

Meeting Minutes
Wayland Human Rights, Diversity, Equity, and Inclusion Committee (HRDEIC)
November 1, 2022

Members present via Zoom: Yamini Ranjan (Chair), Karen Blumenfeld (Vice Chair, taking notes), Mei-Ling Ellerman, Heather Pineault, Jessica Schendel, Yauwu Tang, John Bugbee (Acting Town Manager)

Members absent: Janot Mendler de Suarez, Steve Wynne, Isabel Xue

1. Call to Order: Yamini read the Indigenous Land Acknowledgement and verified a quorum. She called the meeting to order at 6:02 pm.

2. Public Comment: None

3. Discussion and possible vote on community reporting line: Mei-Ling led a discussion of four draft documents:

INCIDENT REPORT | ONLINE INTAKE FORM

Questions:

- ***If the incident reporter answers ‘no’ to being a Wayland resident, should we ask what their connection to Wayland is?*** No, we’re just seeking minimal information to begin a conversation. We don’t want to overwhelm people filling out the form.
- ***How are the online intake form and responder intake form different?*** The forms are substantially the same, but the responder intake form has additional questions. All information will be together on our spreadsheet.
- ***Will we need to vote on minor design or editorial changes to the forms once the system is up and running?*** No, we will authorize Mei-Ling and Steve to make these changes.

Comments:

- We need a single data base for online intake form and responder intake form.
- We need to have a single case number to track each report to keep reports anonymous and identify the HRDEI acronym on both forms.
- Mention on the form that the identified incident might be shared publicly at an HRDEIC meeting, with the incident reporter’s permission.

INCIDENT REPORTING WEBPAGE

Questions:

- ***For whom and under what circumstances are we mandated reporters?*** The concept of “mandated reporters” in MA has specific meaning. We need to check this with town counsel so we can explain in our materials and when we speak with incident reporters.

Comments:

- Clarify that if a person reports anonymously, we cannot follow up unless they leave contact details.
- “Team of responders” sounds intimidating. Instead say “a responder” will get back to you.
- Add “if this is an emergency, call 911”
- Change 24 hours to 48 hours regardless of whether they call during the week or on weekend.

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INCIDENT REPORT | RESPONDER INTAKE FORM

Comments:

- Add the word “anonymously” to the second yes/no question in the phrase “...and will be shared *anonymously* at our public meetings” and to our procedures.

HRDEIC INTAKE REPORTING LINE RESPONDER PROCEDURES

Questions:

- ***Do we delete the original form someone submitted?*** Undecided.
- ***When does our responsibility end?*** When an appropriate entity has taken responsibility for a reported incident.

Comments:

- After clarifying the scope of our role as mandated reporters, add a caveat at the beginning of the callback instructions, along the following lines: *“Before we begin this conversation, I would like you to understand that if you are reporting an incident involving violence, I may be mandated to report it.”* Also put this same caveat on the website.
- After the first month of experience with the reporting line, consider scripting out the conversations.
- We need to have individual case numbers for tracking records and when forwarding for resolution.
- Two responders should always be listed.
- The recorded message on the line will be in English. The recording of the message will be in the Town offices. John Bugbee will facilitate the recording.
- Once the line goes live with our recorded voice message, HRDEIC members need to test, role play, and rehearse the reporting process/procedures. Once live to the public, we will start small and carefully.
- HRDEIC members can choose not to participate.
- Vote on updated forms during the November 15, 2022 meeting.
- The written procedures need to include our reporting phone number, how you call in to get messages, our password, etc.

Karen moved for the week of December 1, 2022 soft launch. Heather seconded and the motion passed unanimously.

4. Topics not reasonably anticipated 48 hours in advance: None

5. Adjourn. Jessica moved to adjourn, Yauwu seconded, and a unanimous vote was taken to adjourn. The meeting was adjourned at 7:45 pm.

Next Meeting Date: November 15, 2022, at 6:00 pm