DIVERSITY, EQUITY, AND INCLUSION COMMITTEE MEETING
MT. CALVARY AME ZION CHURCH
800 LASALLE STREET
MONROE, NC 28110
www.monroenc.org

November 10, 2022 – 6:30 P.M.

AGENDA

Meeting will be conducted in the sanctuary.

1. Call to Order
2. Acceptance and approval of July 13, 2022 minutes
3. Review of Staff Notes of October 13, 2022 meeting
4. New Business
    a. Update on logo
    b. Projects
5. Old Business
6. Adjournment

Diversity, Equity, and Inclusion Committee
Meeting Minutes
July 13, 2022 – 7:00 P.M.

The Diversity, Equity, and Inclusion Committee met on Wednesday, July 13, at 7:00 p.m. at Mt. Calvary AME Zion Church in Monroe.

Staff Present:	Debra C. Reed, Human Resource Director and Sheila Couick, Minute Taker
Members Present:	Chairperson Surluta Anthony, Councilman Freddie Gordon, Althea Richardson-Tucker, Cynthia Baez, Melissa McKeown, Melvin Tate, Michael Hall, Lanny Lancaster, Selina Campbell, Steven Ramsey, Swindell Edwards, Tamara Williams and Tiffany Wilson
Members Absent:	Benita Sanders, Cress Barnes, Cynthia Brown, Emily McGinnis, Ernest Collins, Jamie Nader, Lakeysha Medlin, Matthew Belk, Michele King, Penelope Locklear and Tripp Helms

Chairperson Anthony open the meeting at 7:00 p.m. by welcoming everyone to the meeting.

Chairperson Anthony stated that due to there being a quorum that the minutes from the February 9 meeting could be approved and accepted.

Due to not having a quorum at the April and June meetings, Staff Notes are attached but will not be voted on.

<u>Acceptance and Approval of February 9, 2022 Minutes:</u>
Minutes from the February 9, 2022 meeting were approved as written. Melissa McKeown made the motion to approve the minutes as written. Tiffany Wilson second the motion. Chairperson Anthony asked if there was any discussion needed on the minutes and then conducted a vote.

Ayes: Chairperson Surluta Anthony, Councilman Freddie Gordon, Althea Richardson-Tucker, Cynthia Baez, Melissa McKeown, Melvin Tate, Michael Hall, Lanny Lancaster, Selina Campbell, Steven Ramsey, Swindell Edwards, Tamara Williams and Tiffany Wilson

Nayes: None

Chairperson Anthony stated that the minutes from February 9, 2022 were unanimously approved by all in attendance.

<u>New Business:</u>

<u>Committee Member Attendance</u>:
Chairperson Anthony commented that committee member attendance had been a problem and stated that an email was sent out to all committee members asking if they wanted to stay on the committee or be removed from the committee. There were four responses to the email. Chairperson Anthony stated that if the members that are at the meeting tonight continue to come then we can continue to have official meetings. Chairperson Anthony stated that she hoped others would decide to come to the meetings. Chairperson Anthony asked if there were any suggestion on member attendance or how to get members back. Steven Ramsey asked if any of the responses were to be removed. No removal from

committee responses were received. Chairperson Anthony stated that if anyone knew a committee member personally please encourage them to come back. We need to move forward with the training that we received.

Chairperson Anthony stated that the only item that are currently involved in is the joint meeting with the Union County Chamber in 2023. This would be for a job fair with a new twist of having a job fair where the owners of the companies and factories have learned about DEI and have an understanding of what the barriers are. Then they will be able to present the job and be able to hire people, offer them training and retain these people. Chairperson Anthony stated that she is waiting on Pat Khale from the Chamber to set a meeting date and time. Currently the Chairpersons are meeting, however Chairperson Anthony would like to include more of the committee members at meetings.

Melissa McKeown asked if a list of committee members could be provided. Tiffany Wilson commented that committee members were listed on the minutes.

