

**Wayland Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC)**  
**Meeting Minutes | March 5, 2024, 7 pm**

**Present:** Karen Blumenfeld (Chair, chairing meeting and taking notes), Mary Ann Borkowski, Mei-Ling Ellerman, Heather Pineault, Janot Mendler de Suarez, Jessica Schendel (Clerk), Yauwu Tang, John Bugbee (Assistant Town Manager), **Absent:** Carlin Gruber, Eunjee Kang, Kanmani Sekhar, Chloe Voight  
**Tech Support:** Robbie Bullard

**1. Call to order:** The special meeting was called to order at 7:05 pm. Karen took a roll call. Yauwu read the Land Acknowledgement.

**2. Public comment:** None

**3. Brainstorm questions to ask the equity assessment finalist bidders**

**First group of questions**

- What is your process?
  - Will you share results periodically with the HRDEIC, or with a smaller group?
- How will you determine what data you will examine in Wayland?
- What strategies do you have for getting full representation in the process, and how will you decide what that looks like?
- How will you engage the community, especially people who have been historically marginalized?
- What is your end product? Can you tell us more about it?
- From your experience, what challenges do you anticipate?
- How will you approach the housing issue?
- What do you anticipate will be the primary barriers to equity? Which policy issues will you focus on? Possible policy drivers of inequity: housing, employment, education, public accommodations, transportation, etc.
- How much do you anticipate you will be here in person, vs. remote?

**Second group of questions**

- Since the demographics of Wayland residents are different from the demographics of the Wayland town employee pool, what is your guiding principle in designing necessary metrics?
- What is your method of selecting town employees to be interviewed? What are the most important data you expect to obtain from the interviews?
- How are you going to structure the focus groups? What is the most challenging aspect in structuring focus groups and in forming the groups for the Wayland community?
- Could you describe a past project you worked on that you consider to have been the most beneficial for the client and explain why?
- What are the characteristics of the Wayland community that are most different compared to other communities where you have conducted assessments?
- Can you name three metrics that could be most important for the Wayland community?

**Third group of questions**

- Can you tell us about a time when you felt a community wasn't ready to address the equity assessment process and findings, and what you did about it?
- Can you tell us about a time when an equity assessment didn't go well and what you learned from that experience?
- Can you tell us about a time when an equity assessment went especially well and what you learned from that experience?

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- People sometimes are reluctant to participate in equity assessments. Can you tell us of an experience you have had with low turnout/low response to focus groups, meetings or surveys, and what you did about it?

**Fourth group of questions**

- To what extent will you be suggesting solutions to the issues you identify in the assessment?
- What sort of work have you done on gender inequality, and what types of strategies or solutions have you proposed, including offering equity tools?
- How will you identify the most pressing issues and needs in town?
- For the populations who experience pressing issues and needs (e.g., racism, sexism, domestic violence, mental health, etc.), how will you evaluate the access to/accessibility of resources, help and support in Wayland?

*Mary Ann arrived at 7:35 pm. Janot arrived at 7:47 pm.*

**Questions for John Bugbee**

1. What is the scope of the RFP? Is the consultant's job to suggest solutions? Answer: The RFP focuses on cultural climate. We are looking to get a baseline assessment. At the end of the process, we hope to have a blueprint for years to come.
2. When the consultant looks at policies, will they look at town bylaws, in particular around housing? Answer: When we provide them with areas to focus on, housing will be included.
3. What is the timeline? Answer: It will take an anticipated 4-6 weeks for the town to decide on the finalist and issue the contract with a notice to proceed with the work.
4. How much time will the consultant spend on the ground? We addressed this in an addendum, saying we want the consultant here for certain events and meetings, e.g., the Multicultural Festival, SPIRIT workshop, some focus groups.
5. To whom will the questions we brainstormed tonight be addressed? Answer: These are questions only for the firms that make it to the interview stage.
6. Will you ask for clarifications from applicants whose proposals are deficient? Answer: We'll only ask for clarifications from applicants who make it to the interview stage.

**4. Announcements:** none

**5. Topics not anticipated 48 hours in advance:** Karen noted that the HRDEIC has a lot of major planning activity currently, including for the Multicultural Festival, the equity assessment, the SPIRIT workshop and the second of two programs funded by the Sudbury Foundation.

**6. Adjourn: MOTION:** to adjourn the meeting at 7:55, proposed by Yauwu, seconded by Heather, and passed unanimously.

**Next meeting:** Tuesday, March 19, 2024 – All remote, at 6 pm.