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# TOWN OF BURLINGTON

## Meeting Posting

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

DEPT./BOARD: DEI Committee Dr. Barbara “B.J.” Addison Reid, EdD. Chair

DATE: Wednesday 10 August 2022

TIME: 6:00 | 2 hours

PLACE: WEBEX

### DEI Committee 8/10,

Wednesday, August 10, 2022

#### Join from the meeting link

<https://townofburlington.webex.com/townofburlington/j.php?MTID=m0b01cc7b170a927ff196d918f1100aef>

#### Join by meeting number

Meeting number (access code): 2337 555 9875

Meeting password: YuuvmczR263

#### Tap to join from a mobile device (attendees only)

+1-408-418-9388,,23375559875## United States Toll

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### Agenda

Discuss and/or vote

1. Approval: 13 July 2022 and 27 July Minutes | vote
2. Update: Discussion: SB + DEIC Performance Evaluation
3. Update: DE&I Committee + Key Burlington Executives Meeting dates
4. Open meeting: Comments
5. Next DEIC: Meeting scheduled Wednesday 24 August 2022 at 6:00 p.m.
6. Approval: Adjourn



**SELECT BOARD + DIVERSITY, EQUITY, AND INCLUSION (DE&I) COMMITTEE**  
**Performance Evaluation for Dr. Barbara “B.J.” Addison Reid, EdD., DE&I Committee Chair**  
**12 July 2022**

**Philosophy & Core Values > Mission > Goals > Decisions > Actions > Results >> Self-Appraisal**

The first activity is to explore how people Think<sup>1</sup>:

- WHY = What is your *purpose, cause, and beliefs*?
- HOW = What are your *values and behaviors* that are shared to yourself and other people?
- WHAT = What is the *strategy* that is used to achieve goals and results?

**BJAR’s Philosophy:**

The most important philosophy in any organization are the people who work there and every person must be treated with kindness, honor, and respect, as they engage in Diversity, Equity, & Inclusion for the organization.

**Philosophy**<sup>2</sup>: The Diversity, Equity, and Inclusion (DE&I) Committee believes that all the people who share this planet are diverse, equal, and deserving of inclusion. We want to stive toward a community where education, health care, housing, jobs and careers, voting, and security provided by the government, military, and the police are equitable and inclusive for all. Given this philosophy, the DE&I Committee begins in Diversity, Equity, and Inclusion for all the people who are educated and reside in the Town of Burlington Massachusetts.

The Select Board may change the first sentence to communicate their beliefs and say, “**The Select Board and the Diversity, Equity, and Inclusion (DE&I) Committee believe...**”

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<sup>1</sup> Sinek, S. (2009). *Start With Why: How Great Leaders Inspire Everyone to Take Action*. Penguin Group. New York 10014, U.S.A.

<sup>2</sup> Select Board F Quarterly Report 28 February 2022.

## Select Board's Core Values:

- The Select Board must participate in a group discussion to develop their philosophy and core values which controls their behaviors toward themselves and other people. The core values and behaviors are:

<b>lakota way</b> <sup>4</sup>	<b>Definitions</b> <sup>3</sup>
Humility	To be humble, modest, unpretentious.
Perseverance	To persist, to strive in spite of difficulties.
Respect	To be considerate, to hold in high esteem.
Honor	To have integrity; to have honest & upright character.
Love	To place and hold in one's heart.
Sacrifice	To give of oneself, an offering.
Truth	That which is real, the way the world is.
Compassion	To care, to sympathize.
Bravery	Having or showing courage.
Fortitude	Strength of heart and mind.
Generosity	To give to share, to have a heart.
Wisdom	To understand what is right and true; use wisely.

There are two exercises: Each person's Core Values and behaviors, and the Select Board's Core Values and behaviors.

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4 Marshall, J.M.,III (2001). *lakota way*: stories and lessons for living. Penguin Compass, New York.

5 Merriam-Webster's Collegiate Dictionary Eleventh Edition (2014). Merriam-Webster, Incorporated, Springfield Massachusetts.

**Your Core Values**

**Behaviors**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11
- 12.

**Select Board's Core Values**

**Core Values**

**Behaviors**

- 1.
- 2.
- 3.
- 4.
- 5.

The Select Board and the DE&I Committee have agreed to participate in this exercise; however a date has not been determined.

