



Diversity Equity Inclusion Justice and Belonging (DEIJB) Committee  
**DRAFT Meeting Minutes**  
March 19, 2024  
City Council Chambers  
4:00 PM

1. Mayor Champlin, Chair, called the meeting to order at 9:04 AM.
2. Roll Call. Committee Members Present: Mayor Byron Champlin, Councilor Jennifer Kretovic, and Councilor Ali Sekou.
3. Approval of the August 11, 2023 Meeting Minutes.

**Action:** Councilor Kretovic moved approval of the August 11, 2023 meeting minutes. The motion was duly seconded.

Speaking to her motion, Councilor Kretovic inquired as to whether or not anyone recalled if Councilor Stacey Brown was speaking as a resident at the August 11, 2023 DEIJB Meeting as outlined on page 5 of the meeting minutes. Councilor Kretovic moved to amend the August 11, 2023 meeting minutes, as a matter of courtesy, to reflect that Councilor Stacey Brown was speaking as a resident of Ward Five. The motion to amend was duly seconded and passed with no dissenting votes. The minutes as amended passed with no dissenting votes.

4. Meeting overview by Committee Chair, Mayor Champlin.

**Action:** Mayor Champlin indicated as a matter of clarification that committee members would be meeting in a work session, with a purpose of reviewing and finalizing a Request for Qualifications (RFQ) for a facilitator for a DEIJB process going forward. He further indicated that as such there would be no public hearing today. Mayor Champlin also stated that discussion regarding appointments to a DEIJB Steering Committee was not on the committee's agenda as he would be making proposed appointments to Council at a later date.

Brief discussion about the RFQ process took place. City Manager Aspell, attending as a member in the audience, came forward indicating that once the DEIJB Committee finalized their recommendations, the DEIJB Committee could hold a public hearing on their recommendations. It was determined that the committee would review the RFQ before them, send their recommendations to City Administration. City Administration would then work with the Legal and Purchasing Departments and the Purchasing Department would n

issue the RFQ. The committee could then, if they wanted to, review the responses to determine who has the best qualifications to assist with DEIJB efforts. After committee discussion, members noted it was their hope that the process moves forward quickly to ensure someone can be brought on board sooner rather than later.

## 5. Review of RFQ.

**Action:** Committee members reviewed and discussed the draft RFQ and made changes to the draft as outlined here:

Insert draft revised RFQ in track changes.

### **What We Are Seeking**

The City of Concord is looking for an experienced facilitator to help us create and implement a multidimensional Diversity, Equity, Inclusion, Justice and Belonging (DEIJB) plan for the Concord City Council and its boards and committees. As a starting place, we would like a facilitator to help us identify and prioritize areas for the City's DEIJB strategy. Split into two phases, we would like a facilitator to:

Phase One:

1. Facilitate community wide listening sessions to take input regarding personal and professional experiences;
2. Provide training to: raise awareness of the importance and value of diversity, equity, inclusion and belonging; recognize bias and how it affects the way people perceive, evaluate and react to others;
3. Educate city leaders about their responsibilities to promote DEIJB and prepare them to hold courageous conversations across lines of difference and share best practices;
4. Increase knowledge to develop informed empathy, respect and mutual care;
5. Collaborate with the DEIJB Committee to help finalize draft Purposes & Objectives, DEIJB Board and Committee Norms; and help develop the Committee's activities for FY 2025.

Phase Two:

1. Conduct a thorough review of current mission to identify and address potential biases and discriminatory approaches and practices;
2. Integrate DEIJB principles into board and committee procedures and protocols;
3. Establish clear diversity goals and practices for attracting representation of underrepresented and underserved groups by encouraging inclusiveness;
4. Develop a range of strategies to cultivate and strengthen community partnerships and form alliances with a diverse range of community members to advance equity;
5. Develop onboard training modules for new boards and committees to enhance a cohesive and just culture; and
6. Act as an advisor to the City Council and the DEIJB Committee.
  
7. To identify potential measurements of success. How will we measure the effectiveness of policy changes?

### **Timeline**

The maximum budget for Phase One of the proposed DEIJB work is \$25,000.

The maximum budget for Phase Two of the proposed DEIJB work will be recommended by the DEIJB Committee in consultation with the Facilitator and will be made available after review and approval by the City Council.

### **How To Apply**

Please attach responses to this Request for Qualifications as ...

Response Requirements:

- Describe you/your firm's capabilities, including your experience working with large municipal organizations, quasi-governmental agencies or non-profits.
- Provide a brief project outline and timeline, including the recommended length of engagement for Phase One and how you might approach Phase Two.
- Provide your proposed fee for Phase One and your anticipated budget needs for Phase Two.
- List the principal team members who will work on this project and provide examples of previous work with clients and resumes or CV's of each member
- Satisfaction of former clients with competency of completed work based on references.
- Price and fee structure reasonable to services provided.

### **Organizational Context**

The Concord City Council recognizes and values diversity and inclusion as a vital characteristics of the Capital City which we represent. We celebrate the diversity of the community and embrace differences in race, color, religion, national birth, creed, gender, age, disability, gender identity, sexual orientation, parental status, physical appearance, socioeconomic status and military service. The Concord City Council has a responsibility to ensure that the members of the public are treated with dignity and respect in all of their dealings with the City of Concord, New Hampshire and its boards and committees. We believe that creating a culture of inclusion and equity will allow us to serve our citizenry more creatively, efficiently and productively. All communities belong here.

## 6. Adjournment.

**Action:** After brief discussion about the \$140,000 budgeted for DEIJB related expenses. Councilor Sekou moved to adjourn the meeting at 5:14 PM. The motion was duly seconded and passed with no dissenting votes.

*A true copy: I attest:*

*Janice Bonenfant  
City Clerk*