



City of Lansing DEI Advisory Board Meeting Minutes
Tuesday, March 5, 2024
5:30 pm – 6:30 pm
7th Floor, City Hall
Lansing, MI

Attendance: Muhammad Qawwee, Raquel Sparkman, Florensio Hernandez, Randy Watkins, Amber Denney

Absent: Emily Sorroche, Prince Solace

Others: Kim Coleman and Andrea Collier (HRCS), Amany Williams (OCA), Tina Alonzo, Ashley Green, Teresa Bingman (Consultants).

Public: None

The meeting was called to order at 5:33 pm by the Advisory Board Chair, Muhammad Qawwee, followed by a roll call.

Approval of Agenda

It was moved by Mr. Hernandez and seconded by Mr. Watkins to accept the agenda with corrections. Motion carried. The correction included adding "Action Items" to the agenda.

Approval of Minutes

It was moved by Ms. Denney and seconded by Mr. Hernandez to approve the March 16, 2024, minutes with correction. Motion carried. The corrections included Mr. Watkins's request to include committee reports on all agendas and minutes. Mr. Watkins also requested an updated contact list of DEI Advisory Board members.

Public Comment

There was no public comment.

Directors Report

Director Coleman noted a tentative offer made to an applicant for the DEI Officer position.

Final Discussion of Priorities and Objectives/Actions:

The Advisory Group facilitated their final discussion with the Board and reminded Advisory Board members to use the grid document to keep the work of the themes moving forward. TAG also stressed that every action should be tied to the MRJEA plan. TAG will resend the grid document, which has been referenced, to the Board. Moreover, the Board decided that there would be one action per theme for now.

Key Points

- Determine a tentative timeline for each theme.
- Next Steps for each theme
- Metrics, Assessment, Tracking
- Communications Plan

TAG will forward an updated grid document reflecting the current priority outcomes of the discussions to members.

Committee Reports

Justice and Safety Committee

Chair Muhammad Qawwee will be joining this committee. The committee would like to create and distribute a survey on the Police Department. Director Coleman informed board members that the survey must be approved by the Mayor's Office and the Office of the City Attorney before plans are finalized or the survey is administered. Mr. Watkins and Ms. Denney plan to meet with the Police Chief to get responses to their questions. Members of the Board previously suggested that the Chief be invited to the DEI Advisory Board meeting so that they could participate. Ms. Denney expressed the committee's wishes for an informal meeting and decided this meeting would be between the committee members Denney, Watkins, and the Chief of Police.

Economic Empowerment Committee

The Economic Empowerment Committee will work on an educational event and a mentorship program. They will explore partnerships around the feasibility of their initiatives.

Community Sustainability

This committee will begin working on Community Town Hall meetings or Neighborhood Summits.

Old Business

Amany Williams, City Attorney, updated the Board on procedures for meetings and highlighted the following:

- Open Meetings Act documents were passed out for review.
- If there is no quorum, the Board cannot meet. The Board can take public comment. After the public comment finishes, the meeting must adjourn.
- No proxy votes are allowed for Board members.
- No virtual vote is allowed. Board meetings are public meetings and must be announced to the public 18 hours in advance of any meeting of the Board.

New Business

- Chair Qawwee discussed Board term limits. Ms. Coleman noted the term limits are listed in the Board folders. She stated that the mayor determines appointments and the continuation of individual terms.
- Celebration of Diversity is tentatively set for June 27, 2024, at City Hall from 4:30 to 6:00 pm in the City Hall lobby.
- Juneteenth begins June 14th and 15th.

Meeting Adjourned at 6:45

- Celebration of Diversity is tentatively set for July 21st at City Hall from 4:30 to 6:00 p.m in the lobby.

Meeting Adjourned at 6:45