

Town of Medway
Commonwealth of Massachusetts
IDEA (Inclusion, Diversity, and Equity Advisory) Committee
January 4, 2022 - 6PM
Remote

Committee Members Present (Remotely): Dan Kerls, Susan Dietrich, Marques Crosby, Khalid Abdi, John Foresto, Andrea Crow Henry, and Brian Sharkey

Committee Members Absent: Bill Kingsbury and Judith Lane

Community Members Present: None

Agenda Item #1 - Call to Order: At 6:05PM, Mr. Kerls called the meeting to order. He called the role to confirm the presence of Kerls: present, Dietrich: present, Crosby: present, Abdi: present, Foresto: present, and Sharkey: present.

Agenda Item #2 - Public Comment

There were none at this time.

Agenda Item #3 - Focus Group Discussion

Mr. Kerls shared that the police focus group was rescheduled.

Mr. Foresto shared that the Affordable Housing Trust focus group was rescheduled.

Ms. Dietrich shared that the student focus group will be January 12 in the afternoon.

Mr. Crosby shared that the Medway Marches focus group is January 10 at 6PM. It will likely be a virtual meeting, due to COVID concerns.

Mr. Sharkey estimated the week of January 17 or January 24 for the religious focus group.

Andrea Crow Henry joined the meeting at 6:10PM.

Ms. Crow Henry shared that she is meeting with the veterans on January 11. She offered to identify a focus group meeting date at that time.

Agenda Item #4 - Website/Feedback Form/Communication Plan Discussion

Mr. Crosby addressed this matter. He shared that the committee received a few feedback submissions. He also stated that he has now given access via OneNote to all committee members to partake in the feedback collection process. Moreover, he has begun the templating process of information from the focus groups.

Ms. Dietrich noted that the Town of Medway has been consistently promoting the communication plan on social media. She observed that there were multiple versions of this, but the committee followed up with Sandy Johnson to ensure consistency and accuracy. Ms. Dietrich asked if the committee wanted to reach out to department heads in the town in order to promote engagement.

Mr. Crosby shared that he planned to share the information on his personal page, with Medway Marches, and other community groups. He shared that the feedback so far is reflective of the initially incorrect wording of the committee's vision, which is further reason to continue promoting engagement with the feedback form.

Mr. Sharkey asked if it was worth posting sentence starters or a model example of effectively structured feedback.

Mr. Kerls suggested reposting the information on social media, as it may have been diluted by holiday posts, given the timing of the original post on December 27.

Ms. Dietrich offered to reach out to the town department heads to promote awareness and completion of the feedback form.

Agenda Item #5 - Language and Accessibility Discussion

Ms. Dietrich addressed this matter. She shared that the schools use GoogleTranslate to ensure language accessibility. However, the schools also have access to a language line that they use for IEP services. For surveys, they send it in multiple languages. She also shared that Dr. Pires stated that the schools often disseminate information in other languages, but typically do not receive materials in other languages.

Mr. Sharkey replied, informing the committee that he is waiting for an estimate from Qualtrix. He also asked the committee if there is an existing budget; Mr. Foresto shared that the Select Board denied his motion for the IDEA Committee to have \$10,000 added to their budget.

Mr. Foresto suggested using Office 365 for the committee's purposes. Mr. Sharkey agreed to look into this platform as a possible resource.

Agenda Item #6 - OneDrive Discussion

Mr. Crosby addressed this matter in conjunction with Agenda Item #4.

Agenda Item #7 - Plan for Compiling Feedback

Ms. Dietrich addressed this matter, stressing the importance of having a uniform format for the March 14 meeting. She shared that the School Committee often has workshops for purposes such as this, which has proved to be an effective method. Mr. Crosby added that the survey should be

ready to launch by the March 14 meeting as well, which might require additional meeting time or workshops.

Mr. Crosby suggested finalizing the notes from the town and school focus groups prior to the committee's next meeting on January 18. He also suggested utilizing Zoom as a remote option to maintain the existing timeline, particularly in regard to the focus groups. He suggested shifting the focus a bit more to survey questions alongside the focus groups in order to stay on track with the timeline.

The committee agreed on Tuesday nights for the workshops. They settled on January 25 at 6PM for their first workshop. Mr. Foresto offered to identify a location in the senior center.

Agenda Item #8 - Approve 12/21/21 Minutes

VOTE: Mr. Kerls motioned to approve the 12/21/21 minutes as written. Ms. Dietrich seconded this motion, which passed unanimously. Kerls: aye, Dietrich: aye, Crosby: aye, Abdi: aye, Foresto: aye, and Sharkey: aye. VOTE: 7-1.

Agenda Item #9 - Other Business

Mr. Foresto raised the topic of maintaining the open meeting laws at a Zoom meeting. He shared with the committee that if there is a request for public records of a meeting recording, the committee would have to disclose it, even if it is not a posted meeting. Ms. Dietrich clarified that this does not apply to meetings that are not public, such as focus groups.

Mr. Foresto also shared that the primary issue that came up at the town focus group was inclusion. He also shared that it would be worthwhile to provide the community with information regarding how exactly the town is run, so that they are fully informed.

Mr. Sharkey agreed with this approach, citing further productivity of the town, as well as its citizens. He confirmed that a lack of institutional knowledge about town dynamics prevents many people from engaging in community issues.

Ms. Dietrich voiced concerns about how the committee is still in the information gathering phase, not the recommendation phase, as the committee has only had two focus groups. She suggested capturing this feedback and revisiting it later as the committee continues to gain insights throughout the information-gathering process.

Mr. Crosby discussed the committee's true goal, which is to elicit a mindset shift in which community members instinctually think critically about inclusivity. Ms. Dietrich agreed, suggesting creating a set of tools by the end of the committee's work to help enact this change.

Agenda Item #10 - Future Agenda Items: Survey Planning, Community Forum Planning, Other

These agenda items were addressed in conjunction with Agenda Item #7. Ms. Dietrich suggested that survey planning and community forum planning be agenda items at the workshop on January 25.

Mr. Crosby suggested that the committee members also review the completed feedback forms. Ms. Dietrich suggested that the members do this independently prior to the next meeting.

Ms. Dietrich also suggested that the feedback form be a standing agenda item on town committees' agendas. She also suggested reaching out to focus group members to ensure their completion of the feedback form.

Ms. Dietrich reminded the members to add notes for any focus groups they have attended via the OneNote folder.

For the next meeting, Ms. Dietrich clarified that minute approval, other business, and future agenda items will be standing agenda items.

Motion to Adjourn: At 7:06PM, Mr. Kerls motioned to adjourn. Ms. Crow Henry seconded the motion, which passed unanimously. Kerls: aye, Dietrich: aye, Crosby: aye, Abdi: aye, Foresto: aye, and Sharkey: aye, Crosby: aye. VOTE: 8-0.