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TOWN OF BURLINGTON

Meeting Minutes

Email minutes to 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: 11/16/2022

TIME: 6pm

PLACE: WebEx

MEMBERS IN ATTENDANCE:

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

- Call to Order: 6:03pm
 - Intros and Greetings
- Approval of minutes from 11/5/2022
 - Approved: 5-0
- 1. Update: Select Board 3rd Quarterly Report Monday 28 November 2022 – 6:00 p.m.
 - DE&I Self-Appraisal with accomplishments and less than positive results –
 - a. 1st Quarterly Report;
 - b. 2nd Quarterly Report;
 - c. 3rd Quarterly Report; and
 - d. 4th Quarterly Report which includes the seven Boards data for the Burlington Annual Report 2022.
 - Review of all the documents to be presented at Select Board meeting on 11/28
 - Serves as a review of all work that has been done and goals still outstanding
 - Carl, Nick and Syed, please add professional/educational details to be added to the report
- 2. DE&I Years two and three:
 - Process: Philosophy + Core Values >> Mission >> Goals >> Decisions >> Actions >> Results >> Self-Appraisal
 - a. WHY: CREATIVE IDEA
 - Employee Legal Rights Definitions;
 - SB Philosophy/Core Values;
 - SB Mission
 - Engagement with the Burlington Organizations





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- b. HOW: STRATEGY:
 - Three Theory Strategy
 - Decisions
 - Actions with calendar dates
- c. WHAT: APPLICATIONS:
 - Current Census Data;
 - HR: Policy, Procedures & Practices + Union Contracts;
 - Education for Managers:
 - DE&I in Organizations;
 - Education for Employees;
- d. Self-Appraisals for every person in the organization; and
- e. Provide the Select Board with the on-going data for the Burlington Annual Report.
- DEIC needs to review certain items to achieve consensus on certain portions of the report (ex. legal rights definitions)
- This was not possible until now b/c certain documents were not finalized until recently.
- Some portions could use additional context - BJ will flesh it out
- Open meeting: Name and 2-3 minutes for comments
 - Dattu Prajapati - Where can we find agendas for meeting - Town Website
 - Do you see progress being made? Yes, but at various speeds in different places
- Next DEIC meeting
 - 11/21/2022 6pm (Monday)
- Adjourned at 6:44pm
 - Approved 5-0

