



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Meeting Minutes - Final

### Diversity Equity & Inclusion Advisory Board

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Thursday, October 1, 2020

6:30 PM

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#### Virtual Meeting

#### 1. CALL TO MEETING ORDER

#### 2. ROLL CALL

All Board members were present:

Alicia Graves  
Christopher Gilmore  
Consuelo Mendez-Shannon  
Joanna McNeal  
Jorge Garcia  
Mohamad El Gharamti  
Mecca Scott

#### 3. APPROVAL OF AGENDA

The agenda was approved with all members voting Yay

**4. GENERAL BUSINESS**

**a. Welcome and introductions (Mayor Jennifer Carroll to facilitate)**

Each member and staff introduced themselves

**b. Background on Town of Erie Advisory Boards, Colorado Open Meetings Requirements, Suggestions for Success (and Avoiding the Risk of Liability), IT Training, and other meeting logistics  
Malcolm Fleming presented**

Discussion regarding the meetings being open to the public, Malcolm was asked to discuss with Kendra if the Advisory Board can have executive sessions for discussion of sensitive topics.

**c. Election of Chair, Vice Chair and Secretary of DEI Advisory Board (Mayor Carroll to facilitate)**

Nominations and votes were as follows:

Chair:

Board Member El Gharamti nominated Mecca Scott

Board Member Graves seconded

Roll Call Vote unanimous in favor of electing Mecca Scott

Vice-Chair:

Board Member McNeal nominated Jorge Garcia

Board Member Gilmore seconded

Roll Call Vote unanimous in favor of electing Jorge Garcia

Secretary:

No member wanted to be elected Secretary, it was discussed that other advisory boards function without a Secretary. Vice-Chair Garcia offered to be responsible for agenda preparation, taking of minutes and getting these to the Clerk's office.

This was agreed upon by all members.

Mayor Carroll turned the meeting over to Chairwoman Scott to preside

**d. Discussion of DRAFT Ordinance to formalize the DEI Advisory Board (Malcolm Fleming to present and Chair to preside)**

Board Members to review and provide comment to Malcolm.

**e. Discussion of facilitator assistance, scope of work and selection process (Malcolm**

Fleming to present and Chair to preside)

It was decided to hold a study session of the advisory board on Wednesday, October 14, 2020 from 6:30-8:30 pm to discuss the scope of work for and selection of a facilitator to assist the Board.

**5. PUBLIC COMMENT AND NON AGENDA ITEMS**

No public comment was provided

**6. ANNOUNCEMENTS/UPDATES/AGENDA ITEMS FOR NEXT MEETING**

No Announcements

**7. ADJOURNMENT**

The meeting was Adjourned at approximately 9:00 pm