



HERNDON DIVERSITY, EQUITY, AND INCLUSION COMMITTEE MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170

Thursday, February 15, 2024 | 7:00 PM

- 1. Call to Order**
- 2. Comments from the Audience**
- 3. Approval of Minutes**
 - a. November 2, 2023, HDEIC Meeting Minutes
- 4. Regular Business**
 - a. Review of the HDEIC Mission & New Standard Operating Procedures for Ad Hoc Committees
 - b. Review of HDEIC Annual Report
 - c. "Herndon Together" Proposed Resolution
 - d. Action/Initiatives Roundtable (Updates and New Initiatives)
- 5. Comments**
 - a. Comments from the Staff Members
 - b. Comments from the Committee Members
- 6. Adjournment**

Agenda Item: November 2, 2023, HDEIC Meeting Minutes

Meeting Date: February 15, 2024

Category: Approval of Minutes

Prepared by: Collin Okoniewski, Planning Operations Manager

Description:

This is a request to approve the November 2, 2023, Herndon Diversity, Equity, & Inclusion Committee Minutes.

Background:

N/A

Budget Impact:

None

Recommendation:

Recommend approval, as presented.

Attachments:

1. 11.02.2023 HDEIC Draft Minutes

HERNDON DIVERSITY, EQUITY, AND INCLUSION COMMITTEE
Meeting Minutes
Thursday, November 2, 2023

The Herndon Diversity, Equity, and Inclusion Committee (HDEIC) met in public session on Thursday, November 2, 2023, at 7:00 p.m. in the Herndon Council Chambers, 765 Lynn Street, Herndon, Virginia. In attendance were: Chair Pradip Dhakal, Vice Chair Soma Ramesh, and committee members Rachel Eisenfeld, Sabrina Hossain [arrived at 7:39 p.m.], Andrew Lacher, Arati Sigdel Parajuli, Eileen Villegas, and Yelena Barth. Committee members Alex Rodriguez, Lorena Brady, and Triston Chase O’Savio were absent.

Staff members in attendance were: Elizabeth Gilleran, Director of Community Development, and Aaron Zoellick, Clerk of Boards and Commissions.

1. Call to Order

Chair Dhakal called the meeting of the Herndon Diversity, Equity, and Inclusion Committee to order at 7:01 p.m.

For the record, Chair Dhakal stated that seven members were present for the meeting, which constituted a quorum.

2. Comments from the Audience

Chair Dhakal called on any members of the public who wanted to address the committee.

No comments were provided.

3. Approval of Minutes

a. September 14, 2023, Herndon Diversity, Equity, and Inclusion Committee Draft Minutes

On motion by Vice Chair Ramesh, seconded by committee member Barth, the minutes from the September 14, 2023, Herndon Diversity, Equity, and Inclusion Committee meeting were approved by a 7-0 vote. The vote was: committee members Eisenfeld, Lacher, Parajuli, Villegas, Barth, Vice Chair Ramesh, and Chair Dhakal voting “Aye.”

4. New Business

a. One Fairfax Policy Discussion

Committee member Lacher provided a summary of the One Fairfax Policy and how it could be implemented by the Town of Herndon.

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There was discussion among the committee and staff regarding (1) the town's ability to consider transportation, (2) how a One Herndon policy would address the criminal justice system, (3) how the committee would go about getting resources for a One Herndon policy, (4) the inclusion of a diversity, equity, and inclusion (DEI) employee in the budget, (5) how Fairfax County handles DEI employees, (6) whether the HDEIC could have a representative attend the One Fairfax meetings, (7) the need for a list of expectations for the HDEIC from the Town Council, (8) whether the HDEIC should be fundraising, (9) whether the HDEIC should be involved in HR processes, (10) whether the HDEIC could ask all Town of Herndon businesses with ten employees or more to send a representative to an HDEIC meeting once a year, (11) whether the HDEIC is allowed to form subcommittees, and (12) the need for HDEIC to have greater visibility.

Committee member Lacher volunteered to draft a version of a One Herndon policy and suggested that this could be an item that the HDEIC recommends to the Town Council.

