



Town of Erie

Diversity, Equity & Inclusion Advisory Board

MINUTES OF THE MEETING OF
Thursday, March 4, 2021
Via ZOOM
6:30 pm – 8:30 pm

1. (VIRTUAL) CALL MEETING TO ORDER

Meeting was called to order by Chair García at 6:35 P.M.

2. ROLL CALL

- a. Chair- Jorge García
- b. Director-Dr. Consuelo Mendez-Shannon

According to relevant Town ordinance, a quorum was declared.

Also present: Town Trustee Liaison, Sara Loflin and Town Staff Liaison Amber Luttrell.

3. APPROVAL OF AGENDA

- a. Motion to revise agenda, add 5.(a.)i- Election of Board Vice Chair and renumber item 5.(a.) to 5.(a.)ii. Motion by García, Second by Mendez-Shannon, carried.

4. APPROVAL OF MINUTES

Motion to approve the Minutes of February 4, 2021 made by García, Second by Mendez-Shannon, carried.

5. GENERAL BUSINESS

- a. i. Election of Board Vice Chair. A vacancy in Vice Chair occurred with the resignation of Chair Mecca Scott at which point Vice Chair García was moved to Chair by rule. Vice Chair position was declared vacant and nominations for Vice Chair were opened by Chair García. García nominated Mendez-Shannon, Mendez-Shannon elected Vice Chair.
- a. ii. Clarification on Town staff representative to this board and their role. (Staff & Trustee Liaison)

Board members welcomed Amber Luttrell as Staff Liaison to the Board replacing Malcolm Fleming. Received information and explanation of different roles including the role of the Staff Liaison and Trustee Liaison.

- b. Discussion on process for replacement of resigned board members and roles of current members. (Board & Trustee Liaison)

Resignations of board members were reviewed by the board. Notice of resignations was acknowledged and Chair García read the following information into the Official Minutes:

“Board member Joanna McNeal sent written notice of her resignation on January 25, 2021.

During a regular meeting of the Board, on February 4, 2021, (then) Board Chair Mecca Scott announced to the Board that she had received a message, on February 4, 2021, from Board member Christopher Gilmore offering his resignation from the Board.

On February 17, 2021, (then) Chair Mecca Scott sent an email to the members of the Board and town representatives stating: ‘After the mayors call tonight and speaking to my family, I am no longer interested in assisting the town’ as her resignation from the Board.

On February 27, 2021, in response to a message from Board member García, Board member Alicia Graves sent an email message to Board member García stating, ‘Malcolm informed me that you wished to speak with me regarding my status. I resigned from the DEI advisory board 2 weeks ago. Alicia’

On March 2, 2021, in response to a message from Board member García to Board member Mohamad El Gharamti, he stated in an email message, ‘The recent events though made me think that conducting DEI work require some sort of a task force initiative rather than a board.... Let’s hope for the best for Erie. I’m out’ indicating his resignation from the board.”

As a result of the resignations, 5 Diversity, Equity & Inclusion Advisory Board positions were declared open.

Board and liaisons discussed process for filling vacancies. It was agreed by all that the following process would be followed: (1.) The town staff would prepare a posting advertising the open positions, (2.) The positions would be posted as soon as possible for one week, (3.) Original applicants would be allowed to signal their interest without having to complete an entirely new application, (4.) The Board and liaisons agreed to meet for a work session to study and refine a rubric to be used to select and rank candidates, (5.) The Board would present recommendations to the Board of Trustees as soon as possible to fill all vacancies as soon as possible. The Board and liaisons agreed to participate in a Work Session on March 11, 2021 at 6:30 P.M. via Zoom.

- c. Discussion on process for Board recommendations/advice on new Diversity, Equity & Inclusion Administrator (All)

- d. Discussion on process for Board input on Town’s use of consultant. (Staff)

- i. Staff describe position and rationale
- ii. Board and staff decision agreement on process

Staff announced that they are in the process of identifying a scope of work for the consultant. Motion to table until April 1, 2021 regular meeting by García, second by Mendez-Shannon, Carried.

e. Update from Town on status of consulting contract with Dr. Sampson (Staff)

f. Review of recommendations made by Dr. Sampson on “reset” (All)

g. Identification of immediate next steps for the Board. (All)

A meeting with the consultant is planned for Friday, March 5, 2021. Details to be discussed then.

h. Pride event proposal by Youth Seen (All)

It was agreed to invite Youth Seen representative to the next board meeting on April 1, 2021 to receive details and explore partnership possibilities with Youth Seen and with Recreation Department.

6. PUBLIC COMMENT AND NON-AGENDA ITEMS (3 Minute Limits; Chair to preside)

7. ANNOUNCEMENTS/UPDATES/AGENDA ITEMS FOR NEXT MEETING

a. Town Liaison

b. Trustee Liaison

c. Advisory Board Members

Vice Chair Mendez-Shannon requested exploration into the possibility of funding from the Town and any other possible sources for Diversity, Equity & Inclusion activities.

Chair García announced that the Board will meet at 6:30 P.M. on March 11, 2021 via Zoom for a work session on the selection process of Advisory Board members.

8. ADJOURNMENT

The meeting was adjourned by Chair García at 8:20 P.M.

Next Regular Meeting:

Thursday, April 1, 2021

Via ZOOM

6:30 pm – 8:30 pm

Next Special Meeting/Board Work Session:

Thursday, March 11, 2021

Via ZOOM

6:30 pm – 8:30 pm