

9/9/21 DEI Team 4 Meeting Minutes
Municipality DEI Recognition, Event Planning, and Incident Response Working Group

Team Goal: Identify a DEI calendar for Municipal observance, actions and events and a protocol for Municipal/CRB action and communication if DEI incidents occur, which may include a Standing Committee that would convene to develop an action plan if DEI incidents occur at the national, state, local or Mt Lebanon level.

Meeting called to order: 9/9/21 at 7:07pm

Attendees: Aleta Akhtar, Shiv Asthana, Andrea Cipriani, Min Leamon, Megan Gilson, Stephanie Fedro-Byrom, Laura Pace Lilley, Katie Wagner, Steve Silverman, Mark Trumbull

Absent: Carrie Stott, Susan Simons

Citizens' comments: None

Minutes from 8/12 DEI Team 4 meeting minutes approved.

Reports

- CRB
 - There are opportunities to collaborate with other teams.
 - Working with Team 1 on MLK events for January.
 - Potential to work with Team 1 on Disability events in October.
 - All teams are recommending a DEI staff person – consolidate into Team 1 Nov proposal.
 - May be opportunity to meet with other Teams or Team CRB representatives to discuss additional collaboration possibilities.
 - For Oct 1 proposal submission to Commission a specific format is not required. For final proposal due before Dec, all teams will adopt Team 1 proposal format to make it easier for public to review.
 - Team 1 is proposing a survey to gauge how Mt Lebanon views community diversity, equity and inclusiveness. This will be shared with other teams so they may offer their perspective.
- PIO
 - Former Mt Lebanon Municipality Manager, Stephen Feller, passed away. He held this position for 15 years. Will be fondly remembered by those who knew him and had work with him.
- Commission
 - Budget process has begun. It is important that DEI Teams have spending and municipality staffing time needs identified for the October Commission proposal reviews.
 - The review will be split so two DEI Ad Hoc Committee teams report to Commission on 10/12 and two report on 10/26. It looks like Team 1 and 4 will be reporting on 10/12.

DEI Team 4 Update

- Events Group
 - Discussed proposed calendar of events.

- Mt Lebanon event celebrating DEI in the community will occur July / August.
 - December event to broaden celebration to include other cultures represented in the Mt Lebanon may have unique challenges to be identified and planned for.
 - Primary Jun event will be Pride Month and secondary will be Juneteenth.
 - Oct event will be built around Disability Employment month. Discuss with Team 1 plans for Disability event to determine how we may collaborate.
 - Continue conversation re: how to collaborate with Team 1 on MLK celebration in Jan. Team 1 is arranging for Ally Michael to speak at different venues in Mt Lebanon.
 - Executing 2022 events remains an issue. Team will discuss at 9/21 Events group meeting the prospect of current Event group executing Jan-Mar events and how Apr-Dec events may be executed. Perspective to be included in 10/1 proposal to Commissioners.
 - Event group will complete draft proposal for 10/1 report to Commissioners, including results of discussions with partners, estimated costs, estimated municipality staff time needed, collaboration with other teams, and perspective on how events will be executed.
 - PIO can help with design of signs / banners to control costs.
 - Other ongoing Mt Lebanon events that could possibly fold into DEI events include: concerts in park, First Fridays in summertime, movies at swimming pool, etc.
 - **Event group will mark-up the proposal draft in SharePoint for review at the Events group meeting on 9/21. Each Events group member is responsible for their specific events.**
 - Discuss presentation for Commissioner meeting at next Event group meeting on 9/21.
 - Event group will have 7-8 minutes to present and 7-8 minutes to take questions from Commissioners.
 - Suggested that presentations focus on what the group wants from Commissioners.
 - Following Commissioner presentation and comments at 10/12 Commissioners' meeting, Event group will identify Mt Lebanon community leaders and organizations to review recommendations before the final proposal is due the end of Nov.
 - A DEI Coordinator or Director position is recommended. This will be folded into the final November Team 1 recommendation for hiring someone into a position
- Incident Response Group
 - IRG shared a preliminary draft of their proposal. See attached pdf.
 - Organizations being contacted that will serve as resources for the Commission should incidents of hate, bias and discrimination occur that demand a response are being finalized:
 - Aging Adults – Allegheny County Area Agency on Aging (Confirmed)
 - LGBTQ+ - Persad Center (Confirmed)
 - Jewish – Anti Defamation League (Confirmed)
 - Muslim – Council of American Islamic Relations (Confirmed)
 - Muslim – Islamic Center of Pittsburgh (Confirmed)
 - Christian – Christian Associates (Confirmed)
 - Latino – Casa San Jose Latino Immigrant Resource Center (Confirmed)
 - Development Disabilities – Mainstay Life Services (Confirmed)
 - Black – TBD
 - Chinese – TBD
 - Sikh – TBD

- Discussed municipality staff DEI training. Currently, police dept and PIO have extensive training by specialists in their respective areas. Other staff are trained by Rebecca Diaz. Training is not extended to all municipality staff.
 - Should all Mt Lebanon staff have DEI training?
 - Should there be an annual DEI certification process?
 - Should DEI training be offered to Mt Lebanon residents?
 - Could DEI training be part of DEI events?
- We discussed how residents report hate crimes and incidents of bias / discrimination.
 - Do residents use 911 to report hate crimes?
 - Do residents know that 411 / tips 411 are available to report non-emergency events that may occur, including bias or discrimination occasions?
 - Do schools use Safe2Say to report incidents of hate, bias or discrimination?
 - Should information re: how to use these resources be available to the community?
- How residents find reports of hate crimes and incidents of bias / discrimination on the Mt Lebanon website remains an issue.
 - Can we publicize how citizens can find this information?
 - Do we want to include a history of hate crimes that have occurred in Mt Lebanon?
- What action is taken when a hate crime or incident of bias / discrimination is reported?
 - Action taken in response to a 911 reported hate crime seems to be clear, as it becomes a police matter following police protocol. Should this protocol be available and explained for residents?
 - Protocol for taking action in response to a 411 non-emergency incident seems to be vague. What is this protocol or what should it be?
 - What is protocol for taking action in response to a Safe2Say incident?
- **Incident Response group members will mark-up the proposal draft in SharePoint for final review at the next Incident Response group meeting on 9/16.**
- Discuss Commissioner meeting presentation at next Incident Response group meeting on 9/16.
 - IRG will have 7-8 minutes to present and 7-8 minutes to take questions from Commissioners.
 - It was suggested that presentations focus on what the group wants from the Commissioners by the end of the meeting.
- Following Commissioner presentation and comments at 10/12 Commissioners' meeting, Incident Response group will identify Mt Lebanon community leaders and organizations to review recommendations before the final proposal is due the end of Nov.
- A DEI Coordinator or Director position is recommended. This will be folded into the final November Team 1 recommendation for hiring someone into a position.
- Next meetings
 - Incident Response group: Thursday 9/16 at 7-8pm
 - Events group: Tuesday 9/21 at 6-7:30pm.

New Business: none

Adjourn: 8:38pm