

DEI Sub-Committee –Systems– Meeting Minutes

Thursday, January 26, 2023

Thomas Memorial Library, Conference Room

5:45 - 6:45 p.m.

DEI Committee Members Present: Don Rudalevige, Eliza Matheson, Regan St. Pierre

1. Call to order - 5:48pm
2. Review Systems goals for 2023
 - a. What was the decision to focus on two departments?
 - i. Conversation about department vs subject area, reviewed discussions around decision to suggest department by department.
 - ii. Need to get copy of town vision statement - request from Rachel/ town manager.
 - iii. Voting access/wording - Regan will check in on best practices at the state and federal level
 - iv. Rachel - collect list of town departments or point us to where they might be listed/share their policy documents
 - v. Looking at policies/procedures/vision statements for departments through DEI lens
 - vi. Review utilization data from the past 3 years - who are we serving? How effectively are we serving them?
 - vii. Connect with Housing Committee working group, even to just understand mutual goals and efforts/working together in any way
3. Draft Scope of Work using template
4. Adjournment
- 6:44pm

Minutes respectfully submitted by Eliza Matheson, 1/27/23