### **Select Board's Mission Statement:**

The Select Board is an elected body of five (5) members and comprises the Chief Executive Branch of the local government. The mission statement for this Board is to::

- Create a sense of community within the Town of Burlington to embrace and engage in Diversity, Equity, and Inclusion so that the "soul" of the community is to accept who we are and support our efforts to succeed in how we live in the "mixed" diverse nature of the Town;
- Provide services that promote the health and safety of residents and a high quality of life, while preserving and protecting the natural resources of the Town;
- Foster high standards of public service and effective cooperation among Town employees by providing a supportive work environment and competitive compensation, by recognizing excellent performance, and being responsive to the needs and interest of Town employees;
- Continue to provide pro-active support and cooperation in pursuit of high-quality education programs and services in the Town;
- Provide services as economically as possible so that living or doing business in the community remains affordable, while preserving something close to the current balance of reliance on residential and commercial property; and
- Support a strong economic base through effective land use planning.

**Result: Completed April 2022**

**Select Board's Definitions for Diversity, Equity, and Inclusion are:**

- **Diversity:** variety, assortment, multiplicity, mixture for all ethnic races which are defined by the federal and state governments as:

African American / Black

Asian American

Caucasian

Hawaiian / Pacific Islander

Hispanic / Latin

Indigenous Native Americans / Alaskan Native

Two or more races

Compare the results:                      Total People of Color (POC) percent with Caucasian percent.

- **Equity:** fairness, impartiality, justice, and fair play for all people who belong and receive whatever support they need to survive and sustain themselves in the Burlington community.
- **Inclusion** – addition, enclosure, insertion, attachment for all people who have access and gain equal opportunity to live and learn in the Town of Burlington.

The Select Board may want to talk about the equity and inclusion statements and maybe choose other words that reflect more meaning for the words.

### Three Theory Strategy with WHY, HOW, & WHAT

<b>Maslow's Hierarchy of Needs<sup>4</sup></b>	<b>YOU<sup>5</sup></b>	<b>Organization<sup>6</sup></b>
<p style="text-align: center;">(5) Self-actualization</p> <p>Realize one's full potential; be everything one is capable of becoming</p>	<p style="text-align: center;">(5) Resilience</p> <p>Strength, recovery, &amp; a positive attitude</p>	<p style="text-align: center;">(5) Employees</p> <p>Continued learning throughout life Choose your values and control your behavior</p>
<p style="text-align: center;">(4) Esteem</p> <p>Achieve esteem/respect of others; have self-esteem and self-respect</p>	<p style="text-align: center;">(4) Soul</p> <p>Health challenges &amp; loss of a loved one</p>	<p style="text-align: center;">(4) Union Representatives</p> <p>Goals &gt; Decision &gt; Action &gt; Results &gt; Self-Appraisal w/ calendar</p>
<p style="text-align: center;">(3) Belonging</p> <p>Give and receive love, affection, and trust</p>	<p style="text-align: center;">(3) Values<sup>7</sup></p> <p>Purpose, cause, &amp; beliefs</p>	<p style="text-align: center;">(3) Managers &amp; Supervisors</p> <p style="text-align: center;">WHAT:</p> <p>Strategy Applications</p>
<p style="text-align: center;">(2) Safety</p> <p>Security, protection, stability</p>	<p style="text-align: center;">(2) Body</p> <p>Keep fit with exercise &amp; Sustain your long-life</p>	<p style="text-align: center;">(2) Burlington Executives</p> <p style="text-align: center;">HOW:</p> <p>Values, Behaviors &amp; Strategy</p>
<p style="text-align: center;">(1) Physiological</p> <p>Air, food, drink, sleep, shelter, and sex</p>	<p style="text-align: center;">(1) Brain</p> <p>Learn &amp; make decisions</p>	<p style="text-align: center;">(1) Select Board</p> <p style="text-align: center;">WHY:</p> <p>Creative Ideas, Vision &amp; Mission</p>

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<sup>4</sup> Kleinman, P. (2012). *Psych 101*. F+W Media, Inc. Avon MA 02322. Abraham Maslow 119-123.

<sup>5</sup> Addison Reid, B.J. (Expected 2022. ). *Sun Rises: Brain; Body; Values, Soul; and Resilience*.

<sup>6</sup> Sinek, S. (2009). *Start with WHY: How Great Leaders Inspire Everyone To Take Action*. Penguin Group. New York 10014, U.S.A.  
 WHY: Purpose, cause, and beliefs. HOW: Values & behaviors. WHAT: Strategy application to achieve goals and results.



## **DE&I Committee's Goals 2022A:**

- Implement an educational series for the Select Board and DE&I Committee to review this process:

**Philosophy & Core Values > Mission > Goals > Decisions > Actions > Results >> Self-Appraisal**

Results: Date must be selected.

