

City of Lansing DEI Advisory Board Meeting Minutes
Tuesday, December 5th, 2023
5:30 – 6:30pm
City Hall, 7th Floor, Lansing, MI

Members present: Muhammad Qawwee II, Florensio Hernandez, Prince Solace, Randy Watkins, and Emily Sorroche

Staff: Kim Coleman, Andrea Collier

Others: Teresa Bingman, Tina Alonzo

The meeting was called to order at 5:37pm
5 members are present –There was a quorum.

The motion to approve the minutes was made by Florensio Hernandez and seconded by Prince Solace. The motion was passed.

Public comment – there were no public comments.

Update on the DEI Officer position

- Kim Coleman reported that by the closing date for the position there were a few applicants. The position will be open again on December 15th, 2023. The interviews will be conducted in early January.

Communication Plans DEI Advisory Group

- The Advisory Group distributed a draft communications plan for the DEI Advisory Board to consider as a part of their work.
- The DEI Advisory Board (including those who were absent) will review the plan and decide on each item during a discussion, either at the next board meeting or the proposed Board retreat in January.
- One of the recommendations from the Board was to host town hall meetings in Lansing. It was recommended by the Advisory Group that some training take place before to make sure that the Board is clear on the standards the DEI Board is held to. There was also discussion on engaging in town hall meetings with the city.
- First Presbyterian Church was offered up as an option for a location for a town hall meeting.
- The DEI Advisory Board would like to explore becoming more involved with the City of Lansing's planned DEI related events. There was discussion on how the Board would be introduced to the community.
 - o The Board would like a list of events that the DEI Advisory Board can plan to participate in.
 - o It was suggested that the DEI Board take the lead on publishing the list of events, for the website.

- The new DEI Officer will be responsible for creating the social media page when he or she is hired. The person will also coordinate sharing information.
- The Board discussed timing of the communications work--should they follow the City's fiscal year calendar or start external communications with the public in January for quarterly dates.
 - It was suggested that the first quarterly report could include introductions of the Board members and a breakdown of the work of the three subcommittees.
 - For example, we could do a soft launch of March 1st that would outline the DEI Board's goals and introductions.
- The Chair has requested that the members who are not present at the meeting, have a chance to review the draft plan. The President would like the members to also have a chance to discuss as well.

Diversity Equity and Inclusion DEI Advisor Board Collaboration City Engagement Draft Guidance

This was read out loud for the DEI board's consideration to adopt into our practice.

The DEI Advisory Board Event Clearinghouse Process draft was not discussed.

There was a discussion of the Board Subcommittee Alignment with MRJEA's Racial Justice and Equity Report Objectives, Goals, Metrics

- This was referenced for the DEI Advisory members to review, to ensure members are aligning themselves with this plan.
- The document is being updated, Economic Empowerment is chaired by Prince Solace and Community Sustainability is chaired by Kendall O'Connor.

The Chair shared the resignation letter received from Kendall O'Connor. Florensio Hernandez moved to accept the letter; Randy Watkins seconded the motion. The motion passed. The Board will need to appoint a replacement for Kendall.

The Advisory Group recommended that the Board have a Retreat in January

The date of January 17th from 1pm – 4pm is on hold but staff would put out a Doodle poll.

The January meeting falls on a holiday (Jan 2nd) and the City of Lansing is closed, therefore January 9th is the date of the next DEI board meeting.

There were no new announcements.

The meeting was adjourned at 6:45.