



AGENDA

DIVERSITY AND INCLUSION ADVISORY COMMISSION MEETING

ANNA MUNICIPAL COMPLEX, 120 W. SEVENTH STREET, ANNA, TX 75409

Monday, January 22, 2024 @ 6:00 PM

1. **Call to Order, Roll Call, and Establishment of Quorum.**
2. **Invocation and Pledge of Allegiance.**
3. **Neighbor's Input.**
At this time, any person may address the Diversity and Inclusion Advisory Commission regarding an item on this meeting agenda that is not scheduled for public hearing. Also, at this time any person may address the Diversity and Inclusion Advisory Commission regarding an item that is not on this meeting agenda. Each person will be allowed up to 3 minutes to speak. No discussion or action may be taken at this meeting on items not listed on this agenda, other than to make statements of specific information in response to a citizen's inquiry or to recite existing policy in response to the inquiry.
4. **Items For Individual Consideration.**
 - a. Discuss Multicultural event next steps. (30 min)
 - b. Consider/Discuss/Act to develop a process flow and procedural guidelines for the Commission. (20 min)
 - c. Consider/Discuss/Act next steps for National Day of Prayer. (10 min)
 - d. Consider/Discuss/Act to advise the City Council to celebrate Anna's neighbors from diverse backgrounds for their engagement in Anna Neighbor Academy. (10 min)
 - e. Discuss the role of the City of Anna in acknowledging Pride month. (10 min)
 - f. Consider/Discuss/Act on approval of the minutes from the December 18, 2023 Special Called Diversity and Inclusion Advisory Commission Meeting. (2 min)
5. **Items for Future Consideration.**
 - a. Consider/Discuss/Act to advise the City Council to celebrate Kimberly Winarski for Anna Neighbor Academy/accessibility and equal opportunity/Neighbors of Diverse Backgrounds (Glenn Brown). (5 min)
6. **Reports.**
 - a. Current Projects: Youth in Government Day, Youth Employment Program, Project Unity Together We Dine Program. (5 min)
7. **Adjourn.**

This is to certify that I, Taylor Lough, Assistant City Manager, posted this Agenda on the City's website (www.annatexas.gov) and at a place readily accessible to the public at the Anna Municipal Persons with a disability who want to attend this meeting who may need assistance should contact the Assistant City Manager's office at 972-924-3325 two working days prior to the meeting so that appropriate arrangements can be made.

Complex and on the Municipal Complex bulletin board at or before 5:00 p.m. on Thursday, January 18, 2024.

Taylor Lough, Assistant City Manager

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D&I Commission Advisory Process

1. For first review, the Commissioner should consider these questions:
 - i. Does this idea support the mission of the Commission and does the idea fall within the duties of Commission?
 1. Diversity and Inclusion Advisory Commission Mission is to work together to ensure all neighbors are seen, heard, acknowledged, and celebrated.
 - ii. Does this idea support the City's Strategic Plan (Strategic Outcome Area(s)/Success Statement)
2. Discuss viability with the Chair or the Council liaison.
3. Email the staff liaisons requesting item for future consideration. Include desired title for agenda and any related information or links. Please provide the proposed idea and details two weeks in advance of the meeting to allow for staff, chair, and liaison review and send these in one email. If an idea is proposed at a meeting for the next meeting, please also send this information to the staff liaison prior to the next meeting.
 - i. Staff sets agenda and reviews with Chair the week prior to the meeting (and posting of the agenda).
 - ii. Agendas are required to be posted 72 hours in advance of any public meeting.
4. Provide 5-minute update during posted meeting for Commission action.
 - i. Commission votes to move item forward or deny item from further discussion or action.
 - ii. If denied, the item should not be resubmitted for Future Consideration for a period of 6 months.
5. If the Commission votes favorably to place item on next agenda, provide additional presentation and information to Commission for review, discussion, and if applicable, action to advise.
 - i. Staff may provide professional expertise to the Commission via memorandums or presentations.
6. Commission will take action to advise the City Council.
7. Staff liaison provides report to the City Council following Commission action:
 - i. Council may direct City Manager during the report or individually later on;
 - ii. City Manager may place an item on the agenda, if needed, or direct staff (note: Council follows same process for future consideration).
8. Signed minutes (at least one month lag) are placed on the City Council agenda for review.
9. Annually the Commission may provide a report in the form of a memorandum to City Council outlining the projects they've proposed with their priorities among those projects.

