

AGENDA

Town of Hartford Committee on Racial Equity and Inclusion
Wednesday September 15th, 2021
6:00 PM to 7:30 PM

To participate in this meeting, you will need a Zoom Account.
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<https://zoom.us/signup>

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<https://zoom.us/j/7699599533>

Meeting ID **769 959 95**

One tap mobile (phone)

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<u>Time</u>	<u>Agenda Topic</u>	<u>Committee Action</u>
6:00 PM	Call to Order Approve Meeting Minutes	
6:05 PM	Acknowledge and welcome community members (input)	
6:10 PM	Con't Policy Goals Discussion (please review minutes), Review Recommendations	Motion
6:30 PM	Review Education Recommendations	Motion
6:45 PM	Status of Town's work towards Strategic Plan, RE: Discussion + notes from TM	
7:00 PM	Town Report plan	
7:20 PM	New Business	

MINUTES

Town of Hartford Committee on Racial Equity and Inclusion

Wednesday September 1, 2021

6:00 PM to 7:30 PM

Members Present: John Hall (he/him), Sara Campbell (she/her), Ann Raynolds (she/her), Joe Major (he/him), Russell North (he/him), Ally Tufenkjian (she/her), Giavanna Munafo (she/her)

Time Agenda Topic and Committee Action

6:01 PM Call to Order

Approve Meeting Minutes

- Minutes from 8/4/21 passed unanimously
- No quorum for 8/18/21 meeting

6:02 PM Acknowledge and welcome community members (input)

Pat Autilio, Molly Armbrust, Brigid Armbrust, Maggi Ibrahim

6:06 PM Amend and/or approve Declaration of Equity, Inclusion, and Justice

- Discussion re: Ann's suggested edits
- Joe moved to approve the amended declaration of Inclusion and Justice for Ally to finalize for presentation to the Selectboard; Sara seconded; passed Unanimously
- Expected to be on the Selectboard agenda in early October

6:15 PM Review Hartford Block Party Application and Plan

- Ann moved to apply for and host a table at the block party
- Joe seconded
- Passed unanimously
- Ann shared draft of brochure to have at table
 - o Front, mission statement; Back, first paragraph of HCOREI charge

- Add meeting date/time

6:35 PM Review Recommendations re: Resource Library

- Ann motioned to postpone discussion of this item until our next committee meeting; Russ seconded; passed unanimously

6:38 PM Draft and Discuss Policy Goals (+with respect to timeline for implementation of Strategic Plan)

- Working Group Update
 - Working group meets tomorrow, have been in conversation with Tracy
 - HCOREI to review working group's list of suggestions
 - Key for them to match up with Strategic Plan
 - Goal to include timeline for recommendations to be addressed, also in conjunction with advancement of Strategic Plan
 - Working group has been attending to goals, needs access to information; recommendations are not content related, they are about accessibility, how policies are made, shared, HR and social media policies, etc.
 - Town website update is in the works; document management system elsewhere for the town may be useful here
 - Will bring recommendations to full HCOREI committee, then develop recommendations for the town
 - Strategic Plan three years old, much has changed, it's time to review and update re: timeline, etc.
 - HCOREI to make recommendations with timelines to help Select Board move forward
 - This work needs to be set up as a project and systematically advanced, will need budget (i.e. .5 FTE)
- Goals for HCOREI re: policy
 - What does/can/should our involvement look like?
 - Recommend that Selectboard create their own timeline for implementation

- Offer support with specific SP items for which we have bandwidth and expertise

7:02 PM Discuss Open Committee Seat

- Need to recruit; put on listservs, websites, Boards to make public, FB pages
- HCOREI evaluates candidates, then puts them forth to both Boards, then Boards vote; one or both Boards can request to meet with proposed candidate before deciding
- Sara moved that we ask Lana to post our vacancy on town website and town FB page; Ann seconded; passed unanimously

