

Rowlett Diversity, Equity, and Inclusion Commission Meeting Minutes
Wednesday 18, August 2021
7:00 PM
Municipal Building- 4000 Main St, Rowlett, Texas

1. **Call to Order:** Chair Diana Moore called the meeting to order at 7:03 PM with a quorum present.

Present: Ryan Khalil, Michael Hernandez, Diana Moore, Alena Jefferson-Shelbia, Michelle Stoute-Smith, Cynthia Manning, Susan Urrutia, Joahna Phalen.

Absent: Phaleria Hollins, Denise Younge, Bonnie Martinez, Terrence Kessee, April Wise.

Staff: Tammy Dana-Bashian, City Council Liaison, Munal Mauladad, Director of Community Development; Tara Bradley, Neighborhood Planning Supervisor, Lilyana Morejon, Neighborhood Planner II.

2. **Chair Select Voting Alternate:** Commissioner Stoute-Smith and Commissioner Urrutia.

3. **Consider Approval of Prior Meeting Minutes:**

Motion to approve minutes for July 21, 2021.

Motion by: Vice Chair Hernandez

Seconded by: Commissioner Jefferson-Shelbia

Vote: Unanimous

4. **Public Input:** None

5. **Celebrate DiverCity:**

- a. Pamela Vierus, the new Special Events and Marketing Coordinator for the Parks and Recreation Department introduced herself to the Commission.
- b. Vice Chair Hernandez suggested holding the DiverCity event from 4-7pm. Mayor Dana-Bashian asked to reconsider the 4-7 pm time as it is around dinner time, which means we will need to get more food trucks. The Commission agreed that 4-7pm will work. Commissioner Hernandez asked Ms. Vierus if she has any questions for the Commission. She had none. Diana asked about vendor fees. Ms. Vierus informed that there is a \$15 fee for vendor space. The event theme suggested was "Back to the Future". The commission talked of event day activities. There was a thought of lighting the water tower with the city colors, which are red, green, and blue.

- c. Commissioner Phalen updated the Commission of what was discussed at the meeting with the Arts Commission, Tuesday August 10th, 2021. A communal art project was the topic of conversation. A professional artist was recommended to guide the work. She also mentioned a professional photographer willing to take photos for the event.
- d. Staff will ask Drew Rist if the city drone is available for the event.
- e. Commissioner Phalen asked for suggestions on the communal art project. The commissioners proposed some ideas. Commissioner Phalen will contact a professional artist to guide the artwork.
- f. Marketing methods were proposed for the event, such as flyer and poster creations. Commissioner Jefferson-Shelbia mentioned that Elisa Bowers, former Neighborhood Life Coordinator for the City of Rowlett, printed the copies to hand out last year. The Commission is to pass the flyers out around neighborhoods and the business community.
- g. About 1000 flyers were printed last year. Chairperson Moore suggested that the Commission needs to start handing out the flyer right away. Ms. Vierus mentioned that she is willing to design the flyer for the event. She suggested printing 500 flyers and then printing more if needed.
- h. Commissioner Phalen mentioned a fee to pay the artist. The fee for the artist would come from the Commission's budget.
- i. Vice Chair Hernandez made a motion to allow the Outreach Committee to use money from the Diversity, Equity, and Inclusion Commission's budget to pay for the artist. Commissioner Khalil, seconded. The motion was approved unanimously.

6. Committee Report:

a. Communications

- i. Commissioner Jefferson-Shelbia asked about the Banner Policy. City Staff Liaison, Munal Mauladad, will be providing the committee more information at a later date, after she meets with the City Manager's Office. The Commission will need City Council approval to place banners along streets.
- ii. Chairperson Moore asked the committee to look for information on Gay and Lesbian Alliance Against Defamation (GLAAD) accreditation process. The City Council asked to know more about GLAAD during the past City Council meeting August 17th, 2021.
- iii. Commissioner Khalil brought up a gathering opportunity with the community, which the Communications Committee called "Diversity Hour Under the Tower". Commissioner Jefferson-Shelbia suggested starting Monday, September 13th, 2021. This will be an ongoing

gathering, every second Monday of every month, to engage with the community. Mayor Dana-Bashian suggested advertising it during the DiverCity event.

b. Community Outreach

- i. Commissioner Phalen will find an artist to help with the communal project. She will seek the assistance of the Arts Commission to find the artist.

c. Government Processes and Programs

- i. Chairperson Moore informed the Commission that Commissioner Younge met with Denise Perrin, The City of Rowlett Community Relations Manager, to discuss the city's website design. Chairperson Moore mentioned that final recommendations were sent out to Ms. Perrin. Commissioner Younge will update the Commission during the next meeting on September 15th, 2021.

d. Chairs Committee

- i. Vice Chair Hernandez congratulated everyone for the great job done at the joint meeting August 17th, 2021, with City Council. Chairperson Moore encouraged all members to look at the City of Rowlett Strategic Plan before diving into the Commission's goal setting for next year.

7. Update City Council Liaison:

- a. Mayor Dana-Bashian would like to form part of the upcoming Commission interviews for new members.
- b. Mayor Dana-Bashian informed the Commission that City Council is going through the budget process. She mentioned the priorities that council has for now. She also stated that there are opportunities next year for items that don't get approved this year.
- c. Mayor Dana-Bashian suggested a "Mayor's Spotlight" story with Diversity being the topic. She wishes to have one of the commissioners participate and thinks it's good timing with DiverCity coming up in October. Chairperson Moore asked the Commission if they wanted to be involved and if so, who would be the spokesperson? Commissioner Jefferson-Shelbia was chosen to be the spokesperson. Commissioner Khalil will be the backup.
- d. Mayor Dana-Bashian suggested that everyone wear a mask again when gathering indoors and to practice social distance. There was a conversation of going back to Zoom meetings.

8. Update from Staff Liaison:

- a. City Staff Liaison Mauladad informed the Commission about the proclamation process. The Commission is to discuss the proclamation and to meet with staff before the item is placed on the master agenda. The proclamation will be created with the Commission's input. City staff does this process about 10 days prior to having it considered on a council agenda.
- b. Tara Bradley, Neighborhood Planning Supervisor, will reach out to the Commission regarding proclamations so they may be added to the agenda in a timely manner.
- c. Banner approval process was discussed earlier.
- d. The Commission is working with a budget balance of \$1739, as of today.
- e. Economic Development would like to present to the Commission at the September meeting.
- f. Ms. Mauladad provided updates on the Neighborhood Summit and asked for those that would like to volunteer to reach out to the Neighborhood Planning team to have the Commissioner that chooses to participate added to the DEI discussion topic as a panelist member. Commissioner Phalen asked to volunteer.
- g. Ms. Mauladad also asked the Commission if they wished to have a one-on-one meeting with staff just like they do with each other. Chairperson Moore liked the idea.

9. Announcements: None

10. Agenda items for future meetings:

- a. Commissioner Urrutia spoke of mental health awareness and her desire for the Commission to consider a proclamation for Mental Health Awareness Month.
- b. Mayor Dana-Bashian suggested inviting JJ Jones and Chad Caldwell, Crisis Assistance Officers, from the Police Department to this conversation and for support on this proclamation.
- c. Commissioner Stoute-Smith suggested that we need more signage to let residents know about RDEIC. Mayor Dana-Bashian informed that any signage from an identification standpoint needs City Council approval. Ms. Mauladad will examine signage matter.

11. Meeting Adjourned: at 8:25 pm



Diana Moore, Chair

9/15/21

Date



Susan Nix, Staff

9/15/21

Date