



RECEIVED

By Town Clerk's Office at 8:35 am, Jan 14, 2022

TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you

Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

DEPT./BOARD: Diversity, Equity, and Inclusion Committee

DATE: 19 January 2022

TIME: 6:00 – 8:00 p.m.

PLACE: WEBEX

Agenda

1. Definitions for Diversity, Equity, and Inclusion¹

Diversity: variety, assortment, multiplicity, mixture

African American/Black

Asian American

Hawaiian/Pacific Islander

Hispanic/Latino

Indigenous Native American/Alaskan Native

Two or more races

Equity: fairness, impartiality, justice, fair play

Inclusion: addition, enclosure, insertion, attachment

Policy: Rule – strategy, plan, procedure, program, course of action guiding principle

Contract – document, certificate, statement, testament, record, schedule, papers

Procedure – way, technique, practice, method, system, formula, route, modus operandi, course of action

2. Discussion with Ms. Amy Warfield, Town Clerk and Ms. Joanne Faust, Human Resources Director for the Town of Burlington and Burlington Public Schools to review the documents shared with the DEI Committee.

Attached are the five pages to focus the conversation.

¹ Thesaurus definitions for each word.





TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you

Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

Burlington Data Collection for the Diversity, Equity, and Inclusion Committee 10 January 2022

Ms. Amy Warfield, Town Clerk

Steps for Meetings

- Virtual Meetings
- All Meetings
- Agenda and Posting Process
- Minutes
- There is no reference to Diversity, Equity, and Inclusion.

State Ethics Commission: November 14, 2016

- I Conflict of Interest Law and Purpose
- II On-the-job restrictions
- III After-hours restrictions
- IV After you leave municipal employment
- There is no reference to Diversity, Equity, and Inclusion.

Committee Handbook: May 01, 2014

- V page 18 Conflict of Interest Law
 - Law applies to all public officials, paid or unpaid
 - Private interests does not conflict with best interests of the community
 - Do not accept anything
 - Do not accept anything worth \$50 or more
 - Do not hire, promote, supervise, employment of your immediate family or your spouse's family
 - Do not take official action with financial interest or businesses partners
 - Etc.
- Misuse of Position
- Revolving Door Restriction
- Appendix A, B, C, etc.
- There is no reference to Diversity, Equity, and Inclusion.
- Does DEI Committee need to be added to the list in the Committee Handbook?

U.S. Census Quick Facts Town of Burlington Massachusetts

- Population January 1, 2019 28,627
- Population January 1, 2010 24,492
- Age and Sex
- Housing
- Education





TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you

Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

- Health
- Businesses
- Geography
- There is no reference to Diversity, Equity, and Inclusion.

American Community Survey Five Year Data 2009 – 2019

- Detailed Tables, Subject Tables, Data Profiles, and Comparison Profiles
- There is no reference to Diversity, Equity, and Inclusion.

Open Meeting Law Guide and Educational Materials: December 2017

- Overview
- Meeting of Public Bodies
- Notice
- Executive Sessions
- Remote Participation
- Minutes
- Open Meeting Law Complaints
- Open Meeting Law Training
- Contacting the Attorney General
- Appendix
- There is no reference to Diversity, Equity, and Inclusion.





TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you

Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

Ms. Joanne Faust, Human Resources Director Town of Burlington & Burlington Public Schools.

Administrative & Professional Classification Plan: FY 2022

- Group Titles and Compensation Plan.
- Contract ends FY 2022.
- There is no reference to Diversity, Equity, and Inclusion.

AFL-CIO State Council and Municipal Employee Association: July 1, 2019 – June 30, 2022

- Article 28 “Non-discrimination clause as to age, sex, marital status, race, color, creed, disability, National origin, political affiliation or any other classification protected by state or federal law.”
- Contract ends June 30, 2022.
- There is no reference to Diversity, Equity, and Inclusion.

AFL-CIO State Council and Public Works: July 1, 2019 – June 30, 2022

- Article 4 “There shall be no discrimination by foreman, superintendents, or other agents of the employer against any employee of his activity or membership in the Union. The employer further agrees that there will be no discrimination against any member for his adherence to any provision of this Agreement to comply with any other which would violate this Agreement.”
- There is no reference about race, religion, creed, color, National origin, sex, age, or disability or any other classification protected by state or federal law.
- Contract ends June 30, 2022.
- There is no reference to Diversity, Equity, and Inclusion.