D&I Commission Code of Conduct

- **Timeliness and Attendance:**

- Being on time is important to allow Commission meetings to begin and end within a reasonable window.
- Advanced notice of absence is necessary to ensure quorum for a meeting except in the case where an emergency arises.
 - Past meetings have been cancelled after the time in which the meeting was supposed to start because 4+ members weren't able to attend and did not inform staff.
 - Notice is essential to respect the time of all Commission members, Council members, staff, and the public.
- Attendance is recorded and reported to the City Council. Members may be removed at the will of the Council.
- If a Commission member is not present during a discussion or vote, they are forfeiting their opportunity to discuss or vote on an item. Decisions on items should only be revisited when absolutely required to ensure projects keep moving forward.

- **Coming Prepared:**

- Staff will maintain a database of relevant project information to reference in project discussions.
- Staff will include relevant project information in the agenda packet prior to meetings.
- Reading the packet and being prepared with the information provided will allow for quality conversations and direction during the meetings.
- Attend annual orientation in June.

- **Legal:**

- Following the Open Meetings Act and the Public Information Act
 - Decisions are made at meetings, not between meetings.
 - Group texts, series of gatherings (meeting with one member, then another, then another, then another) on a single topic may develop a predetermined.
- Neighbors' comment is limited to 3 minutes. Commissioners may not ask questions of the speaker, rather they may only respond with fact.
- Share other members' contact information (including but not limited to email, phone number, and address) only with their consent.

Agenda Item for discussion and action/consideration to send to City Council in January 2024 as an actionable item:

Celebrate Anna Neighbors from Diverse Backgrounds Engagement in Anna Neighbor Academy

ITEM (Sponsor: Commission Member Glenn Brown):

Commission offers that the Anna City Council recognize and celebrate Anna Neighbors:

The Anna City Council would like to acknowledge and commend:

- 1) Anna Neighbors from Diverse backgrounds for responding in such a strong and representative manner, reflective of Anna's diverse makeup, to the Neighbor Academy Experience.

NOTE: For consideration

- 1) Develop certificate and pictures of groups of participants from diverse backgrounds for public display in Municipal Building Reception area.
 - On a video monitor looping displayed with other community items in the Municipal Entrance
- 2) Mayor, City Council, and D&I Chair present acknowledgement in celebration at the Anna Multicultural Festival in 2024.
- 3) Cost: <\$100.00



MINUTES

DIVERSITY AND INCLUSION ADVISORY COMMISSION SPECIAL CALLED MEETING

120 W. 7th St., Anna, TX 75409

Monday, December 18, 2023 @ 6:00 PM

1. Call to Order, Roll Call, and Establishment of Quorum.

Theresa King-Bell called the meeting to order at 6:10 p.m.

Commission Members Present: Theresa King-Bell, Elijah Nelms, Yoshanda Sims, and Glenn Brown. Quorum is present.

Commission Members Absent: Dallen Morgan, Valencia Edwards and Rahul Luthra.

Others in Attendance: Assistant City Manager Taylor Lough.

2. Invocation and Pledge of Allegiance.

Glenn Brown provided an invocation and led the Pledge of Allegiance.

3. Neighbor's Input.

Michael Penner of 628 Lilianna Lane in Anna Town Square participated in the fourth Neighbor Academy and encouraged the Commission to sponsor the program.

Andrew Michrina of 902 Fulbourne Drive suggested Natural Springs Park stays a quiet, teaching and learning park. Mr. Michrina shared the amenities of various parks and programs in the community. He explained shuffleboard was replaced with cornhole at Slayter Creek Park. He suggested the City provide horseshoes and shuffleboard equipment for seniors to borrow as you can for fishing equipment.

4. Reports.

a. Reintroduction of Commission and staff.

Taylor Lough directed the Commission to a handout with the photos and bios of city management staff. Commission members present introduced themselves and why chose they to serve on the Commission.

b. Commission information repository.

Taylor Lough directed the Commission to the resources provided on the City Secretary's Office website. The agenda and related documents were shared electronically prior to the meeting.

c. Current projects update.

