

DIVERSITY, EQUITY AND INCLUSION TASK FORCE
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TOWN OF SHREWSBURY

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MINUTES

Monday, June 7, 2021 at 7:00 PM

Important Notice: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the **Diversity, Equity & Inclusion Task Force** will be conducted via remote participation to the greatest extent possible. All meetings and hearings listed in the agenda will also be done so through remote participation. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town's website, at www.shrewsburyma.gov/coronavirus. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting. To listen to this meeting, dial [1 929-287-3884] and enter the following pin: [510 122 601#]. Please mute your device.

Minutes DEI Task Force Meeting June 7, 2021 7:00 pm

1. Call to Order and Attendance
 - a. Time =7:01 pm
 - b. Absent = Noor Ali, Kelly Joseph, Roop Joyt, Navjeet Singh
2. Minutes Approval: Gene B. approved the minutes and Beth C. seconded
 - a. May 3 Meeting
 - b. May 10 Meeting
3. Notes on from the Survey Subcommittee is summarized below:
 - a. Milind shared the work of the Survey Subcommittee through a brief slide deck ([Link](#)). The focus of the subcommittee was to answer the following questions: What is the purpose of the survey? What does a response to the survey mean and how will data be used? How do we measure data points?
 - b. Survey tool and timeline: Created on Google Forms
 - i. Open for Shrewsbury Residents 18 years and older

- ii. Voluntary and Anonymous
- iii. 5-7 DEI related questions
- iv. Conditional workflow based on response
- v. Demographics Section -- Optional
- c. Proposed Launch Date June 14th
- d. Reminder emails/marketing June 28th and July 19th
- e. Last day for Survey response July 31st/ Draft analysis early August

The ensuing Q&A contained lot of discussion about the race and ethnicity categories in the demographics section. The Subcommittee will revise that portion based on everyone’s feedback. The open-ended question will be revised not be an open ended question, rather it will be a link to the Storytelling committee. Also, much discussion about the fact that the board’s legal counsel should look at the survey to avoid any potential legal issues. Having the legal counsel look at our survey is of extreme importance. At the same time, we don’t want to push back the opening date. By dropping the survey on June 14th, it assures that all families with school aged children will get a link to the survey through SPS list serves and school principals. Survey Committee meeting again on Thursday, June 10th for final revisions and Milind will then send the survey to the Town Counsel for legal approval.

4. Major points from the ensuing conversation and notes in Chat:

Survey Aspect	Conversation Summary	Resolution
Invitation to share open response comments with the DEIT	This would create an analytical nightmare, today and in the future.	Instead of open response within the survey, a link to the Storytelling Subcommittee will be provided. Neither the anonymity of open response text, nor that of email, can be adequately endured.
Conditional workflow to note experienced or observed discrimination	Municipal administration branches (as well as School System, SELCO and Shrewsbury Housing Authority) are tallying reported Civil Rights violations.	A check box question will be added to determine if the incident was reported to mitigate against multiple reports of the same event and provide insight into systematic under-reporting of injustices.
Race and Ethnicity Demographics	Current array of response choice allows a single box (one of which is two or more races) to be checked. This is problematic for a number of reasons: <ul style="list-style-type: none"> • Some LatinX Americans identify only by ethnicity • Some African Americans identify by both race and ethnicity • “Asia and the Pacific Islands” forces lumping a huge number of distinct language groups and cultures. • “Examples” seem to create more problems than they solve: for example those of Eastern European and Russian ancestry 	The Survey subcommittee will deliberate about and determine whether or not to <ul style="list-style-type: none"> • Permit multiple races to be selected • Remove examples to mitigate against people feeling their race or ethnicity had been slighted and affirm respect for respondents’ ability to self-identify • Use US Census demographic category options

	strongly object to being lumped with Western Europeans	
Legal review by Counsel to the Town	Very important to ensure against legal risk.	Since we do not want to push back the survey drop date (to ensure distribution via the SPS list serve and school principals) the Survey committee will meet on 10 June to implement final revisions.

5. Ruth Febo introduced the general proposal to add a DEI landing page to the Shrewsburyma.gov town website. While the main purpose of the page is to share self-education resources about Healthcare, Housing, Employment, Public Safety and Housing through the lens of Diversity, Equity, and Inclusion. This proposal was warmly received as something to which all subcommittees would like to contribute text and URLs.
6. The Task Force chairs also requested template ideas for the final report. They would like to use a format which is standardized within which each subcommittee presents its recommendations. prioritizes the and discusses the prioritization criteria as well as the suggested timeline for implementation (short vs long term).

Respectfully submitted 10Jun2021 by Maura Egan and Louise Garone

Referenced Materials:

3. DEI Subcommittee Survey PowerPoint



DEI Subcommittee Survey

Team

- ▶ Milind Kanitkar
- ▶ Maura Eagan
- ▶ Paula Collins
- ▶ Jennie Fishman
- ▶ Deb Deldotto

Approach

- ▶ What is the **Purpose**?
 - ▶ Insights of the community with regards to DEI
- ▶ What **response** means and how would it be **used**?
 - ▶ To shape recommendations
- ▶ How do we **measure** data points?
 - ▶ Uniform measuring scale to bring parity across questions
 - ▶ Categorical Range

Survey Tool and Timeline

- ▶ Google Forms
- ▶ Open for Shrewsbury Residents 18 years and older
- ▶ Voluntary and Anonymous
- ▶ Survey
 - ▶ 5-7 DEI related questions
 - ▶ Conditional workflow based on response
 - ▶ Demographics Section -- Optional
- ▶ Proposed Launch Date June 14th
 - ▶ Reminder emails/marketing June 28th and July 19th
 - ▶ Last day for Survey July 31st
- ▶ Draft analysis early August

Rollout Plan -- Digital

- ▶ Town Resources / Channels
 - ▶ Town's Web Page
 - ▶ E-Mail List Serv (School, Community)
- ▶ Media
 - ▶ Community Advocate
 - ▶ Shrewsbury Media Channel
- ▶ Social Platforms
 - ▶ Shrewsbury Facebook Groups
 - ▶ Whatsapp, WeChat and other social platforms
 - ▶ DEI Taskforce Members personal networks

Rollout Plan -- Print & Outreach

- ▶ Print -- Copies to be made available at
 - ▶ Town Hall
 - ▶ Senior Center
 - ▶ Library
- ▶ Community Outreach
 - ▶ Disability Commission and Congregational Church
 - ▶ Shrewsbury Youth and Family Services (SYFS) and St. Mary's
 - ▶ SEPAC and Watershed Page
 - ▶ India Society of Worcester

Next Steps

- ▶ Manage the Message that goes along with Survey
- ▶ Execute Rollout Plan
- ▶ Monitor Early response
- ▶ Seek Volunteers
 - ▶ To assist in collection of Print copies
 - ▶ To enter / convert Print response in digital form