



**Fairness and Inclusion Committee Meeting Agenda**  
**December 8, 2020 12:00 PM**  
**101 Queen City Road, Burlington VT 05401**  
**Meeting held virtually via Zoom Meetings**

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*The mission of GMT is to promote and operate safe, convenient, accessible, innovative, and sustainable public transportation services in northwest and central Vermont that reduce congestion and pollution, encourage transit oriented development, and enhance the quality of life for all.*

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**Present:**

Commissioner Poylte  
Jon Moore, General Manager  
Jenn Wood, Public Affairs & Community Relations Manager  
Farhan Ahmed, Bus Operator  
Nate Bergeron, Bus Operator  
Val Sevene, Bus Operator

**Members of the Public:**

None

**Open Meeting:**

Commissioner Poylte opened the meeting at 12:16pm.

**Adjustment of the Agenda:**

None

**Public Comment:**

There were no members of the public present.

**Welcome and Introductions:**

Commissioner Poylte asked all to introduce themselves and also share one positive as well as negative relative to work/life balance during covid times.

**Review minutes and charge of this committee:**

Jon Moore made a comment to talk about committee membership.  
Commissioner Poylte has added that into the discussion.

**Approval of Committee Minutes:**

No changes were suggested. All were in favor to approve the minutes from the July meeting.



### **Decision of name for our committee:**

Commissioner Poylte shared some information regarding equality vs. equity and how it relates to the work of this committee. She set the stage for a common language for the group. Commissioner Poylte shared some ideas around potential committee name options. She then opened it up to discussion around ideas for the committee name. Mr. Bergeron said he likes JEDI (Justice, Equity, Diversity, and Inclusion). Mr Moore, Mr. Ahmed, and Ms. Sevene agreed. Ms Wood also agreed with JEDI or DEIJ (Diversity, Equity, Inclusion, and Justice). Commissioner Poylte agreed too with JEDI and felt it captures all angles. She made a motion to accept the JEDi name. All agreed.

### **Agree on mission statement:**

Commissioner Poylte reviewed the discussion we had in our first meeting around a mission statement. She shared a proposed statement and then discussion ensued to express ideas of what could change and what things are important to retain. Ms. Wood liked the statement and talked about sustainability and safety. Ms. Sevene appreciated the comment about being accessible to ensure no one is left behind. Mr. Bergeron added concept about best practices. Mr. Moore concurred with the concept added around safety. The word safe is mentioned multiple times and it brought forward a discussion around should one be substituted. However, no other sufficient words were found as of yet to capture the essence so they were retained in the mission. Ms. Wood brought forward the idea of it being continual work and/or a living document. The word ongoing was added to the statement.

### **Mission Statement**

The Justice, Equity, Diversity and Inclusion (JEDI) Committee is charged with guiding GMT's ongoing work to create an equitable and safe work environment for all our employees and provide a public transportation service that is safe and accessible for all people. The JEDI Committee, in collaboration with a consultant, will gather and review data, propose policies and best practices to advance equity and diversity, identify and work with community partners, and hold GMT accountable to its goal of building an internal and external environment that is safe, accessible and welcoming to all.

### **Budget and Timeline Overview:**

Mr. Moore discussed the status of the budget and timeline. Since limited training has been done due to the pandemic, it was found that a majority of those funds could be used for a consultant and program development.



While those funds are largely rural based, VTrans agreed that they would still be eligible for this purpose. The amount of \$15,000 was put forward as a baseline. There may be an additional \$10,000 from VTrans available. Mr. Moore discussed the timeline for the FY21 funds (\$15,000) would need to be spent by June 30, 2021. Beyond that rolling over funds would take approval. He needs to discuss with the internal procurement officer around typical timelines for RFPs. Feedback from the CCRPC suggested that such consultants are busy so an extended timeframe would be more beneficial for potential consultants given there is high demand for this work right now. A discussion continued around when to start the process in order to use the funds in the allotted time.

Commissioner Poylte mentioned that she had spent time reaching out to many different leaders as well as local organizations going thru a similar process. She discussed the approaches she learned about in those discovery meetings. A discussion occurred around how each person envisions the consultant process and their role. Staff concurred that it would be ideal to have someone on staff to be the lead for this work and training.

#### **Hiring a consultant - What do we need in the Request for Proposal (RFP)?:**

Commissioner Poylte shared some parameters that she drafted for a potential RFP. There was a discussion around clarifying some of what is outlined as well as what could be added or changed. The idea of having someone working on staff who is attuned to the JEDI issues and work was noted that they could be a tangible resource for all while benefiting the organization as well as the community as a whole. Ideas were brought forward of varying levels of training for all and also more for certain staff to be subject matter experts as an ongoing resource. Space is left in the RFP to allow for insights from the proposals to come to the committee to decide. Next steps would be for Commissioner Poylte and Ms. Wood to review RFP and bring forward a final version. Mr. Moore addressed the question about the committee representation. Some ideas were brought forward about potential new members (Santi?). Commissioner Poylte reminded that we have other Board members who were not able to attend this meeting. She asked the group about having public representation on the committee or just part of the process going forward. There was a discussion around who to include and how wide the net would be cast for public members. A strong position was that there would be a regular rider as part of the committee (one urban and one rural), perhaps through an application process.

#### **Next meeting:**



Commissioner Poylte suggested we set a meeting that would then review the parameters around the public. Then the RFP could go out and we would have all members joined for when it is time to review the proposals. The next meeting will be the 12<sup>th</sup> of January at 12pm. A reoccurring calendar invite for the second Tuesday of each month will be sent out by Mr. Moore.

**Adjourn:**

Commissioner Poylte adjourned the meeting at 1:41 pm.