Taylor Lough reminded the Commission to provide input on the memorandum regarding the multicultural event by the end of the year. Staff is working with Project Unity for an agreement. The Youth in Government Day will be held on January 26 at the Anna Municipal Complex. Attendance, engagement, a survey sent after the event will indicate measures of success. For the youth employment program, the interns could provide a presentation to the Commission about what they learned and their suggestions for where the city may improve for future events.

5. Items for Individual Consideration

a. Consider/Discuss/Act to draft a code of conduct for the Commission.

Theresa King-Bell reminded the Commission about attendance requirements. Yoshanda Sims stated the Commission needs to enforce attendance and bring action to the Commission if a member is in violation. The Commission took no action.

a. Consider/Discuss/Act to create a process to develop procedural guidelines for the Commission.

Taylor Lough explained the recent reports to the City Council and read Section 3. Duties and Responsibilities. Yoshanda Sims asked that the Council liaison and staff provide updates and bring items for Commission advice. Theresa King-Bell made a motion to re-word this agenda item to "development of process flow and procedural guidelines" for the initiatives discussed by this commission. Elijah seconded the motion. All were in favor. Motion passed.

b. Consider/Discuss/Act on meeting schedule.

The Commission would like to keep the current frequency. Yoshanda Sims will not be able to attend the January 2024 meeting.

c. Consider/Discuss/Act on approval of the minutes from the November 27, 2023 Diversity & Inclusion Advisory Commission meeting.

Elijah Nelms made a motion to approve the minutes. Theresa King-Bell seconded the motion. All were in favor. Motion passed.

6. Future Consideration.

a. Advise the City Council to celebrate that Anna neighbors from diverse backgrounds attended Neighbor Academy.

Glenn Brown shared that he would like to recognize the neighbors from diverse backgrounds who participated and engaged in the Neighbor Academy. He would like to recognize and highlight the attendees and neighbors. He suggested the Council and Chair acknowledge neighbors at the multicultural event or on the TV in the Municipal Complex. Elijah Nelms stated this may encourage more program participation. Glenn Brown asked for suggestions on how to rephrase. Theresa King-Bell made a motion to move this item to the next agenda for individual consideration. Glenn Brown seconded the motion. All were in favor. Motion passed.

d. Discuss the role of the city in acknowledging Pride month.

Elijah Nelms shared that this should be examined. Temple, Texas has a billboard with the shape of Texas with the Pride flag inside that states "We see you. You are welcome here." Yoshanda Sims shared may also fall within recognizing Black History Month or other recognition months. Elijah shared that the city recognizes Juneteenth as it is a federal holiday. Pride month is not federally recognized. Yoshanda Sims stated it would mean a lot to acknowledge Black History Month in monthly newsletters. Theresa King-Bell made a motion to add this individual consideration next month. Glenn Brown seconded the motion. All were in favor. Motion passed.

7. Adjourn.

Theresa King-Bell made adjourned the meeting at 7:55 p.m. Elijah Nelms seconded the motion.

Agenda Item for Future Consideration at January 2024 D&I Commission Meeting.

Celebrate Kimberly Winarski/Anna Neighbor Academy/Diversity: Consideration for discussion and possible action of sending to City Council in March 2024 as an actionable item:

ITEM (Sponsor: Commission Member Glenn Brown):

Commission offers that the Anna City Council, recognize and celebrate Kimberly Winarski.

The Anna City Council would like to acknowledge and commend:

Kimberly Winarski in designing the Anna Neighbors program to not only be accessible to Neighbors from diverse backgrounds but provide equal opportunity for an excellent civic engagement and leadership experience.

NOTE: For consideration

- 1) Options for the Physical Award
 - a. Purchase Crystal Like display with above citation engraved.
 - b. Develop display with certificate (with above citation) and pictures of Ms. Winarski with groups of several cohort graduates from diverse backgrounds.
- 2) Presentation of Award
 - a. Mayor, City Council, and D&I Chair present commendation in celebration at the Anna Multicultural Festival in 2024.
 - b. Mayor, City Council, and D&I Chair present commendation in Council Chambers during a City Council Meeting “following” the completion of the Anna 2024 Multicultural Festival.
- 3) Cost: \$100 - \$250

Together We Dine

Purpose: The purpose of the Together We Dine project is to facilitate a community conversation about race to ensure all neighbors are seen, heard, acknowledged, and celebrated.