- Amend the Select Board Mission Statement to include Select Board's Philosophy & Core Values.
- Result: Expected summer 2022.
- Oversee language changes for Rules & Regulations and union contracts.  
Result: Accomplished. Submitted to Director of Human Resources and Labor Attorney May 2022.
- The DE&I Committee meets with Burlington Executives, during the summer, to discuss their language to DE&I in the department mission statement. It is expected that the Burlington Executive will add the mission statement language to the department's Burlington Annual Report, submitted to the Town Administrator in October each year.
- The DE&I Committee continues to meet with the Select Board on a quarterly basis, to discuss results.

### **Select Board's DE&I 2022 Goals:**

- Explore whether DE&I Committee can work with Paul Sagarino, Jr., and Joanne Faust to review Burlington Rules and Regulations and support managers and employees who are employed by Burlington. Rules and Regulations provide policies and procedures for employment, diversity, employee relations, training and development, compensation, benefits, human resources information systems, and labor relations.
- Discuss whether DE&I Committee will work with Paul Sagarino, Jr., and Joanne Faust about the Burlington Diversity Score to focus on data progress and deliverables for the coming year.

## **Decisions:**

Once a goal is determined, then each person must: (1) Examine the advantages that support successes and (2) Disadvantages that may get in the way of succeeding in their efforts. Most of us look only at the positive outcomes and we decide to move forward. What is most helpful is if you examine what may go wrong and may hold you back before you pursue the goal. Here is an approach:

What are the advantages to pursuing this goal?

An example might be interviewing candidates inside and outside the organization.

- 1.
- 2.
- 3.
- 4.
- 5.

What are the disadvantages that might get in the way to achieve results?

An example may be there is no budget available to support outside candidates interviews.

- 1.
- 2.
- 3.
- 4.
- 5.

The next step in the process is to weight the advantages and disadvantages and then make your decision whether to move forward. Please share your decision with your upline-manager.

**Goal: DE&I is launched in the department and the hiring process includes all candidates, both inside and outside the organization.** (Examples herein demonstrate how each section is documented.)

**Action Steps with calendar dates:**

- Determine and document the current hiring process and presents data results.  
Dates: January 2022 through June 30, 2022
- Review current hiring policies and procedures and explore inequities during the hiring process.  
Dates: January 2022 through June 30, 2022.
- Compare hiring people of color with Caucasians and determine if there are increases or decreases from the previous six months, that occurred one year ago.  
Expected by July 30, 2022
- Prepare and submit a written report with the Manager by August 30, 2022.  
Expected by August 30, 2022

## Results:

- Determine and document the current hiring process and presents data results.  
Dates: January 2022 through June 30, 2022.  
Results: Accomplished!
- Review current hiring policies and procedures and explore inequities during the hiring process.  
Dates: January 2022 through June 30, 2022  
Results: Accomplished!.
- Compare hiring people of color with Caucasians and determine if there are increases and/or decreases from the previous six months, one year ago.  
July 30, 2022.  
Expected results by July 30, 2022
- Prepare and submit a written report with the Manager by August 30, 2022.

Unfortunately, there is a decline in the data that was submitted for the written report to the Manager. The Manager is notified that the written report will be presented to the Senior Manager on September 15, 2022. The Manager will then have to address the topic with the Senior Manager during their next monthly meeting.

Given the negative outcome for the last goal, the Manager has the time to reflect on what happened and why the result occurred. This strategy also allows the Manager to determine what may need to be changed so the incidents does not happen again!

## **Self-Appraisal**

There is a partnership that exists between the employee and the Manager which is to measure the annual DE&I goals and performance results.

Each year, the employee prepares a written Self-Appraisal document that is given to the up-line Manager who then assesses the employee's performance for the past year. The employee's written Self-Appraisal document and the up-line Manager's written employee performance appraisal are given to Human Resources to place in the employee's file.

### **DE&I Committee Chair Goals for 2023:**

1. Engage with Burlington Executives to engage in DE&I 2023 goals for the department.
2. Examine and review HR Policies, Procedure and Practices and publish the reviewed document.
3. Explore and pursue the results for the first annual Burlington Diversity Score Card document.
4. Present the Score Card results to the Committees within Burlington.
5. Lead, guide and support the application of DE&I results for the Town of Burlington Massachusetts.

Submitted by

Dr. Barbara "B.J." Addison Reid, EdD.  
Diversity, Equity, & Inclusion Committee Chair