Chair Dhakal asked committee member Barth to send her list of questions and recommendations to Collin Okoniewski, Planning Operations Manager.

Chair Dhakal asked committee member Lacher to draft a One Herndon policy and forward it to Ms. Gilleran.

Ms. Gilleran stated that she would speak with the town manager about funding resources for a One Herndon policy.

b. Action/Initiatives Roundtable

Vice Chair Ramesh provided an update on an initiative program for internships for young adults who do not pursue college.

There was discussion among the committee and staff regarding (1) how the students are connected with potential employers.

Committee member Eisenfeld provided an update on the safe space initiative.

There was discussion among the committee and staff regarding (1) potential training for businesses identified as safe spaces, (2) whether employee background checks would be required, (3) whether students preferred businesses or public spaces to be identified as safe spaces, (4) current afterschool programs, (5) whether adult members of vulnerable groups would feel comfortable in a shared safe space with teenagers, (6) the use of similar concepts by silicon valley companies, (7) the organization GLSEN, and (8) whether a safe space program may be better handled by a private group like the Dulles Chamber.

Ms. Gilleran stated that the town could not declare that certain businesses are safe spaces.

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Ms. Gilleran recommended working with the Dulles Chambers to help promote a safe space program.

Chair Dhakal asked if the HDEIC could invite Mark Ingrao, the interim director of the Dulles Chambers, to a meeting.

Ms. Gilleran recommended inviting the president of the Dulles Chambers.

Ms. Gilleran stated that Mr. Okoniewski will reach out to committee members about scheduling the next meeting.

5. Comments

a. Comments from Staff

There were no comments from staff.

b. Comments from Committee Members

Chair Dhakal provided updates on (1) the creation of a Community Cultural Festivals policy, (2) the Town of Herndon business survey, (3) a possible skate event, (4) women's only hours at the community center, and (5) the town's rebranding efforts.

There was discussion among the committee and staff regarding these topics and reforming the Economic Development Committee.

Ms. Gilleran stated that if someone wants to host an event and use town facilities for the event, they should contact town staff as soon as possible.

Ms. Gilleran stated that the presentation of the Town of Herndon business survey can be found on the September 19, 2023, town council agenda.

6. Adjournment

There being no further business, the meeting adjourned at 8:29 p.m.

Aaron Zoellick
Clerk of Boards and Commissions

Agenda Item: Review of the HDEIC Mission & New Standard Operating Procedures for Ad Hoc Committees

Meeting Date: February 15, 2024

Category: Regular Business

Prepared by: Collin Okoniewski, Planning Operations Manager

Description:

This is a formalized presentation brought forth by staff to provide a review of the current establishing guidelines and mission statement for the HDEIC. There have been a few new members that have come on board since the first meeting and staff sees value in reviewing this information. In addition, staff would like to review the new standard operating procedures for ad hoc committees established by the Town Council. Staff will also take this time to address any administrative questions the committee has.

Background:

In November 2023, the Town Council discussed the processes of the ad hoc committees. At subsequent work sessions in December 2023 and January 2024, the Town Council heard overviews of proposed Standard Operating Procedures on logistics of Boards, Commissions, and ad hoc committees. The Town Council also reviewed the establishing guidelines for HDEIC during this period.

Budget Impact:

None.

Recommendation:

None.

Attachments:

None

Agenda Item: Review of HDEIC Annual Report

Meeting Date: February 15, 2024

Category: Regular Business

Prepared by: Collin Okoniewski, Planning Operations Manager

Description:

Staff has drafted an annual report as requested by the HDEIC at their meeting on September 14, 2023. The report lays out the various actions, presentations, initiatives and agenda topics the HDEIC has taken part in since its inception in 2022.