7:25 PM New Business

- Sept. 22 at 6 pm is School Board's Community Engagement meeting, Part 2 of workshops with Mary Gannon (in person or by Zoom)
- New School Board representative to HCOREI, Havah Walther
- How might we find two HHS students (not both seniors) to be on HCOREI?
 - Credit? Community Service hours? Molly as one?
 - Should we recommend that students be on the committee and have a vote?
 - A charge change recommendation would be needed
 - Add this conversation to next agenda
 - HCOREI can take recommendations from student equity committee
- Sept. 21 (6 pm) listening session taking place at Selectboard meeting re: public safety and wellness

7:25 PM Joe moved to adjourn

To School Board

In order to maintain the HCOREI DEI Resource Library, we recommend that the School Board approve and facilitate the identification of two Hartford High School students to serve as "interns" or research assistants in exchange for course credit. An HCOREI member would serve as the mentor/advisor and work collaboratively with an HHS faculty member (advisor/mentor) to oversee a year-long course, with learning objectives and assignments directly related to DEI resources and methods of distribution and promotion of the library. It would include responsibility for weekly updates, as needed, as well as bi-monthly link checks of the entire library. Other elements of the course would be determined in partnership with the HHS faculty advisor/teacher.

To Select and School Boards

In order to advance HCOREI's education and outreach goals in alignment with the Hartford's Equity and Inclusion Strategic Plan, we recommend that the Select and School Boards allocate \$500 for HCOREI's ongoing work. Expenses would include, but not be limited to:

- creation print materials, as needed (for example, for the proposed Hartford Block Party HCOREI table);
- posting of posters/flyers, as needed;
- hospitality for outreach with community; and
- in partnership with the school districts, materials related to supporting the development of self-directed learning as well as conducting and disseminating an inventory of existing DEI resources within the school districts.

#	Recommendation	Town Response
1	Mandate all departments and programs, including boards and commissions, collect demographic data on race, gender, and ability	Agree. In order to collect this data, we need to determine where to safely store it on the server that is accessible to the appropriate staff and allows for a streamlined method for updating and maintaining the data. We need to research and determine what data we collect, and how. The Town needs to set baseline expectations for what data we will collect for front-line service departments and committees, and what data we collect for those that provide support services. I estimate that this would take significant time from my office to analysis and determine the most appropriate methodology for the Town. It will also require additional staff time and possible database capacity from Information Technology, which is a department that is severely understaffed through FY22.
2	Establish baseline data on race, gender, and ability	Agree. However, in addition to the considerations presented for recommendation 1, the Town must determine what is considered baseline data. Typically, municipalities used Census data for these purposes. Depending on the intent of this recommendation, that information may, or may not, be sufficient for our purposes, which have yet to be determined.
3	Where such data is collected it should be disseminated to the public	Agree. The Town has limited capacity at this time for open data portals. It can be included as an additional feature when the Town launches a new website in late 2021 if the budget allows.
4	The Town and HSD should jointly hire a public information officer	Disagree. The Town and the School Board have separate finances and organizational structures. This would create an overly complex payment and reporting structure that would hamper the Town's ability to do work. The Town would benefit from a PIO or communications officer. However, it has not been budgeted for FY22.
5	Public officials should refresh skills related to critical incident public messaging	Agree. The training budget for the Selectboard was specifically earmarked for training related to diversity, equity, and inclusion. For FY22, we can attempt to fund and schedule public messaging training for our elected officials and department directors.

