Neufeld was out of town until 7/22 - Carl will reach out tonight
- Board of Health - Michael Green in attendance!
  - BoH is working on some aspects of this - particularly with volunteer force
  - Gathering data right now - will be in touch with results
  
- Update 2nd Quarterly Report to Select Board Monday 15 August 2022
  - On the SB agenda for 8/15
  - Make sure we post a "meeting" due to us having quorum at SB
  
- Discussion: DE&I Committee Performance Evaluation
  - Review of evaluation exercise
    - Individuals rank all 12 - Organizations identify the top several values
  - SB needs to discuss definitions
  - Do we think SB will be receptive to some of these exercises
    - Performance evaluation, yes - SB does them often
    - Committee self evaluation is new to SB - More familiar with year-end/summative reports
  - We can use some of the core-value/philosophy exercises to open the SB/DEIC working session
    - Then we can use that example to use with some of the smaller boards
  - When should we send feedback?
    - Send it anytime to BJ via email
  
- Open meeting: Comments
  - none at this time
  
- Next DEIC: Meeting scheduled Wednesday 10 August 2022 at 6:00 p.m.
  - Future meetings: 8/24, 9/7, 9/21
  
- Approval: Adjourn @ 7:18
  - Approve 5-0

