

Committee Members
Crystal Buckley
Dawn Budde
Lindsey Colelli
Susan Dietrich
Daniel Kerls
Zoe Rheault
Alan White



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TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

INCLUSION, DIVERSITY, AND EQUITY ADVISORY COMMITTEE

Inclusion, Diversity, and Equity Advisory Committee

Minutes of the Meeting

December 4, 2023

Medway Public Library

26 High Street, Medway, MA 02053

Conference Room

Appearances

- **Members present:** Susan Dietrich, Crystal Buckley, Alan White, Dawn Budde, Daniel Kerls, Zoe Rheault
- **Members Absent:** Lindsey Colelli
- **Others:** Tatevik Holmgren, Member of the Public, and Tracy Rozak, recording secretary

The meeting was called to order at 7:02pm by Dawn Budde.

Public Comment

Ms. Budde opened the floor for public comment, there was none.

1. Review and approve minutes.

Ms. Dietrich made a motion to approve the November 6, 2023 meeting minutes as submitted. Ms. Buckley seconded the motion and all were in favor. 6-0 passed.

2. Discuss Alan White's meeting with Alison Potter

Mr. White stated he had tried to speak with Mr. Rich Boucher, Technology Director but had been unable to do so before the meeting. He did connect with Ms. Allison Potter and Ms. Sandy Johnston, who both mentioned that the town has received grant funding that includes a website overhaul and the ability to add the translation widget. Mr. White stated they are in the front end development stage right now but he will keep in touch with them. He is not sure if they are going to stay with the same website provider so he will follow up on that. Mr. White stated the one thing that was not certain to Ms. Johnston was the compliance with the American Disabilities Act audit or accessibility functionality. There is a widget feature available that pops up and lets you change the graphics and visuals etc. Mr. White will follow up with Mr. Boucher on that. Ms. Dietrich suggested we let them know we are thrilled with the overhaul plans and also mention we noticed some other towns use the same website platform as Medway and they have the translate function. We could put together some bullet findings to send to Mr. Boucher and Ms. Potter. Mr. White stated he could put together the bullet list as he has some follow up questions to ask Mr. Boucher. Mr. White stated

Ms. Johnson is updating the email link so that emails for the IDEA committee will now go to Ms. Budde and Ms. Rheault. Mr. White asked Ms. Potter how often they get phone calls or in person traffic where language is a barrier. Ms. Potter stated this has only come up once in the past year. Mr. White told Ms. Potter that the IDEA Committee is going to come up with a list of best practices that can be shared across all town departments. He will follow up with her about the ADA compliance. Mr. Kerls asked if one of the committee members could be involved in the RFP. Mr. White stated he thinks they are past that point but he will ask them when he sends the follow up email. Mr. White stated Ms. Potter stated that Medway does not have a specific DEI training (Diversity Equity and Inclusion) but the town has a training website that has some DEI focused programs. The Medway Schools and the Medway Police Department do have DEI trainings.

3. Go over Dan Kerl's hierarchy

Mr. Kerls explained his Hierarchy Model which included the following categories:

Town Website
Language /Translation
Transportation
Communication
Town Government
Technology
Signage
Accessibility
Forms-
DEI Training
Schools & Parents

Mr. Kerls posted a large sheet of paper on the wall for each category. He asked that everyone write down their thoughts and ideas for each category on a post it note and post it on the correct category. Mr. Kerls explained that some people might write down the same thing and some ideas may go under multiple categories. He stated there are no bad ideas and things that are not immediately possible should also be considered as they may be possible in the future.

The committee spent the next thirty minutes discussing and listing their ideas for each category. At a later time, Mr. Kerls will memorialize all the ideas by compiling a list of everyone's ideas. At the next meeting, the committee will categorize the ideas into the following areas - high benefit; low effort, low benefit; high effort. The committee will also work on setting time frames for each goal.

4. Future agenda items

Go over the results from the Hierarchy Model

Adjourn

Ms. Budde made a motion to adjourn the meeting 8:28 pm. Ms. Dietrich seconded the motion and all were in favor. 6-0 passed.

The next meeting will be on the second Monday in January

Respectfully submitted by

Tracy Rozak