Background:

N/A

Budget Impact:

None

Recommendation:

None

Attachments:

1. HDEIC 2024 Annual Report

Dated: February 15, 2024

MEETINGS HELD: 7

RECOMMENDATIONS TO THE TOWN COUNCIL

ITEM	MEETING DATE
Establishment of Diversity Awards (Person, Business, Town of Herndon employee)	April 14, 2023
Juneteenth Event	April 14, 2023
Adding Diversity, Equity, & Inclusion components to the business satisfaction survey	April 14, 2023
Planning of skating event	April 14, 2023
Herndon Parks & Recreation feasibility study to establish women’s only hours at the community center, specifically the pool and fitness center	April 14, 2023

PRESENTATIONS

ITEM	MEETING DATE
Presentation from Jay Garant, Director, Business and Community Partnerships, Fairfax County Public Schools	June 15, 2023
Presentation from Councilmember Donielle Scherff regarding the 2023 Juneteenth Celebration	June 15, 2023
Dennis Holste, Town of Herndon Economic Development Manager	June 15, 2023
Presentation from Karen Smaw, Director, Diversity Business Investment and Entrepreneurship, Fairfax County Economic Development Authority	October 20, 2022
Staff Presentation by Anne Curtis, Chief Communications Officer	February 2, 2023
Staff Presentation by Cindy Roeder, Director of Parks and Recreation	February 2, 2023
Discussion with HDEIC Staff, Lisa Gilleran regarding staff recommendations for the committee	October 20, 2022
Discussion with the Town Manager, William Ashton	October 20, 2022

**Herndon Diversity, Equity & Inclusion Committee
Annual Report
February 15, 2024**

AGENDA ITEMS

ITEM	MEETING DATE
OneFairfax Policy Discussion	November 2, 2023
Committee Composition Discussion	February 2, 2023
Review & Reading of the Mission, Purpose, and Objective of the HDEIC, as adopted by the Herndon Town Council	September 15, 2022
Adoption of Robert's Rules of Order	September 15, 2022

ONGOING PROJECTS

Initiative	Sponsor
Review of OneFairfax	Lacher
Diverse Youth Targeted research	Dhakai/Ramesh
Safe Space Identification	Hossein

OTHER CAPTURED IDEAS

Initiative
Yearly Report on HDEIC activities
2024 Election assistance
Safe Space Identification
Community Diverse dinner event
Creating measurement tool for capturing diversity, equity and inclusion within the Town of Herndon
Citizens review process for police misconduct. (Lacher
Analyze county reports to I.D. other less evident forms of diversity
Invite Nury Mena, Committee Chair Hispanic Business Council, Dulles Regional Chamber of Commerce to a future meeting
Schedule open mic for future HDEIC meeting
Invite Representative from Dulles Regional and Chamber of Commerce
Outreach to other 501c3 organizations
Outreach to school PTAs

Agenda Item: "Herndon Together" Proposed Resolution

Meeting Date: February 15, 2024

Category: Regular Business

Prepared by: Collin Okoniewski, Planning Operations Manager

Description:

At previous meetings of the HDEIC Committee Member Lacher proposed the drafting of a diversity, equity, and inclusion policy modeled after the policy adopted by Fairfax County titled "One Fairfax". The HDEIC has held conversations about this policy and Committee Member Lacher has compiled the points made by the HDEIC and drafted a resolution by which the HDEIC can make a recommendation to the Town Council to create and adopt a policy temporarily called "Herndon Together" modeled off of the "One Fairfax" policy.

Background:

N/A

Budget Impact:

None.

Recommendation:

None.

Attachments:

1. Herndon Together Resolution DRAFT

DRAFT

RESOLUTION

“Herndon Together”

Whereas, The Town of Herndon takes pride as a great place to live, learn, work, and play; and,

Whereas, town leaders and staff are committed to providing excellent services for every resident of the Town of Herndon; and,

Whereas, in 2016, the Fairfax County Board of Supervisors and the Fairfax County Board of Education jointly adopt the OneFairfax policy, a racial and social justice equity policy; and,

Whereas, The Town of Herndon embraces its growing diverse population and recognizes it as a tremendous economic asset but recognizes that racial and social inequities still exist; and,

Whereas, The Herndon Town Council recognized the importance of racial and social equity with the establishment of Herndon Diversity, Equity, and Inclusion Committee; and,

