



CITY OF HENDERSONVILLE DIVERSITY & INCLUSION ADVISORY COMMITTEE

Operations Center - Assembly Room | 305 Williams St. | Hendersonville NC 28792
Tuesday, November 09, 2021 – 5:30 PM

AGENDA

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **APPROVAL OF MINUTES**
 - A. August 23, 2021 DRAFT Minutes - *Angela Reece, City Clerk*
4. **NEW BUSINESS**
 - A. Adoption of Annual Schedule of Meetings - *Angela Reece, City Clerk*
 - B. Presentation Regarding the Hiring of a Consultant to Assist with Diversity and Inclusion Work – *John Connet, City Manager*
 - C. Comprehensive Plan Presentation – *Henderson County Planning Staff*
 - D. Diversity and Inclusion Update, *John Connet, City Manager*
5. **COMMITTEE MEMBER COMMENTS**
6. **ADJOURNMENT**

The City of Hendersonville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or an accommodation for this meeting please contact the City Clerk no later than 24 hours prior to the meeting at 697-3005.



CITY OF HENDERSONVILLE DIVERSITY & INCLUSION ADVISORY COMMITTEE

Operations Center - Assembly Room | 305 Williams St. | Hendersonville NC 28792
Monday, August 23, 2021 – 5:30 PM

MINUTES

Present: Florence Allbaugh, Laura Bannister, Nancy Diaz, Eric Gash, Jayne Jennings, Melinda Lowrance, Josh Williams

Liaisons Present: Mayor Barbara G. Volk, and Mayor Pro Tem Jerry Smith

Staff Present: City Manager John Connet, City Clerk Angela Reece, Communications Manager Allison Justus, Fountainworks Facilitator Warren Miller, and others

1. CALL TO ORDER

Mayor Barbara G. Volk opened the meeting at 5:45 p.m. and welcomed those in attendance.

2. INTRODUCTIONS / WELCOME

Fountainworks Facilitator Warren Miller opened the floor for board members to introduce themselves and to share their backgrounds and experiences with the group. Committee Members shared their experiences and backgrounds with each other.

3. PRESENTATION / FOUNTAINWORKS - Warren Miller

Warren Miller conducted an exercise with Committee Membership to provide input and guidance on how to prioritize equity and inclusion in the community. The summary is made part of and attached to these minutes.

City Manager John Connet addressed questions by various members regarding handling of city personnel issues. Manager Connet discussed the form of government and his role and advised Committee Members it would be outside the Committee's role to interfere in personnel or Human Resource related matters and asked members to forward any of these matters directly to the City Manager or HR Director to handle.

4. REVIEW OF CHARTER & RULES OF PROCEDURE

A. Review of Charter & Rules of Procedure

Committee Members were provided with the Charter & Rules of Procedure. The City Clerk briefly discussed open meetings, noticing, and public record criteria and advised she would forward additional information to the membership.

5. SELECTION OF CHAIR & VICE CHAIR

Laura Bannister moved to appoint Jayne Jennings as Chair. Melinda Lowrance seconded the motion. A unanimous vote of Committee Members followed. Motion carried.

Melinda Lowrance moved to appoint Josh Williams as Vice-Chair. Laura Bannister seconded the motion. A unanimous vote of Committee Members followed. Motion carried.

6. ANNUAL MEETING SCHEDULE DISCUSSION

A. SAMPLE Schedule- Meeting Dates/Times TBD

Committee Members indicated a preference for bi-monthly meetings to be held on Mondays at 5:30 p.m. in the City Operations Center Assembly Room. The City Manager and Clerk will work on a schedule to present for consideration. The next meeting(s) will be noticed as special call meetings until an annual schedule is established and adopted.

7. ADJOURNMENT

There being no further business, Chairman Jayne Jennings adjourned the meeting at 7:29 p.m.

Jayne Jennings, Chair

ATTEST:

Angela L. Reece, City Clerk

ATTACHMENT

Hendersonville Diversity & Inclusion Advisory Committee Kickoff

August 23, 2021



Presented by:



Meeting Purpose

The Diversity and Inclusion Advisory Committee was established by Hendersonville City Council in order to provide input and guidance on how to prioritize equity and inclusion in the community.

On August 23, 2021, the Committee held a two-hour kickoff meeting at the Hendersonville City Operations Building.

The purpose of the meeting was to develop a shared vision and scope of work for the Committee. The session was facilitated by Warren Miller from Fountainworks, Inc. This report summarizes the meeting comments and outputs.

