

Rowlett Diversity, Equity, and Inclusion Commission Special Meeting Minutes - DRAFT
Thursday, October 8, 2020
6:00 PM
Virtual

1. Call to Order: Chair Diana Moore called the meeting to order at 6:02 PM with a quorum present.
Present: Michael Hernandez, Denise Younge, Alena Jefferson-Shelbia, Diana Moore, April Wise, Phaleria Hollins, Ryan Khalil, Bonnie Martinez, Cynthia Manning, JoAnna Phalen, Michelle Stoute-Smith, Susan Urrutia, Terrence Kessee
Absent: Jerry Hickman
Staff: Tammy Dana-Bashian, City Council Liaison; Elise Bowers, Staff Liaison
2. New Member Introductions
 - a. Members introduced themselves using the identities icebreaker:
 - The identity I most like to share with others is:
 - The identity that I think most people judge me by is:
 - The identity that brings me the most struggle, pain, challenge, concern is:
 - The identity I tend to keep hidden is:
 - The identity that brings me the most joy is:
 - The identity I believe is the most important to me right now, in this room is:
3. Elect Chair and Vice Chair
 - a. Explanation of voting procedures
 - b. Chair Vote
Motion: Diana Moore nominated for Chair
Motion by: M. Hernandez
Seconded by: D. Younge
Vote: unanimous
 - c. Vice Chair Vote
Motion: Mike Hernandez nominated for Vice Chair
Motion by: D. Younge
Seconded by: A. Jefferson-Shelbia
Vote: unanimous
4. FY 2020 Reports
 - a. Communications Committee – report by M. Hernandez
 - i. Updated commission’s name, mission statement and logo to include the word *Equity*
 - ii. Created Facebook page @RowlettDEIC and hashtag #Rowlett4All
 - iii. Utilized Facebook page to highlight special dates in history, raise awareness for our initiatives (e.g. curbside voting, water deposit refund), promote commission events (e.g. meetings, Celebrate DiverCity), gather feedback from the community (e.g. input for the community forum questions), live streams (e.g. community forum, BLM peaceful protest)

- iv. Created and Received proclamations for Black History Month and Women's Equality Day
- b. Community Outreach Committee – report by D. Moore
 - i. Community Forum on Racial Equity
 - ii. Celebrate DiverCity 2020
- c. Government Programs and Processes Committee – report by D. Younge
 - i. In partnership with Dallas voting commission reviewed and identified ways to enhance Curbside Voting. Provided visual checks of voting locations for visible signs indicating curbside voting. Commission is included in communication/press release that we can use in our social media communication in tandem with Rowlett social media platforms.
 - ii. Reviewed city water bill refund policy, met with policy/program leaders. Concluded, more communication would be helpful: Social media platforms, Mayors page and water bill.
 - iii. Reviewed Water Tower Lighting Policy

5. Subcommittee Assignments

- a. Established expectations for subcommittees
 - i. Subcommittees are expected to meet at least once between regular meetings
- b. Allocate members to subcommittees
 - i. Communications: A. Jefferson-Shelbia (Chair), R. Khalil, B. Martinez
 - ii. Community Outreach: J. Phalen (Chair), C. Manning, M. Stoute-Smith, S. Urrutia, J. Hickman
 - iii. Government Programs and Processes: D. Younge (Chair), A. Wise, P. Hollins, t. Kessee

6. Subcommittee Breakout Sessions

- a. Subcommittees split into breakout rooms to do goal setting

7. Subcommittees Report Goals to Commission

- a. Communications
 - i. Create newsletter
 - ii. Surveys
 - iii. Increase social media presence
 - Expanding to Nextdoor suggested by Community Outreach
- b. Community Outreach
 - i. New resident packet
 - ii. Increase involvement in community events (e.g. National Night Out, Farmers Market)
 - iii. Community Forums
 - iv. Virtual cultural events (e.g. cooking classes)
 - v. Support Groups (e.g. Parents of LGBTQ+ or special needs children)

c. Government Programs and Processes

- i. Supplier diversity
- ii. Survey visual displays throughout the city for inclusive language/graphics
- iii. Continue curbside voting work

8. Adjournment 7:57

Diana Moore

Diana Moore, Chair

Date 11/22/2020

Elise Bowers

Elise Bowers, City Liaison

Date 11/23/2020