

City of Creedmoor DEI Commission Meeting

Date: November 17, 2021 Time: 6 pm

DEI Commission Members Present: Jonelle Marable, LaVerne Singleton, Dennis Daniel, Tara Owens Shuler, Kimberly Albright, Manuel Aguilar Aroche, Pamela Criswell, Kiana Turner ( via Zoom); DEI Commission Member Not Present: Manuel Aguilar

Others in Attendance: Kechia Brustmeyer-Brown, City of Creedmoor Commissioner, Liaison to the DEI Commission

Attendees participating via Zoom: Gerald Smith, John Hamm, Ed Mimms; Genesis Wallace, Rachel

Agenda Item	Discussion	Final Action and/or Follow-up Needed
Call to Order and Invocation	Commissioner LaVerne Singleton called the meeting to order. Invocation provided by Tara Shuler	Meeting started at 6:05 pm
Pledge of Allegiance	All in attendance	
Approval of Agenda	Addition 6 F. Comments shared at the Nov 1 <sup>st</sup> Commissioners’ meeting  Motion made by Commissioner Criswell and properly second by Commissioner Marable to accept the minutes as written.	Motion carried to accept agenda with noted addition.
Approval of Minutes	No edits suggested  Motion made by Commissioner Marable and properly second by Commissioner Albright to accept the minutes as written.	Motion carried to approve the minutes
Public Comment	No public comment	
Discussion Items		
Official Welcome to New Commissioners (Manual Aguilar and Kiana Turner)		
National Institute for Economic Development – John Hamm	Presentation provided by John Hamm from the National Institute of Minority Economic Development.	

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	<p>To share information about their organization, which is based in Durham since 1986. Founded by Andrea Harris.</p> <p>Mr. Hamm is with the Center for Professional Services to assist organization to come up with strategies related to DE &amp; I.</p> <p>Commissioner Criswell asked “How would the Institute of MED work with the City of Creedmoor DEI Commission?” His office can engage with our Commission on a day-to-day basis.</p> <p>City Manager Smith shared that they are exploring ways to work with the Institute to have them engage with minority and local/small businesses in Creedmoor that will fall within the Institute’s mission.</p> <p>Commissioner Marable asked, “how can the DEI Commission best support minority businesses in Creedmoor?” Mr. Hamm shared that RFPs created some stipulations that a contract would have to include minority owned business/firms are participating in the process. This has worked across many cities. There has to be accountable and measuring to ensure that the above is happening.</p> <p>Commissioner Shuler asked “is there any baseline data to know how many minority/women-owned</p>	
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	<p>businesses in Creedmoor so we can have some baseline data?” Ms. Genesis Wallace reported that this is a work in progress. There’s some work that has been done with purchasing policy. Ms. Wallace reported that an intern will work on what minority/women-owned businesses are currently engaged with the City of Creedmoor.</p> <p>Mr. Hamm shared that the Institute can conduct an assessment. How many minority-owned firms are doing business with the City of Creedmoor. Firms must be certified. A landscape assessment to determine how many minority-owned firms are in the City.</p> <p>Commissioner Criswell asked if the Board of Commissioners have decided to engage with the Institute? City Manager Smith reported that there are plans to have a meeting with the Institute to outline services that can be provided, which would be shared back with the Board of Commissioners. The DEI Commission can spread the word among minority/women-owned business that consulting services may be available through the City.</p>	
<p>Social Media/Website for DEI Commission</p>	<p>Previously the Commission has discussed how to inform the community of the DEI Commission as well as to provide opportunities for the community to bring forward issues.</p>	<p><b>Suggested Action Items:</b></p> <p>A short bio of each Commissioner to be added to the website. City Clerk suggested</p>

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	<p>How can we utilize social media to share information?</p> <p>On the website, there is a DEI page. It has the mission and vision, including the list of Commissioner members. Creedmoor does have the following social media sites: Facebook, Instagram, Next Door and Twitter page.</p> <p>Create a variety of social media posts and have them in queue for use periodically. Commissioner Daniel recommended that a sub-committee be formed to work on social media posts.</p> <p>Commissioner Criswell suggested that commission members should participate in planned/scheduled activities across the community. Commissioner Brustmeyer-Brown suggested that if we participate in community events that we have some type of materials to leave with the group.</p> <p>Commissioner Marable suggested that we sign up for the Sunshine email list. City Clerk Hicks will add us to that email distribution list. This list will keep the DEI Commission informed of all meetings that take place in the City.</p> <p>Commissioner Turner shared a suggested that the DEI Commission could consider starting under the</p>	<p>that we send him short bios and he will review.</p> <p>A sub-committee will be formed to create content/messaging for social media and the webpage on the City of Creedmoor site. The subcommittee members will be Commissioners Daniel, Singleton and Turner.</p>
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	<p>City of Creedmoor page and then develop a DEI group from the City of Creedmoor.</p> <p>Resident Rachel suggested that we invite community members to get involved and how to get involved. Commissioner Singleton suggested that we have a mechanism for community members to reach out to DEI Commission.</p>	
<p>Discussion of Activities for 2022</p>	<p>Commissioner Daniel suggested that we start thinking about activities for 2022.</p> <ol style="list-style-type: none"> <li>1. Collaborating with the Music Festival</li> <li>2. Community training on DEI</li> <li>3. Community discussion/Town Hall</li> <li>4. Multi-cultural Festival</li> <li>5. Minority business fair/development event</li> <li>6. Unity Prayer/National Day of Prayer – May 5, 2022</li> <li>7. Advancing health equity in our community</li> <li>8. Black History Month/MLK, Jr Day</li> </ol>	<p>Commissioner Albright motioned that we develop a sub-committee responsible for drafting a plan for activities for 2022.</p> <p>Sub-committee members include: Commissioners Shuler, Albright, Turner and Criswell.</p>
<p>2022 Meeting Schedule</p>		<p>No meeting in December, but sub-committees will meet and bring forth updates/reports in January 2022.</p> <p>4<sup>th</sup> Wednesday of each month (January - October 2022)</p>

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		3 <sup>rd</sup> Wednesday in November December – tentative meeting
Comments from November 1 <sup>st</sup> Board of Commissioners' meeting		