Hendersonville Diversity and Inclusion Advisory Committee Purpose

The committee shall provide input and guidance to the City Council's strategic objective to prioritize equity and inclusion, and create a culture of belonging, address past inequities and treat everyone with respect and dignity subject to such limitation as may be imposed by state law or by ordinances of the city.

Attendance

- Mayor Barbara Volk
- Mayor Pro Tem Jerry Smith
- John Connet
- Eric Gash
- Florence Allbaugh
- Jayne Jennings
- Josh Williams
- Laura Bannister
- Melinda Lowrance
- Nancy Diaz

What Success Looks Like

After a brief welcome by Mayor Barbara Volk and introductions, Committee members were asked to consider what success would look like for the Diversity & Inclusion Advisory Committee.



What Success Looks Like

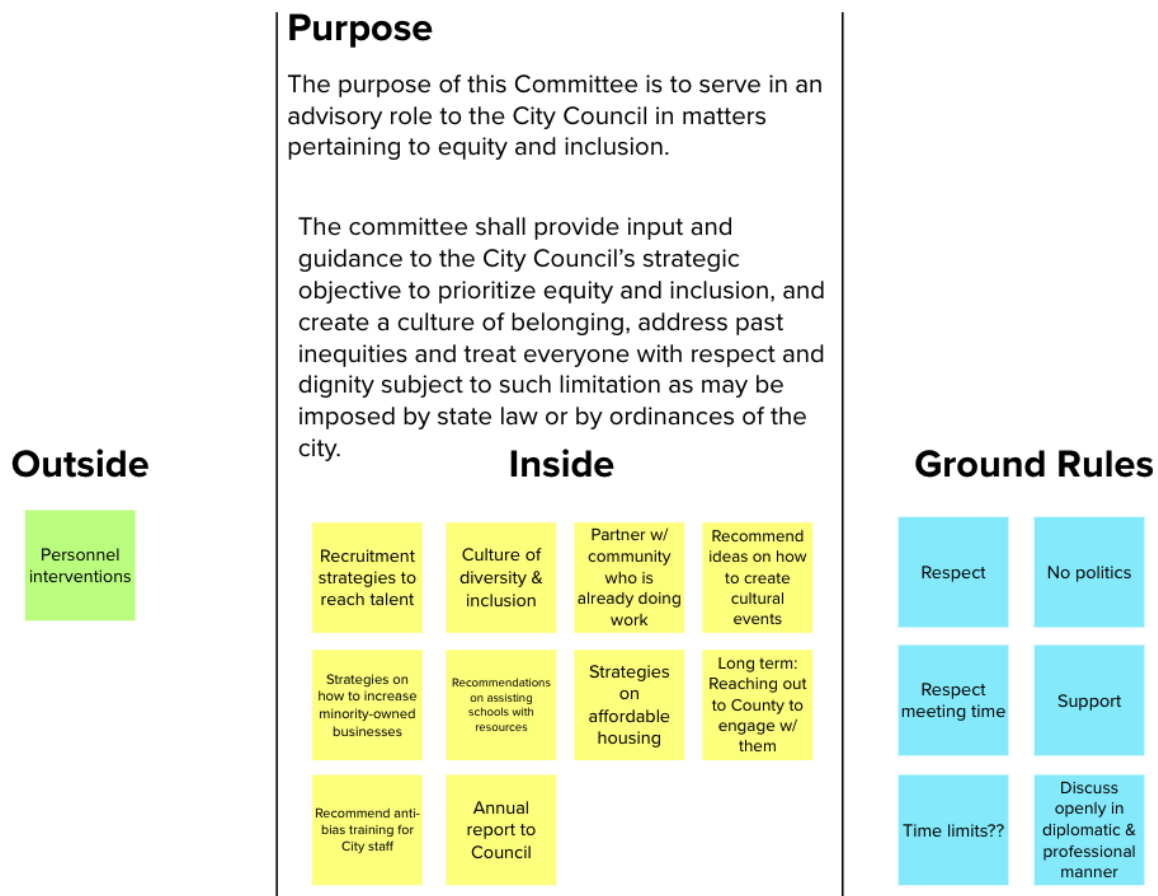
- Anyone who wants to work here will feel welcome and valued
- City leadership is reflective of community
 - Lack of diversity in teaching
 - Businesses are reflective
 - Diversity of race, religion, and disability
- Building trust
 - Valuing all voices
 - Engagement
- Education
 - Leads to understanding
- Better mental health
- Women in leadership
- Fewer complaints
 - staff, police

- Modeling this work for other communities
- Getting young people involved
 - Growing and nurturing young leaders
- More leadership
- People know about this committee

Scope & Ground Rules

Committee members then discussed examples of things that would be outside and inside their scope, as well as ground rules moving forward.

