

-----Original Message-----

From: Jennifer Parenti <jennifer.parenti@gmail.com>

Sent: Tuesday, August 11, 2020 10:16 AM

To: Malcolm Fleming <mfleming@erieco.gov>

Cc: Alicia Meléndez <amelendez@erieco.gov>; Amy Teetzel <ateetzel@erieco.gov>; Justin Brooks <brooksjust@gmail.com>; Mecca Scott <mecca.grant@gmail.com>; alicia.graves@me.com

Subject: Re: Proposed Schedule/Approach for Reviewing Diversity, Equity and Inclusion Advisory Board

Hi Malcolm,

To my recollection, we spoke both of the process through which board members would be chosen and the activities/mission of the board. I think the primary point of the conversation is that without proper input from experienced professionals in these issues (now and in the future) we may inadvertently get this effort started out in the wrong direction. So, rather than jump into this blindly, let's take a few weeks to talk to some experts, gather best practices and decide if the proposed action plan is right for our community.

I recall that we had discussed the current application process and that we saw no reason to stop the gathering of applications but would not want to see the BoT review those applications until we had more time to consult experts to determine if that was the best way-ahead.

We look forward to discussing this further tonight.

Jennifer

Sent from my iPhone

From: Malcolm Fleming

Sent: Tuesday, August 11, 2020 8:34 AM

To: BoT Internal <botinternal@erieco.gov>

Cc: Amy Teetzel <ateetzel@erieco.gov>; Farrell Buller <fbuller@erieco.gov>; Alicia Meléndez <amelendez@erieco.gov>

Subject: FW: Proposed Schedule/Approach for Reviewing Diversity, Equity and Inclusion Advisory Board

Mayor Carroll and Trustees:

As I noted in the agenda item summary for this issue, which is on the agenda for tonight's meeting, based on a meeting I had on August 5th with 3 members of the Building Better Neighbors (BBN) Steering Committee, the BBN may want to have more time for community dialog on who would be most effective in serving as Founding Members of the DEI Advisory Board, and on other aspects of the selection process and the Advisory Board's action plan. The BBN Steering Committee committed to communicating their interests more specifically via email by yesterday.

I received the email below yesterday, and will include it as a supplement to the agenda item packet for this issue. The BBN Steering Committee also said they would like to provide comments to the Board during the Board's meeting. Accordingly, I have made arrangements for them to be "Presenters" on Zoom conversation tonight.

Please let me know if you have any questions on this matter.

Malcolm Fleming | Town Administrator

Town of Erie | Administration
645 Holbrook Street | P.O. Box 750 | Erie, CO 80516

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From: Malcolm Fleming

Sent: Tuesday, August 11, 2020 8:28 AM

To: Jennifer Parenti <jennifer.parenti@gmail.com>

Cc: Alicia Meléndez <amelendez@erieco.gov>; Amy Teetzel <ateetzel@erieco.gov>; Justin Brooks <brooksjust@gmail.com>; Mecca Scott <mecca.grant@gmail.com>; alicia.graves@me.com

Subject: RE: Proposed Schedule/Approach for Reviewing Diversity, Equity and Inclusion Advisory Board

Jennifer,

Thank you for your response. I'm happy to meet and discuss this further with whomever you believe is appropriate. Your current proposal, however, seems quite different than what we discussed last week. From our meeting last week, I understood you were mostly concerned with who is appointed to the Advisory Board. Now, the focus seems to be on what the Advisory Board will do. I trust you or other members of the BBN will clarify tonight in your comments to the Board of Trustees if you are satisfied with the proposed timeline and approach for appointing members to the Advisory Board. That is important, because if the timeline and approach for appointing members is acceptable, I would suggest the new Advisory Board could—while consulting with experts in the field and the community—further develop the action plan. Whether it is with a working group prior to the Advisory Board being appointed, or working with the Advisory Board once it is appointed, I will participate to promote the success of the Advisory Board in its purpose.

Regarding anti-bias training, I fully support ongoing anti-bias training for all Town officials and staff. We have already identified some potential programs, but I welcome any suggestions you have on reputable sources.