Tentative dates: January 2024 – December 2025

Location: Varies

Other details: **No update since 12/18/2023** - Staff is working with Project Unity on agreement for program.

Member Dallen Morgan brought this opportunity to the Commission in 2023. At the August meeting, the commission advised staff to obtain a recommendation from Project Unity on how to implement this program within the City of Anna. Executive Director Charlene Edwards explained that this would be the first time the organization has worked directly with a government entity. Most of their work thus far with civic leaders has been through their attendance at “dine events” held at religious institutes, with churches inviting their local leaders to participate. As a result, Ms. Edwards suggested the following for Anna:

1. Attend monthly “Community Dines” on Zoom and at churches in the area. These are free and open to the public. The last two dines for 2023 are Tuesday, October 24 at Highland Park United Methodist Church at 6 p.m. and Thursday, October 26 at Preston Hollow Presbyterian Church, starting at 6:30 p.m.
 2. Host an internal “dine” with and for city staff. Staff recommends including AISD staff for increased participation and quality conversation amongst those serving Anna neighbors.
 3. Host a “pilot dine” with at least 25 invited attendees from the City Council, Boards and Commissions, Anna Pastoral Alliance, School Board, community leaders, etc.
 - a. The pastoral alliance or a few members may choose to host a dine at one of their facilities with participation from at least two bodies
 - b. The school district could host school dines at one or more of their facilities
 - c. City encourages and becomes an advocate for these efforts
 4. Host an open Community Dine in Anna.
- Partnership opportunities with Project Unity vary between \$2,500 to \$1,250 annual (12 months, not calendar year)
 - Associate Partner - \$2,500: 4 events, 1 hour team presentation/discussion, inclusion in “Collab Lab” DEI Network
 - General Partner - \$2,150: 3 events
 - General Partner - \$1,1750: 2 events
 - General Partner - \$1,250: 1 event

Youth in Government Day

Purpose: The purpose of Youth in Government Day is to teach highschoolers about local government processes and encourage them to be civically engaged young adults.

Tentative date: Friday, January 26, 2024

Location: Anna Municipal Complex (City Hall)

Other details:

- 6 students have registered, and the agenda is being finalized based on their interests.
- Board members have expressed an interest in developing a longer-term program like a Youth Council or a Neighbor Academy geared towards teenagers. This could be phase two of our Youth in Government project if the Youth in Government Day goes well/has a lot of interest.
- City staff has presented to students at both middle schools since the inception of this project, and additional outreach is planned for 2024.

Local Youth Employment Project

Purpose: The purpose of the Local Youth Employment Project is to develop a pipeline of local students interested in and prepared for a local government career in the City of Anna. We want to build up members of the community to come and work for the community over time.

Tentative date: Summer 2024

Location: Anna Municipal Complex (City Hall)

Other details: **No update since 12/18/2023**

- This summer staff would like to start small with this – i.e. one intern or a few dates for students to job shadow – to help the program start with a good footing and grow over time. As there is no budget for this project yet, it allows staff to potentially be able to demonstrate interest from students in the program to request funding in the future.
- Starting in the fall, the City of Anna partnered with Best Buddies International to host three(+) local Anna ISD students for a job shadowing program. Best Buddies programs help people with intellectual and developmental disabilities (IDD) form meaningful friendships with their peers, secure successful jobs, live independently, and develop self-advocacy and communication skills. This is an opportunity for staff to explore what capacity different city departments have for job shadowing and/or a potential intern.

- Other cities have programs like the Mayor's Summer Youth Employment Program in Dallas or Plano's Mayor's Summer Internship Program where the city facilitates internships in the city government but also in the community. This could be an opportunity to expand.

National Interfaith Day of Prayer

Purpose: TBD by Commission

Tentative date: Occurs on the first Thursday in May

Location: TBD

Other details: Rahul shared links related to what other areas are doing in acknowledgement of National Interfaith Day of Prayer:

- <https://gov.texas.gov/news/post/governor-abbott-celebrates-national-day-of-prayer-at-governors-prayer-breakfast-in-round-rock>
- https://gov.texas.gov/uploads/files/press/A_Day_of_Prayer_1.pdf
- <https://www.whitehouse.gov/briefing-room/presidential-actions/2023/05/03/a-proclamation-on-national-day-of-prayer-2023/>