

### Diversity, Equity & Inclusion Ad Hoc Committee

February 14, 2023 5PM Rice Public Library

- 1. Review and Approve Minutes
  - a. January 10,2023
- 2. Finalize 2023 Objectives
- 3. Public Input/Outreach
  - a. Review draft survey
  - b. Develop schedule for roll-out and collection of responses
- 4. Comprehensive Plan Review
  - a. Establish a timeline and order for discussing the sections, identify focus sections
- 5. Public Engagement Opportunities
  - a. Brainstorm ideas
- 6. DEI in the Community and Region
  - a. Share ideas, stories, ideas, events and learning opportunities
- 7. Next Steps

Next Meeting: March 14, 5PM

#### Materials:

- Draft 2023 Objectives
- Draft Survey
- Executive Summary of Comp Plan available by <u>clicking here</u>
- DEI Committee Norms

#### TOWN OF KITTERY Diversity, Equity & Inclusion Committee

January 10, 2023 5PM

#### Rice Public Library 8 Wentworth Street Kittery ME

#### MINUTES DRAFT

In attendance: Meghan Dunn ,Annie Cicero, Carrigan Cyr, Russel White, Kendra Amaral, Hailey Mock, Jason Garnham, Geri Luke, CeCe Nielsen, Celeste Bragg, Barbara Scott, Bruce Mallory, Erin Kempster

- 1. November Minutes approved
- 2. Review the charge:
  - a. Inquiry regarding when the current open seat for a citizen at large would be filled. There is an interview scheduled in the near future.
  - b. Conversation surrounded ways the committee could better focus on its charge. Suggestions to look into the Executive Summary of the Comprehensive Plan before the re-evaluation begins this year.
- 3. Any Objectives for the upcoming year:
  - a. Collect and synthesize data from the community through the upcoming survey
    - i. How do we reach the people not feeling included in the community?
      - 1. Discussion included engaging local groups that work directly with the wider population.
      - 2. Getting physical copies of the survey into locally active places.
      - 3. Reaching high school students making those available in several languages.
  - b. The committee would like to commit to reviewing the Executive Summary of the Evaluation plan. Breaking it down into pieces to review at each meeting.
  - c. Host meaningful community engagement opportunities
    - i. One per quarter
    - ii. Celebrating current DEI engagement in Kittery
- 4. Review of the Survey:
  - a. The group offered feedback on wording and order of questions, and including questions on more varied identities such as sexual orientation, ability, religion, etc.
  - b. Suggested to do a "test drive" or beta test of the survey before releasing it.
  - c. Conversation about where to collect data on locally spoken languages.
  - d. Kendra will apply the feedback and send a new draft out before the next meeting for review, at which point the committee will create a timeline to release the survey.

Next meeting February 14 at 5:00 in the Rice Public Library.



Diversity, Equity & Inclusion Ad Hoc Committee

> 2023 OBJECTIVES DRAFT

- Collect and synthesize data on the town's diversity, equity, and inclusion opportunities, challenges, needs, and concerns
- Review the Town's Comprehensive Plan and offer recommendations on the planning and content of the upcoming update
- Host meaningful public engagement opportunities at least once a quarter



# UNDERSTANDING DIVERSITY, EQUITY, and INCLUSION in KITTERY

The Kittery Town Council established the Diversity, Equity, and Inclusion Committee (DEI Committee) in March of 2022. The mission of the DEI Committee is to create a safe, welcoming, and inclusive community that celebrates differences, where everyone is empowered, and all voices count.

The DEI Committee wants to hear from you! This survey will help us understand how residents and those who work in Kittery experience our community with respect to diversity, equity, and inclusion. The survey takes approximately 15 minutes to complete.

Thank you for participating and sharing your perspective and ideas.

#### **Identity**

Identity is the set of visible and invisible characteristics we use to categorize or define ourselves and those around us (e.g., gender, race, age, religion, ethnicity, socioeconomic status, language, marital/family status, ability, sexual orientation, etc.). Identity shapes our experience by influencing the ways we see ourselves and the ways others see us.

#### **Discrimination**

Discrimination comes in many forms and many experiences. Discrimination is the treatment of an individual or group based on their actual or perceived membership in a social category, usually used to describe unjust or prejudicial treatment on the grounds of race, age, sex, gender, ability, socioeconomic class, immigration status, national origin, or religion.

#### **Bigotry**

Bigotry is a stubborn and complete intolerance of any creed, belief, or opinion that differs from one's own.

#### 1. Please share your opinion on the following statements:

	Strongly Disagree	Somewhat Disagree	Not Sure	Somewhat Agree	Strongly Agree	Prefer not to answer
I EXPERIENCE Kittery as a WELCOMING and INCLUSIVE community.						
OTHERS EXPERIENCE Kittery as a WELCOMING and INCLUSIVE community.						
ACTIONS of the Town Leadership REFLECT a COMMITMENT to diversity, equity, and inclusion in Kittery						
I feel a SENSE of BELONGING in Kittery						

#### 2. Please share your opinion on the following statement:

I believe these town services and/or offices TREAT ALL PEOPLE EQUITABLY REGARDLESS of their IDENTITY: (If you have not used or interacted with the service select "Not Sure".)