International Association for Firefighters: July 1, 2021 – June 30, 2022

- Article 1 “The Union shall not discriminate against any employee by reason of non-membership in the Union. Neither the Town or the Union shall discriminate against any employee on the bases of race, color, sex, age, marital status, disability or political affiliation.”
- Contract ends June 30, 3022.
- There is no reference to Diversity, Equity, and Inclusion

Burlington Police Command Officers Union: July 1, 2019 – June 30, 2022

- There is no discussion about discrimination.
- Contract ends June 30, 2022.
- There is no reference to Diversity, Equity, and Inclusion





TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you

Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

Burlington Police Patrolmen's Association: July 1, 2020 – June 30, 2022

- Article 1 "Chief and BPPA agree not to discriminate in any way against employees covered by this Agreement on account of race, religion, creed, color, National origin, sex, age, or disability or any other classification protected by state or federal law."
- Contract ends June 30, 2022.
- There is no reference to Diversity, Equity, and Inclusion

Town of Burlington Massachusetts: FY 2022 Part Time Compensation Plan

- Part-time under 20 hour per week
- Effective July 1, 2021 (1.75% Adjustment)
- There is no discussion about discrimination.
- Contract ends FY 2022.
- There is no reference to Diversity, Equity, and Inclusion

Town of Burlington Personnel Rules and Regulations: Amended June 1, 2021

- Anti-Harassment Policy Article 47 A.
- Sexual Harassment Policy Article 47 B.
- Section 1.1-1 Should the first paragraph be updated with additional categories, such as ethnicity, sexual orientation, gender identity, etc.?
- Section 2.1-4 Should Recruitment address Affirmative Action Policy in Section c) which stipulates both internal and external job posting be launched simultaneously?
- Section 4.7A Should the Anti-Harassment Policy (1997) and the Sexual Harassment Policy both have similar language to achieve results related to both issues?
- Section 4.7A-1 Should the policy be updated to include other example categories of harassment such as "race, religion or National origin"?
- Section 4.12 Professional Conduct Policy - third bullet focuses on "treating public in respectful and positive manner". Should this written language include being respectful of diversity?
- There is no reference to Diversity, Equity, and Inclusion.

Affirmative Action Plan Town of Burlington: October 6, 1986

- Was the Affirmative Action Plan updated at any time since 1986?
- Is there an Affirmative Action Officer who addresses Affirmative Action Policy and Procedure for the Town of Burlington?
- Is there an Affirmative Action Officer who addresses Affirmative Action Policy and Procedures for Burlington Public Schools?





TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you

Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

Burlington Public Schools Website: December 9, 2020

- Search for Record Access Officer, Food Employee Report Agreement, Equity Audit, Grant of Location N Star Electric Middlesex Turnpike, Bidders List, and agenda minutes.
- Names, email address, and phone numbers are provided.
- There is no reference to Diversity, Equity, and Inclusion.
- Is there an employment data report available on race for the Burlington Public Schools Principals and Teachers?
- Is there a data report available on race for the Burlington Public Schools students K-12?

Burlington Employment Website: Career Portal for job search

- Direction for how to apply online, attach resume, cover letter, references, and next steps.
- Addresses “A robust profile of diversity where perspective and background are embraced to serve the community.”
- There is no reference to Diversity, Equity, and Inclusion.

Town of Burlington Massachusetts Organization Chart

- Job class description & locations are provided.
- Is there an organization chart for the Town of Burlington?
- There is no reference to Diversity, Equity, and Inclusion.

Town of Burlington Massachusetts Employment Data: June 30, 2017 compares with Boston, Massachusetts, and U.S.A. (2010 data).

| Race | Burlington | Boston | Massachusetts | U.S.A. |
|---------------------------------|------------|--------|---------------|--------|
| African American | 1.0% | 24.4% | 7.8% | 13.1% |
| Asian American | .3% | 8.9% | 5.6% | 5.0% |
| Hawaiian/Pacific Islander | .0% | Z | 0.1% | 0.2% |
| Hispanic/Latino | .3% | 17.5% | 9.9% | 16.7% |
| Native American/ Alaskan Native | .3% | 0.4% | 0.5% | 1.2% |
| Two or more races | .6% | 3.9% | 2.0% | 2.3% |
| People of Color | 4.1% | 55.1% | 25.9% | 38.5% |
| Caucasian | 95.8% | 44.9% | 74.1% | 61.5% |





TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you

Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

Town of Burlington Massachusetts EEO Data June 2017, June 2019, and March 2021

| Race | Burlington 2017 | Burlington 2019 | Burlington 2021 |
|---------------------------------|-----------------|-----------------|-----------------|
| | | Female | Male |
| African American | 3 | 1 | Z |
| Asian American | 2 | 1 | Z |
| Hawaiian/Pacific Islander | 0 | Z | Z |
| Hispanic/Latino | 4 | 1 | 1 |
| Native American/ Alaskan Native | 1 | 1 | Z |
| Two or more races | 2 | Z | Z |
| People of Color | 4.1% | 4 | 1 |
| Caucasian | 95.8% | 7 | 41 |

- Why is there discrepancy in percentages of POC employees from Employment data versus EEO data?
- Is the EEO data voluntary?

Submitted by Diversity, Equity, and Inclusion Committee

Dr. Barbara “B.J.” Addison Reid, EdD., DEI Committee Chair

Mr. Nick Priest, DEI Committee Vice Chair

Mr. Carl Foss, DEI Committee Secretary

Ms. Nancy Bonassera, DEI Committee Participant

Mr. Syed Ghani, DEI Committee Participant

