

**Culture and Diversity Citizen Action Commission  
(CDCAC)**

**Date: December 1, 2022**

**Time: 7:00 P.M.**

**Place: City Hall – 6131 Taylorsville Road – Council Chambers**

**Call Meeting to Order**

Members Present:

Mrs. Yolanda Stephens-Chair

Ms. Rhonda Sumlin–Vice Chair

Ms. Jean Newby

Ms. Tara Purvis

Mr. Arrick Richardson

Dr. Frederick Aikens

Mr Bayram Gulalieu

Mr. Eric Stephens

Mrs. Carla Staigl

**Approval of Minutes** - Minutes from the November 3, 2022 minutes were approved as written (1st Jean Newby, 2nd Carla Staigl)

**Citizens Comments**- none. Vincent King, Andi Otto, Glenn Otto were citizens that were present

**Old Business**

**Citizen's Complaint Review Board**

- Eric Stephens - CCRB task force met last month, November 9th, with Chief Lightner and Katie Knisely, to look at the framework and procedures for the CCRB. Mr. Stephens shared that at last month's Commission meeting he shared that they were working on filling in the details and getting everything on paper including the procedures and how the process would work. At the November meeting they reviewed the framework and procedures. At that time the City Manager, Bryan

Chodkowski, had started drafting some of the language and documentation. They have identified the purpose of the CCRB and the authority that the CCRB would have as well as board membership. This was discussed in the meeting and sits with the City Manager to have the procedures, language and documentation, finalized by January. The CCRB task force will circle back after this finalization and plan to take it to the city in February/March timeframe. Once it is approved by City Council then we will start filling positions. Mr Stephens stated that after talking to Bryan the goal is to have the CCRB Board up and running by July 1, 2023, at the latest.

- Mr. Stephens attended the First Tier Suburbs meeting in November to share information on the CCRB in the event that other cities were interested in adopting a similar process. Mr. Stephens reiterated that there was no desire to have anyone outside of the City of Huber Heights be responsible for executing Hubers CCRB and the preference is to keep it in house. The goal for presenting at the First Tier Suburbs was for insight and situational awareness on what we are structuring within the city.
- Mrs. Stephens thanked Mr. Stephens for presenting to the First Tier Suburbs and for putting the presentation together.

#### **Education Forum- Ms. Jean Newby presenting**

- As mentioned in the last meeting it was decided to table the youth policing forum until early next year. The forum will focus on five main topics which were highlighted in last months minutes. Contact has been made with the Huber School Superintendent, Mr. Enix. Carla Staigl initiated contact via email. They are working to verify with the Superintendent to have the forum in January or February of next year once they get the official follow up from the Superintendent. Next steps, which Mr. Arrick Richardson will take the lead on, is having a conversation with the SRO's to discuss the five main areas of focus. We may not hear anything back until the beginning of next month due to the holiday break. Education will provide an update. It needs to be clear from the Superintendent which direction to take in regards to reaching out to principals and SROs. Ms. Staigle will follow up with the Superintendent if she does not hear anything back within the week and may drop by his office.
- The forum will be very timely given that the schools just initiated the “see something, say something” campaign, which ties into the topics that we will discuss at the forum.
- It was noted (Ms. Purvis) that the Education Forum should occur in February since we already have an MLK event in January.
- Discussion included incentivizing students to attend and by offering food.

#### **2023 initiatives**

- Mrs. Stephens stated that we have talked consistently about focusing on Education, which is why we will continue the quarterly Education Forums and work on partnerships with the schools and the diversity group at the high school
- We have to be very intentional about what we are doing in 2023 and not extend a super heavy lift and instead get a lot more support from other outside entities and from the city so that omission members don't tap out.
- Dr. Aikens noted that we need to begin planning for the Multicultural week. We will only hold one forum during the week because lessons learned were that there were too many events during the 2022 week of events. Maybe spread events out during the month instead of putting them all in one week.
- It was noted by Ms. Purvis to have the beer garden at the Juneteenth festival instead of the Multicultural festival for 2023.
- Ms. Sumlin recommended that we meet initially for the Multicultural Festival and then set up a task group. We will meet in January to discuss the event in greater detail.

