Diversity Equity Inclusion Justice and Belonging (DEIJB) Committee

Meeting Minutes

February 10, 2026

City Council Chambers

37 Green Street

6:00 PM

1. Call to Order. The meeting opened with a quorum at 6:05 p.m.

2. Roll Call.

Attending:

*Byron O. Champlin, Mayor
*Jennifer Kretovic, Council Representative
* Sheila O. Zakre
* Allison Murphy (Arrived at 6:10)
*Zoey Murphy, Chair
*Ali Sekou, Council Representative
* Karen Juall
* Clement Nsenga Kigugu (Arrived at 6:25PM)

Ex-Officio Members:

*Cara Meeker, Representing Concord School District

Absent:

Ahni Malachi
Ghana Sharma
Amy Girard-Crush
Usha Thapa Shrestha
Moe Djabelarbi

Ex-Officio Members:

Merrimack Valley School District, Vacant

3. The meeting opened at 6:10 PM

4. Approval of January 06, 2025 meeting minutes: Motion to Approve by Allison Murphy, duly seconded and approved unanimously.

5. Meeting Overview.

- Staff Presentations.
  a. Jennifer Johnston, Director of Human Resources and Labor Relations
     i. Ms. Johnston covered the various committees and resources used to determine the diversity of our workforce.
     ii. Statistical information of our Workforce Demographics
     iii. Avante Consulting
        i. Core Leadership Training (Two Years)
        ii. Leadership Development Group
        iii. Development framework for Employee Resource Group (ERG) (Affinity Groups)

iv. Created Universal Design for recruitment and onboarding
v. Professional Development Learning Series
    1. Implicit Bias
    2. Intersection of Identities
    3. ERG overview and information sessions
    4. ERG overview and information sessions
    5. Employment Engagement and Workplace Wellness
    6. Psychological Safety in the Workplace
    7. Systemic Equity Infrastructure Building
    8. Circa Recruiting – a multi-source Job Board for job posting

b. Tina Waterman, Purchasing Manager
    i. Discussion regarding Solicitation Process for Contracting with the City of Concord to address findings in the Focus Group that "Doing with the Business of the City was not accessible"
    ii. RFP (Requests for Proposals) or the bid process starts with the City Manager, SCOPE OF WORK is templated for all RFPs and bids, Terms and Conditions are the same for all contracts. Some RFPs have a Pre-BID Meeting (as the construction projects are typical.) Bids are typically awarded on price. RFPs are determined by value based and what is best for the city.
    iii. Once documentation is completed, this is sent to five Bid Houses, where the Request for Proposals are posted, as well as on the website. It is an open process that anyone can follow up with questions. For which there are addendums posted for everyone to review any questions. This is a fair process, so everyone sees the questions being asked and all receive the responses.
    iv. All bids are sealed until the opening time, and these are public. Any person can attend this meeting. Many of the projects are rewarded to the lowest bidder. IF the lowest bid is above budget.
    v. There are no local preference types, though if two bidders proposed the same price, we would typically go with the local, OR there may be a flip of a coin.
    vi. Disadvantaged Businesses Clauses are included into every proposal with non-discrimination clauses.
    vii. There is not any language that is in violation of the State's HB2 legislation
    viii. We have terms and conditions in all contracts that do not ever put the city at risk.
    ix. We also have a structured Protest Process if a bidder/RFP vendor felt they were not awarded a contract and wanted further review.
    x. Debriefing is always offered. Letters of regret are always sent to the non-awarding bidders.
    xi. We have an on-line vendor registration process. Vendors can register on-line with us so that these companies are notified of opportunities in the city.
    xii. Ideally, Concord would like to be able to have an electronic bid submission process, which is not available today. This would be important for an expanded pool of vendors. Today, the physical copy must be delivered in hand by the posted deadline.
    xiii. RFQ – Request for Qualifications: In this process, we are looking for your qualifications for this discipline, design, permitting, etc. We are not looking for process; we are only looking for whether the vendors are qualified for the role.

6. Discussion of City Council Referral.
    a. Communication from the Attorney General's Office Regarding Review of City Contracts for DEI-Related Provisions. Report to Council. No violations from this committee as we are only advisory to Council. Motion by Mayor Champlin, duly seconded. The motion passed without opposition.

7. Continued discussion of recommendations based on the Racial Equity Group's report. available on March 10th.

8. Motion to adjourn was made by Councilor Sekou and duly seconded. The motion passed unanimously.

9. Adjournment.

Minutes submitted by Councilor Jennifer Kretovic.