Whereas, achieving racial and social equity are integral to Town of Herndon’s future; and,

Whereas, we define **Racial Equity** as the development of policies, practices and strategic investments to reverse racial disparity trends, eliminate institutional racism, and ensure that outcomes and opportunities for all people are no longer predictable by race; and

Whereas, we utilize the term **Social Equity** to consider the intersection and compounding effects of key societal issues such as poverty, English as a second language, disability, etc. with race and ethnicity; and,

Whereas, as servants of the public we are committed to the definition of social equity adopted by the National Academy of Public Administration – “the fair, just and equitable management of all institutions servicing the public directly or by contract; the fair, just and equitable distribution of public services and implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy.”

Whereas, it is essential to identify and address institutional and systemic barriers that exist and understand that these barriers may impede access to opportunities for achieving the visions and goals set forth by county leaders; and,

Whereas, an extensive body of research has established that a community's access to an interconnected web of opportunities shapes the quality of life for all; and,

Whereas, to truly create opportunity, we need to understand and improve our work through a racial and social equity lens from the very core of the organization outward, focusing intentionally and deliberately towards sustainable structural changes; and,

Whereas, a growing number of local jurisdictions across the United States are adopting intentional equity strategies and see equity as an economic growth model;

NOW, THEREFORE, BE IT RESOLVED BY THE HERNDON TOWN COUNCIL that:

The time is now to move beyond embracing diversity as an asset and implement a new growth model driven by equity — just and fair inclusion into “Herndon Together,” a community in which everyone can participate and prosper.

“Herndon Together” can only be realized with an intentional racial and social equity policy at its core for all publicly delivered services. A racial and social equity policy provides both the direction and means to eliminate disparities and work together to build a vibrant and opportunity-rich society for all.

the Herndon Town Council directs the development of a racial and social equity policy, modeled on Fairfax County's OneFairfax, for adoption and strategic actions to advance opportunities and achieve equity that include intentional collective leadership, community engagement, equity tools and infrastructure to support and sustain systemic changes, and shared accountability so collectively, we will realize “Herndon Together,” a community where everyone can participate and prosper.

Agenda Item: Action/Initiatives Roundtable (Updates and New Initiatives)

Meeting Date: February 15, 2024

Category: Regular Business

Prepared by: Collin Okoniewski, Planning Operations Manager

Description:

This is an ongoing discussion period for committee members to update the rest of the committee on the progress they have made toward researching or developing an existing initiative, and allow for a roundtable discussion to propose new initiatives. The chart attached is a comprehensive working document since the inception of the HDEIC of their proposed, scheduled, completed, and recommended initiatives from this portion of their meetings.

Background:

N/A

Budget Impact:

None.

Recommendation:

None.

Attachments:

1. HDEIC Working Initiatives Document (2.15.2024)

ONGOING PROJECTS

Initiative	Sponsor
Review of OneFairfax	Lacher
Diverse Youth Targeted research	Dhakai/Ramesh
Safe Space Identification	Hossein

ONGOING IDEAS

Initiative	Sponsor
Yearly Report on HDEIC activities	Lacher
2024 Election assistance	Dhakai/Ramesh
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Community Diverse dinner event	Rodriguez
Creating measurement tool for capturing diversity, equity, and inclusion within the Town of Herndon	Lacher
Citizens review process for police misconduct.	Lacher
Analyze county reports to identify other less evident forms of diversity	Rodriguez
Invite Nury Mena, Committee Chair Hispanic Business Council, Dulles Regional Chamber of Commerce to a future meeting	Staff
Schedule open mic for future HDEIC meeting	Staff
Invite Representative from Dulles Regional and Chamber of Commerce	Staff/O'Savio
Outreach to other 501c3 organizations	Rodriguez/Barth
Outreach to school PTAs	Barth

COMPLETED ITEMS

Herndon Diversity, Equity & Inclusion Committee

Initiatives Working Document

February 15, 2024

RECOMMENDATIONS TO THE TOWN COUNCIL

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