## **New Business**

- **2023 MLK Day**

Will be held January 16, 2023. There was a discussion about whether to have the unity walk in addition to the program, given that the walk had to be canceled last year due to weather. Visitor, Glenn Otto, suggested that the unity walk is in resemblance of Martin Luther King and he enjoyed the prior walks and programs that the Commission has done. A decision was made to move forward with the unity walk and the program. A suggestion was made from citizen, Andi Otto, to have the unity walk at the high school track and hold the program at the high school in partnership with the schools. Tara Purvis mentioned that she also wanted to link the event back to the children. This may get the youth more involved. The commission voted to move forward with holding the MLK unity walk and program with details to follow (1st: Ms. Purvis, 2nd: Ms. Staigl). Ms. Sumlin will reach out to the schools to see if we can partner.

- **Meeting with Fabrice Juin, Regional Equity Initiative Program Manager, Miami Valley Regional Planning Commission and Needs Assessment**

Ms. Stephens met with Mr. Juin based on recommendation from Nancy Byrge to clarify needs assessment questions. We had previously met with MVRPC, Carleton Ealey, but moved forward with meeting with Mr. Juin also. Mr. recommendation was that there were no specific changes that needed to be made to the needs assessment but suggested adding the word "belonging" to diversity, equity and inclusion. Mr. Juin did raise a concern of who would move forward with the data once a needs assessment is conducted. Upon discussion Ms. Stephens and Mr. Juin agreed that there needs to be a specific person designated to move forward with data collected from the needs assessment so that

it doesn't fall on the commission to handle (this can lead to burnout and turnover). This accountable person needs to be identified prior to implementing the assessment so that the collected data doesn't just sit with no action. From the meeting there were key recommendations that Mr. Juin emailed to Ms. Byrge. Ms. Stephens drafted recommendations to submit to the entire city council, aligned to Mr. Juins (see attached recommendations).

## **Recommendations to City council**

### **Recommendations submitted by Yolanda. Stephens (attached)**

Recommendation 1: Attached recommendations were discussed. Question by Rhonda Sumlin, will there be a designated city council member aligned to the commission. Ms. Stephens stated that she envisioned so. Ms. Sumlin asked if we get to make a recommendation. Dr. Aikens stated that it would be good to ask if there are volunteers. Mr. Glenn Otto, councilman in attendance, said that he would be thrilled to work in that capacity. He mentioned that there used to be liaisons to boards and commissions, but city council did away with that. Mr. Otto thinks it is a good idea. The word "designated" council member was added to the recommendation.

Recommendation 2: No comments

Recommendation 3: Ms. Stephens stated that the part/full-time person would be the key accountability person to oversee DEIB responsibilities in the city so that it is not just the Commission doing the work for the City. Mr. Stephens asked if the person would support the Commission and develop initiatives for the entire city. This could be a full or part-time position. Ms. Newby asked if this person would also do DEI training and the answer was "yes." Mr. Stephens asked if we have specific things that the person would do. Ms. Stephens stated that we could include a sample job description. Ms. Sumlin asked if the recommendation was that the person would be a senior level position. As written is ask for a diverse candidate with experience in DEIB. Ms. Sumlin discussed that the DEIB position would be at a level such that they would have influence over all departments so that it is embedded. The concern was that if the position is non-management what influence would they have at all levels. Would they have the authority to make the decisions they need to make? Ms. Sumlin recommended posing this question to Mr. Juin. Mr. Stephens suggested benchmarking other cities to see if they have similar positions. Ms. Sumlin will look into this and look at specific job descriptions. We will need more work on this recommendations and will bring back more information for the next meeting in order to reconsider the recommendations.

Recommendation 4: The full/part time person would serve in city council meetings to provide an equitable, inclusive view of city matters.

We will need to tweak recommendation 3, discuss at the next meeting and vote.