	Strongly Disagree	Somewhat Disagree	Not Sure	Somewhat Agree	Strongly Agree	Prefer not to answer
Town Council						
Town Administration						
Kittery Community Center						
Kittery Fire Department						
Kittery Police Department						
Kittery Public Schools						
Rice Public Library						
Kittery Harbormaster						
Kittery Planning & Code Enforcement						
Town Welfare Services (General Assistance)						

3. What are Kittery's STRENGTHS relative to diversity, equity, and inclusion?

4. What are Kittery's CHALLENGES relative to diversity, equity, and inclusion?

#### 5. Should Kittery DO MORE to ADDRESS ISSUES related to diversity, equity, and inclusion?

🖵 Yes	🖵 No	🖵 I don't know	Prefer not to answer

#### 6. Please share your opinion on the following statements:

	Strongly Disagree	Somewhat Disagree	Not Sure	Somewhat Agree	Strongly Agree	Prefer not to answer
DISCRIMINATION is a concern in Kittery.						
BIGOTRY is a concern in Kittery.						
People in Kittery have EXPERIENCED DISCRIMINATION or BIGOTRY.						

7. Have you EXPERIENCED	DISCRIMINATION or BIGOTRY	from Kittery BUSINESSES or ORGANIZATIONS?
C Yes	🗆 No	Prefer not to answer
8. Have you EXPERIENCED	DISCRIMINATION or BIGOTRY	FROM Kittery MUNICIPAL SERVICES?
C Yes	🗆 No	Prefer not to answer
9. Please share any addition	nal comments or use this spa	ce to elaborate on your responses.
10. Which best describes you	Ir RACIAL/ETHNIC IDENTITY?	(Please check all that apply)
Black/African Descent	Indigenous/Native Am	•
-	<ul> <li>White/European Desce</li> <li>Asian/Pacific Islander</li> </ul>	ent
Other:		
11. Which best describes you	Ir NATIVE LANGUAGE?	
English	Abenaki or other Nativ	
Spanish Khmer	German Chinese	Arabic Amharic
Somali	Portuguese	Prefer not to answer
French	🗖 Swahili	
□ Other:		
12 Which of the following D		
-	EPRESENTS how you think of	
Female Transgender	Male Nonbinary	Genderqueer
Questioning or unsure		
Other:		
13. Which of the following R	EPRESENTS how you think of	YOURSELF?
Gay	Straight/heterosexual	Asexual
Questioning or unsure Lesbian	Bisexual	Prefer not to answer
Other:		

		\GE?	
□ Under 18 □ 18 – 25 Ye □ 26 – 35 Ye	ears Old	<ul> <li>36 – 45 Years Old</li> <li>46 – 55 Years Old</li> <li>56 – 65 Years Old</li> </ul>	<ul><li>Over 65 Years Old</li><li>Prefer not to answer</li></ul>
15. Do you ID	ENTIFY as HAVING	a DISABILTY?	
🖵 Yes		No 🖵 Pr	efer not to answer
16. Do you ID	DENTIFY with any o	f the following RELIGIONS? (	Please check all that apply)
<ul> <li>Protestan</li> <li>Judaism</li> <li>Native An</li> <li>Hinduism</li> <li>Other:</li> </ul>	nerican	<ul> <li>Catholicism</li> <li>Buddhism</li> <li>Inter/Non-denomination</li> </ul>	
17 M/b;ab ba			
<ul><li>Live in Kit</li><li>Stationed</li></ul>	tery I/military assignme	CONNECTION to Kittery? (che Formerly lived in Kittery nt in area	<ul><li>Work in Kittery</li><li>Prefer not to answer</li></ul>
<ul> <li>Live in Kit</li> <li>Stationed</li> <li>Other:</li> </ul>	tery I/military assignme	Formerly lived in Kittery     nt in area     ENTS or PROGRAMS PROMO	<ul> <li>Work in Kittery</li> <li>Prefer not to answer</li> </ul>
<ul> <li>Live in Kit</li> <li>Stationed</li> <li>Other:</li> <li>18. Have you</li> <li>Yes</li> </ul>	ttery I/military assignme ATTENDED any EV	Formerly lived in Kittery Int in area ENTS or PROGRAMS PROMO No Do	Work in Kittery  Prefer not to answer  TED by the DEI Committee?  On't know



## Town of Kittery Diversity, Equity, & Inclusion Ad Hoc Committee Committee Norms

### 1. Respect

We have differences in opinions and different experiences. Respect each other's thinking and value everyone's contributions.

### 2. Listen

Stay mentally and physically present. Be open to what is said. Be non-judgmental. Value the learning. Listen to get smarter.

### 3. Speak Honestly

We speak from our own experiences. Use "I" statements and avoid generalizations.

### 4. Ask Questions and Offer Solutions

We can respect others' point of view without agreeing. If you disagree, consider asking a question or offering a solution.

### 5. Share Your Thoughts

We want everyone to have a say. Be patient and don't interrupt. Participate in the Round Table.

### 6. Contribute to Committee Goals

Participate 100% by sharing ideas, asking questions and contributing to discussions.

### 7. Stay on Point – and On Time

Respect our group's time and keep comments brief and to the point.

### 8. Close Decisions and Identify Action Items

Make sure decisions are supported by the group – or they won't be acted on.

### 9. Be Intentional with Discussions

Bring up issues and action items that align with committee goals.

#### **10. Suggest Agenda Items**

We want everyone to contribute to committee meetings. Please include a brief explanation of your suggested agenda item when submitting it.

### 11. Step Up/Step Back

Be proactive as a team and include the less leading members in conversations. Always be aware of all members and ensure ALL feel welcome to share/speak. Give space for the hesitant to speak and share.

### 12. Take Risks, Make Mistakes, and Move On

Be raggity. Take risks, be willing to make mistakes. Own mistakes. Regardless of the intention, acknowledge the impact on others. Then move on.