**Equity and Inclusion Committee Minutes**

**Friday, April 16th,2021**

**9:00 - 10:30am**

**Introductions –**

**Present: Cynthia D; Calpurnyia R; Bekki C; Michele L; Brooke M; Sharon H-S; Elliot E; Shaundell D**

**Committee Co-Chair –**

* Possible recommendations for the Committee Co-Chair
  + Do we have someone that will volunteer?
    - Will bring up again at next meeting.

**Review Lived Experience Flyer –**

* Design Comments
  + Calpurnyia – Suggests changing the picture and putting in the amount of the stipend to incentive people to participate.
  + Shaundell - Do not place an amount of the stipend bc of labor laws
  + Can change the picture (Shaundell)
  + Shop the flyer out to people with lived experience to get their feedback (Sharon)
  + The point is to have this group, so in the future we can have a robust group to review these type of things.
  + Bekki – we hope they have lived experience, but we want to be inclusive, so want to talk about it as. Can we have some mindfulness when we talk about this and how we don’t or do make assumptions or the look of things? When we do this outreach having some awareness or consuming or making space.
  + Michele – The flyer is not going to decide for them to do it or not. What will decide it will be someone who they trust who will have a conversation with them and the flyer is just to have the contact information. Personal connections will draw them in.
  + Brooke – defers to others on this and supports everyone.
  + Michele – important to ask people with lived experience on this. Can help to find other photos, so can help to find some alternatives.
  + Cynthia – It is important - the connections that are made. Supports what Elliot said. Having people facilitate getting in touch with Shaundell – making that contact.
  + Shaundell – will send out photos for people to look at to get their feedback. Elliot can show the flyer to people and Sharon to share with people and Bekki will share (going to Corrections), but Shaundell will finalize for now a flyer and will send it off to everyone to share with people in the community.
* Sharing
  + People will leave them in shelter, drop-in center. Should we track? Sharon says yes. Good to track where you hand things out, so we know where it goes and who has it.
  + Have case-conferencing every week with Wells Street, so we could share with them. Also ServiceNet and Youth project (Sharon is a part of the group)
* Next Steps
  + When people express interest (and join) will do the following:
    - Explain what the group is about
      * Educate them on the other groups
      * Invite them to come to a meeting. See if they want to continue. They will be paid for each meeting they attend including the first one.
      * Ask if they need any resources and help link them to the needed resources.
    - Questions to consider
      * How many people do we want? How do we keep track of them to keep their interest?
      * How will we administer the stipend? Will it impact their W9? Losing money bc making money. Think about a way to purchase gift cards. Talked about this at the last meeting.
      * In their (Brooke) lived experience option they will give gift card or checks to deposit. Gifts are included sometimes as a person’s income, so can’t always find a work around. They don’t have to claim a gift card. They do have to if there is a paper trail.
      * Elliot – Venmo also has a paper trail, but easier to work around. Shaundell’s office said they can’t do that, but there are options.
      * For youth 25 years or under. They can do cash payment. For the CoC planning funds can’t do Venmo. For the Western Mass Network meetings they can do Venmo.
    - Brooke – Need to think about how people will be able to participate in the meetings.
* Meetings
  + Need to check-in about the dates/times for the next couple of meetings. Invite people with lived experience to come to meetings. How do we support and orient people do be apart of the meeting. Can do a check-in before and after the meetings, so person feels more comfortable being in space with professionals. Connect 1:1 with them. Through Zoom they can call in. Maybe have an organizational space, so they can meet and login or be a little in-person group. Basically have a hybrid meeting.
  + Meeting is only once a month. Include general population?? Time can be a barrier – have meetings doing the workday maybe hard for the young people. Will need to think about transportation if that is necessary. There is no good time for everyone.
  + Providing people with lived experience to attend is our goal. Maybe getting assistance from Community Action program to give vouchers??
  + They rotate seasonal meetings at Bekki’s org. Recording our meetings and offering that as a chance for people to watch the video and then give comments. Could conflict with some people being filmed – need to get consent.
  + Hybrid model - What if don’t have virtual access. Maybe we set up the kind of space in advance, so that people’s participaton can be facilitated. Maybe write up a small questionnaire to see if they have access and where they could possibly go. Elliot is a DCC student – they connect PLE with resources and centers. Person with disability can be connected with folks that can give them a laptop or phone. United Celebral Palsy and Easter Seals do that – give them connectivity items for free. The Living Room is already open Recover Project and Wildflower Alliance is open.
* Review the Equity and Inclusion goals an Action steps for 2021
  + Want to make sure we are still in agreement.
  + Will tackle first “Involve people with lived experience of homelessness who are racially diverse, in work groups and committees, and pay them”. For now we are recruiting people with lived experience. Will adapt the flyer for others later. Can be inclusive.
  + Is there a group with a focus on Social Justice to join this committee? Maybe there is one in another region that can help us find one locally. Thinking of Arise in Springfield. We don’t have a lot in Berkshire – think of CoC wide. Maybe send a list of the orgs on this list, so we can see which orgs from which areas are not on this list. Franklin County Resource Network has list of places that we can tap into.
  + We will be establishing the orientation materials and ambassador/buddy relationships
  + Important that people can contribute, and not have to report their story and relive their experience. If they need supports, and then we do that.
  + Do we feel like we have a good plan going forward for the next couple of meetings? There was agreement.
* Open Floor
  + No comments
* Next meeting
  + Today is last calendar invite for this meeting. Shaundell will send out options. Will send a Doodle Poll. Next meeting is TBD.
  + For future meetings:
    - Connect with people to attend
    - Setting orientation materials and ambassador
    - Setting meeting times for the future
    - Sharing what the goal is and what will be accomplished. What the path is to the goal. How can it be described to those who are willing to share and influence. Making the connection of how it seems small, but contributes to the larger goal and not having other people decide what is best.
* Next steps:
  + Flyer will be revised. Bekki, Sharon, and Elliot will send out flyer to get feedback from folks. Shaundell to ask them specific qns and not open-ended qns. Using hands to stage a photo that seems more real. Can also not use people.
  + Michele can help to find other photos, so can help to find some alternatives.
  + Maybe write up a small questionnaire to see if they have access and where they could possibly go to be able to participate.
  + Send Calpurnyia (and Sharon??) the Equity and Inclusion goals.
    - Maybe send a list of the orgs on this list, so we can see which orgs from which areas are not on this list. Franklin County Resource Network has list of places that we can tap into.