**Recommendations submitted by Tara Purvis (attached):**

Recommendation 1: City Council to recognize Federal Heritage months within the community

Advance initiative to recognize each of the federal heritage months to provide cultural awareness and education to the community. Request that each ward rep work with the community to create a better understanding and culturally immersive experience for the community. The City Council Ward Reps would plan events and acknowledgements with community members. Commission will continue to hold MLK event in January, but City Council members will recognize the other monthly federally recognized heritage months. Ms. Stephens asked if it would be to hold events or just to recognize. Ms. Purvis stated that there should be an event planned by City council members that is a city-wide acknowledgement, communication and action with the community to plan events that are culturally aware. This would be recurring every year beginning in 2023. Tara will add the overall goal to the recommendation to be voted on in January or February.

Mr. Gulalieu asked that November 14 departure date, 1945 be added to the event list to be memorized. This was the Turkish departure date after World War II.

Ms. Newby recommended that there be a proclamation by City Council for each of the federal months and invite a representative from their ward, a representative of the acknowledged group to the City Council meeting for the proclamation.

Recommendation 2:

Ms. Purvis attended the joint school board meeting in October with City Council. 19 different dialects and language are spoken in the school system, however, there are barriers that create disparities because there is no ability to translate the city, police or school websites into different languages. This is not inclusive and creates barriers. Commission recommends to Advance an initiative to bring the city to a more equitable place for all residents by ensuring that forms and websites are available for translation. Advance as quickly as possible, there is no equity in having forms available only in English when we have a community of people who do not speak english. City website has no ability to translate forms. The school website has accessibility translation on it, but it pulls up a blank page. Everyone should have the same access to information and they do not because there are no translations available.

Recommendations will be moved forward to the next meeting.

**Additional Items/comments - None**

Adjournment - 8:15pm



Yolanda Stephens, Chair



Sarah Williams, Staff Liaison



Date

1/20/2023

Date

**Recommendations to City Council**  
**Submitted by Y. Stephens**

Items in red are changes that were suggested by the Commission during the meeting

**November 2022**

Note: Recommendations 1-3 were also recommended by Fabrice Juin, Miami Valley Regional Planning Commission, Regional Equity Initiative Program Manager

In order to serve an increasingly diverse community, the City of Huber Heights needs to be intentional about prioritizing diversity, equity, inclusion and belonging (DEIB) in its policy making and operations. As a step toward prioritization of DEIB the Huber Heights Culture and Diversity Citizens Action Commission makes the following recommendations:

1. Have at least one Councilmember attending Commission meetings as a conduit to City Council
  - A **designated** council member will attend Commission meetings, participate in Commission discussions, and actively represent the Commission on City Council. This will allow a connection between diversity, inclusion, equity and belonging initiatives of the commission and city council initiatives.
  
2. Commission will have shared decision-making power in the selection of the contracted organization that will conduct the Community Needs Assessment
  - This allows the Commission to not just do the work but also own the work; which will help with retaining the impactful and well-connected members currently at the table, and will affirm the legitimacy of the Commission to the local stakeholders and community members.
  - This will also help ensure that a selection isn't made that misses the mark on what the Commission has identified as priorities for this cause.
  
3. City commitment to hire one, **management level** (part-time or full-time) staff person, a diverse candidate who has experience in DEIB, specifically tasked with coordinating, managing, initiating and overseeing city-wide DEIB initiatives and assisting with Commission efforts.
  - One of the barriers to progress that the Commission is experiencing is that its members solely include those volunteering their time. This leaves the Commission vulnerable to disjointed work, member turnover, burnout, and unsustainable succession.
  - Reliance of a volunteer commission on a crucial, imperative and heavy task, such as leading and managing all city-wide DEIB initiatives, leaves the Commission members vulnerable (as stated above) and can also leave the Community Needs Assessment

vulnerable to a delayed/lack of progress towards addressing its finding. Capacity is limited when relying solely on volunteers and can impact the return on investment due to capacity challenges and issues.

- [include sample job description]
- Determine proposed level [management level]
- A designated staff person providing administrative services and ensuring that the Commission's work moves forward, prevents stagnancy and incorporates a level of consistency in the role that the Commission is purposed for.
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4. Include a Commission Member in city council meetings to provide an equitable, inclusive view of city matters. When a DEIB staff person is hired this individual would serve in this capacity.