6	Public officials should adopt a coherent public communications policy and strategy	Agree. The Town has not historically had comprehensive policies on how staff communicate with the public and the goals of those communications. This is part of my goals for the first six months of my appointment. It remains a capacity issue for my office to draft, review and issue a comprehensive communications plan. We do have a social media staff use policy in draft, a policy for Police media use, and a signed service agreement for a new website. However, the town does need a full communications plan.
7	Public officials should adopt a more assertive public communications strategy focusing on the work of the police department and efforts to reduce disparities	Agree. The Hartford Police department has a media policy that is under final review by legal counsel. As part of the new chief search and the communications plan described above, we will be looking for a chief that can institute a positive media campaign for our Police Department.
8	Public officials should attend workshops and engage in self-directed study on inclusion and equity, race, racism, white fragility, privilege, power, and related topics.	Agree. The Town has contracted with an organization who will be providing a series of action-orientated trainings and seminars to the Selectboard and Town Department Heads. Due to the August special election, we will be starting this in July for Town staff and mid-August for the Board.
9	Public officials should apply the lessons learned from workshops and self-directed learning	Agree. That is why the training referenced in recommendation eight is action based and will allow the Board and Department Heads to identify areas of growth and act on areas for improvement.
10	Create joint Town-HSD programs/activities in the middle and high schools to expose students, particularly students of color, to boards and commissions (civics field trip, leadership development); consider as a long-term investment	The Town is committed to broadening opportunities for our young people to engage with local government and be more civic-minded. While this is not something that we can prioritize now, I believe that our new website will help pave the way. Many municipalities have successful internship programs and I'd like to explore that for Hartford in FY23.
11	Adopt a short-term strategy to recruit college students to apply for boards and commissions by linking to the relevancy of their course of study	The Town is committed to broadening opportunities for our young people to engage with local government and be more civic-minded. While this is not something that we can prioritize now, I believe that our new website will help pave the way. Many municipalities have successful internship programs and I'd like to explore that for Hartford in FY23.

2021

<i>Date</i>	<i>Meeting Type</i>	<i>Notes</i>
May 4, 2021	Regular Selectboard Meeting	
May 18, 2021	Regular Selectboard Meeting	
June 1, 2021	Town Hall Listening Session	Infrastructure: Downtown summer and winter parking
June 15, 2021	Regular Selectboard Meeting	
June 29, 2021	Regular Selectboard Meeting	
July 6, 2021	Tax Rate Approval Meeting	Anticipate no other town business
July 13, 2021	Town Hall Listening Session	Capital Improvement Projects for FY23 budget cycle
July 27, 2021	Regular Selectboard Meeting	
August 17, 2021	Regular Selectboard Meeting	Focus on budget guidance to TM and Departments
August 24, 2021		Budget guidance must be completed
September 7, 2021	Town Hall Listening Session	Fire, Medical, Police, Dispatch, Community Services
September 21, 2021	Regular Selectboard Meeting	
October 5, 2021	Regular Selectboard Meeting	Focus on first presentation of budget
October 7, 2021	Special Budget Meeting	Details of Finance, Planning, and Parks and Recreation Department budgets
October 19, 2021	Regular Selectboard Meeting	Anticipate only urgent Town business
October 21, 2021	Special Budget Meeting	Details of Clerk, Town Manager, Assessor, and IT budgets
November 2, 2021	Town Hall Listening Session	Solid Waste
November 4, 2021	Special Budget Meeting	Details of Police and Fire budget
November 16, 2021	Regular Selectboard Meeting	Focus on Audit Presentation
November 18, 2021	Special Budget Meeting	Details of Public Works and Enterprise funds
November 30, 2021	Regular Selectboard Meeting	Anticipate only urgent Town business
December 2, 2021	Special Budget Meeting	Focus on wrapping up questions and concerns
December 14, 2021	Regular Selectboard Meeting	Anticipate only urgent Town business
December 16, 2021	Special Budget Meeting	If needed to wrap up questions and concerns
December 28, 2021	Regular Selectboard Meeting	Only if needed for urgent Town business

2022

<i>Date</i>	<i>Meeting Type</i>	<i>Notes</i>
January 11, 2022	Regular Selectboard Meeting	Focus on adopting budget
January 25, 2022	Town Hall Listening Session	DEI plan or affordable housing
February 8, 2022		
February 22, 2022		
March 1, 2022	Town Meeting Day	