Diversity & Inclusion Advisory Committee Charter



Outside of Committee's Scope

- City personnel interventions

Within Committee's Scope

- Recruitment strategies to reach talent
- Supporting a culture of diversity and inclusion
- Partner with community members who are already doing this work
- Recommend ideas on how to create cultural events
- Strategies on how to increase minority-owned businesses
- Recommendations on assisting schools with resources
- Strategies on affordable housing
- Long term: reaching out to county engage with them

Ground Rules for How the Committee Will Work Together

- Be respectful
- No politics
- Respect meeting start and end times
- Be supportive
- Speak openly in diplomatic and professional manner
-

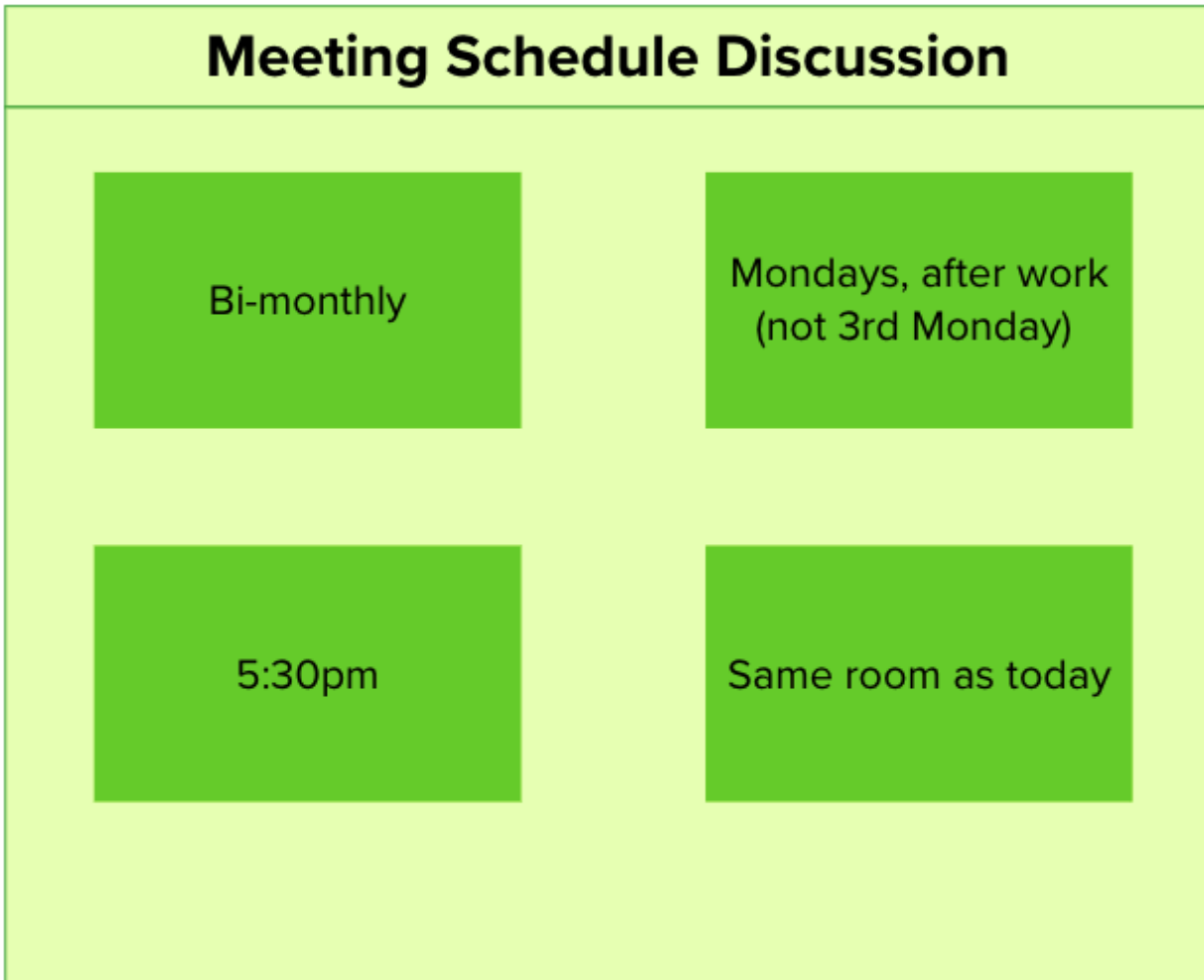
Chair & Co-Chair Selection

Next, the Committee was asked to elect a Chair and Vice Chair. The committee selected Jayne Jennings as Chair and Josh Williams as Vice Chair.