I will forward this email string to the Board of Trustees. Thank you for your help.

Malcolm Fleming | Town Administrator

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From: Jennifer Parenti <jennifer.parenti@gmail.com>

Sent: Monday, August 10, 2020 5:33 PM

To: Malcolm Fleming <mfleming@erieco.gov>

Cc: Alicia Meléndez <amelendez@erieco.gov>; Amy Teetzel <ateetzel@erieco.gov>; Justin Brooks <brooksjust@gmail.com>; Mecca Scott <mecca.grant@gmail.com>; alicia.graves@me.com

Subject: Re: Proposed Schedule/Approach for Reviewing Diversity, Equity and Inclusion Advisory Board

Hi Malcolm,

Yes we've been waiting to get back some information we thought would be helpful, so apologies for the delay. We all agree that some more time and consideration would be useful in ensuring the success of this advisory board and would like to pursue a process similar to the one you discussed using for the airport. Namely, that we believe that a preliminary working group (made up of 1-2 experts in the field of DEI and 1-2 community members with appropriate qualifications) should meet regularly with you over the coming weeks to further develop the draft action plan and ensure the advisory board is set up for success.

We have some recommendations for both local experts provided by regional organizations who specialize in this work and concerned members of the Erie community who we believe would be beneficial to the working group. We can pass that information to you if the Board approves this way ahead.

In addition, we believe it is in the best interests of the town to start pursuing anti-bias training for high-level town officials and all supervisory personnel immediately. (long-term ideally this should be provided to all FT/PT staff, but short-term priority should be for those in managerial positions) We believe this can be pursued without the approval/incorporation of the DEI advisory board as long as the town uses a reputable source. I'm sure the members of the working group, if chosen correctly, would be able to advise on some potential sources.

We also want to make it clear that with this recommendation, we are not seeking a lengthy delay in the establishment of the DEI Advisory Board. It is our hope that it a few meetings over a 4-6 week period, we could gather the additional information, and seek input from relevant experts, to ensure that the plans for the advisory board are well suited for the task.

If you have any questions, please let us know. Otherwise, we hope to see you tomorrow night.

Best,

Jennifer

On Mon, Aug 10, 2020 at 17:03 Malcolm Fleming <mfleming@erieco.gov> wrote:

Mecca, Jennifer and Alisha (I don't have Alisha's email, so I hope one of you will please forward this email to her and copy me so I will have it for future communications):

Based on our August 5th meeting (with you serving as representatives of the Building Better Neighbors (BBN) Steering Committee), I understand the BBN may want to have more time for community dialog on who would be most effective in serving as Founding Members of the DEI Advisory Board, and on other aspects of the selection process and the Advisory Board's action plan. To clarify that, you said you would summarize your interests more specifically via email by today Monday, August 10. I look forward to receiving that email so I can forward it on to the Board of Trustees, and include it as a supplement to the Board's agenda materials for this topic on the Board's meeting tomorrow night.

I also encouraged you and other members of BBN to provide comments to the Board during the Board's discussion of this issue during the August 11 meeting, and I said I would facilitate that. With that in mind, I have copied Amy Teetzel, the Town's Administrative Operations Manager. Amy will share with you (and with those you want to participate) the Zoom link for tomorrow's meeting so you/they may

join the meeting as a Presenter (able to be visible in Zoom and present/participate when the Mayor asks for comments, instead of just calling in).

Others may also share their comments verbally via the link posted during the meeting on the live stream. Here is a link with information on "[how to participate](#)" details.

The estimated start time for the Board's discussion of this issue is 7:15 pm. You can view the agenda materials for this item at: [Agenda Item # 20-422](#): Proposed Schedule/Approach for Reviewing Diversity, Equity and Inclusion Advisory Board Applications. Here is also a link to the entire agenda for the Board Meeting: [Board Agenda](#).

Again, please send me your summary of the BBN's interests so I can include as a supplement to the agenda packet for this issue. I look forward to your participation in the meeting tomorrow night.

Thank you,



Malcolm Fleming | Town Administrator

Town of Erie | Administration

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