

Town of Cape Elizabeth Workshop Minutes

Meeting: Diversity, Equity, and Inclusion Knowledge Subcommittee
Attendees: Valerie Franks, Aurora Milton
Date: Thursday, February 16, 2023
Time: 5:00 – 6:00 pm
Location: Thomas Memorial Library Conference Room

Purpose of Meeting: Write questions for heads of departments, draft SMARTIE goals, check in regarding task status

- Review of questions KNOWLEDGE would like to ask heads of town departments.
- Drafted SMARTIE goal for Action 1
- Drafted SMARTIE goal for Action 2
- Reviewed progress reaching out to independent study teacher to find a student. Aurora plans to talk to the teacher this week.

Questions for Department Heads

CEDEI KNOWLEDGE Questions for Heads of Departments:

We would like to start our process by first listening and learning from you about DEI in Cape Elizabeth.

How would you recommend we learn more from you and staff in your department about DEI related challenges? Could you name 2-3 town staff/officials/committee members that we should start with?

How has prior research/surveys gone with your department in the past? What has worked, not worked? Going forward, would your department be open to responding to an online survey?

Knowledge (Charge C) SMARTIE Goals

Action 1: Elevate voices and DEI related experiences of front-line town **employees** through meetings (2x dept heads), in-depth interviews with selected individuals from each department (#TBD), an online survey (>50% response rate) and engaging selected employees in leading roles to develop subsequent town survey questions.

Action 2: Elevate voices and DEI related experiences of **residents** through 25 interviews with individuals from marginalized groups, while selecting a few to serve to lead development of a subsequent town survey in collaboration with selected town staff. Then, a town-wide resident survey administered through accessible methods will reflect a representative proportion of all groups in Cape Elizabeth. In parallel, a Dear John/Love Letter initiative will answer more open-ended questions about the pros and cons of living in Cape Elizabeth.

Action 3: TBD at the end of the year, strategic plan development once research is complete.