Meeting Schedule Discussion

Lastly, the Committee discussed the future meeting schedule. It was decided that bi-monthly meetings would take place on Mondays (but not the 3rd Monday of any given month) at 5:30pm in the same location as the kickoff meeting. The only exception to the meeting location is if City Council reserves the space for their use.



The Committee adjourned the meeting.

NOTICE

City of Hendersonville Business Advisory Committee | 160 Sixth Avenue East Hendersonville, NC 28792

CITY OF HENDERSONVILLE

Diversity & Inclusion Advisory Committee

REGULAR MEETINGS

The following Regular Meetings of the City of Hendersonville **Diversity & Inclusion Advisory Committee** are held **Bi-Monthly on the second Tuesday of January, March, May, July, September, and November at 5:30 p.m.** in the Assembly Room of the City Operations Building located at 305 Williams St. Hendersonville NC. The regular meetings will be conducted in person.

The following Diversity & Inclusion Advisory Committee meetings have been scheduled for the remainder of 2021 and for 2022.

November 9, 2021

January 11, 2022

March 8, 2022

May 10, 2022

July 12, 2022

September 13, 2022

November 15, 2022

Meetings are open to the public.

Jayne Jennings, Chair

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Posted 10/07/2021
<https://www.hendersonvillenc.gov>





CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: John Connet **MEETING DATE:** 11/09/2021

AGENDA SECTION: NEW BUSINESS **DEPARTMENT:** Administration

TITLE OF ITEM: Presentation Regarding the Hiring of a Consultant to Assist with Diversity and Inclusion Work – *John Connet, City Manager*

SUGGESTED MOTION(S):

I move that DEI Committee recommend that the City Council hire a consultant to assist with the development of a comprehensive diversity and inclusion strategy.

SUMMARY:

City staff has have been recruiting for the DEI position for the last several months and have been unable to find anyone with true DEI education and experience. I have also been watching the City of Asheville's trials and tribulations with their diversity and equity department. In addition to not being able to find a qualified candidate, the workload in the HR department continues to grow due to vacancies and COVID-19. HR Director Jennifer Harrell is having to work 45-50 hours a week and she is still having trouble keeping up and I am worried about burnout. Therefore, I would suggest the following:

- a. Hire a DEI consultant to work with the City Council, Diversity and Equity Committee and City Management to develop a comprehensive diversity program. I have found a consultant who has done this type of work and she lives here in Hendersonville. I have asked her to attend the Diversity and Equity Committee meeting on November 9th.
- b. Hire the HR analyst position to assist with the day to day work of the HR department and take some of the pressure off of Jennifer Harrell.

BUDGET IMPACT: \$ TBD

Is this expenditure approved in the current fiscal year budget? No

If no, describe how it will be funded. TBD

ATTACHMENTS:

Patti Digh Resume



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: John Connet **MEETING DATE:** 11/09/2021
AGENDA SECTION: NEW BUSINESS **DEPARTMENT:** Administration
TITLE OF ITEM: Comprehensive Plan Presentation – *Henderson County Planning Staff*

SUGGESTED MOTION(S):

NA

SUMMARY:

Henderson County Planning Staff has asked to make a presentation to the Committee regarding the updating of the Henderson County Comprehensive Plan

BUDGET IMPACT: \$ None

Is this expenditure approved in the current fiscal year budget? EnterTextHere

If no, describe how it will be funded. EnterTextHere

ATTACHMENTS:

None



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: John Connet **MEETING DATE:** 11/09/2021
AGENDA SECTION: NEW BUSINESS **DEPARTMENT:** Administration
TITLE OF ITEM: Diversity and Inclusion Update, John Connet, City Manager

SUGGESTED MOTION(S):

NA

SUMMARY:

City Manager John Connet will provide the Committee with and update on diversity and inclusion activities within the City of Hendersonville

BUDGET IMPACT: \$ None

Is this expenditure approved in the current fiscal year budget? EnterTextHere

If no, describe how it will be funded. EnterTextHere

ATTACHMENTS:

None