Melvin Tate commented that while we are waiting on the meeting with the Chamber we need to work on the logo and making this committee known to business. Melvin Tate stated that Council approved the mission statement. We needed to work towards having a press conference to announce the Diversity, Inclusion, and Equity Committee in Monroe. Need to have something started by the next holiday in September such as a flyer or stickers that we had talked about. This would help us sell the ideal to the businesses. The Chamber's motives are not the same as out motives. We want to be heard at the Chamber meeting; not used at the Chamber meeting. We need a listing of who has vacant jobs and need to remove barriers that are keeping people from seeing job listings.

Melvin Tate stated that a good business practice is to thank people for their services. We need to thank Dr. Samuel for his service with this committee.

Chairperson Anthony thanked Melvin Tate for his comments.

Chairperson Anthony commented that Mr. Tate had suggested a news conference to make the committee known and asked if anyone had any suggestions on how to make the committee known in the community. Tiffany Wilson commented that a press release could be released on the Union County government channel. Melvin Tate commented that it could be on Spectrum News. Tiffany Wilson commented that we could reach out the Channel 36 WCNC News for a news story. Steven Ramsey commented that we could contact local radio stations and conduct on air interviews. Chairperson Anthony stated we could attend City Council meetings.

Chairperson Anthony asked which of the suggestion should be done first. Selina Campbell made the motion that we should start with a presentation at a council meetings first. Tiffany Wilson second the motion. Chairperson Anthony stated that the next council meeting would be August 9. Chairperson Anthony asked how many of the members would come to the council meeting.

Freddie Gordon commented that council meetings are scheduled for the second Tuesday of each month and there are two sessions. The first session is at 4:30 p.m. and it is the Strategic Planning Session and the second session is at 6:00 p.m. and it is the regular council meeting. Freddie Gordan recommended attending the first session at 4:30 p.m. and asked for thoughts on attending the council meeting at that time. At the 4:30 p.m. session a presentation could be done to council and Chairperson Anthony and Melvin Tate just attended one of those meetings for approval of the mission statement. Freddie Gordon commented that Council has heard of this committee and they support it. Freddie Gordon commented that we needed to assembly facts and goals of the Diversity, Equity, and Inclusion Committee to present to council prior to attending the meeting and decide on type of support we need from Council.

Melissa McKeown commented that we started working on quarterly goals before and kinda got off the topic due to not having a quorum at meetings. Maybe we could talk about that at the meeting.

Melvin Tate stated that we needed to thoroughly prepare for the council meeting stating who we are, what we are planning, what that looks like, how we can help businesses, and how we can help the community so we are not stumbling at the meeting. Melvin Tate commented that he preferred the 4:30 p.m. council meeting due to the 6:00 p.m. sessions being different and we could be heard at this meeting. If Councilmembers had questions they could be asked at this meeting.

Cynthia Baez asked what time the meeting would was on the second Tuesday of each month. The meeting time suggested was 4:30 p.m. was for the council meeting.

Chairperson Anthony stated that the 4:30 session was just for council and the 6:00 p.m. council meeting this meeting would go out to the public on video. At the 6:00 p.m. session we would have 5-8 minutes to present. Melvin Tate commented that negative comments from the public could come up at the 6:00 p.m meeting and we don't need any negative comments and we just needed to meet with council. Melvin Tate commented that a press conference would let people know who we are.

Cynthia Baez commented that we should meet with council in September so that we could have the month of August to organize and create sub-committees to gather information.

Tiffany Wilson commented that since council approved the mission statement could we do a press release in August announcing the mission statement of DEI. Then we can meet again to plan for the September council meeting.

Melissa McKeown commented that we could share the mission statement in a press release and note that we are going to be at the September council meeting to hear more information.

Chairperson Anthony stated that she would like for someone else or several people to speak at the council meeting to show that everyone is working together as a committee.

Chairperson Anthony stated that the general consensus of the group was to wait till September to meeting council.

Freddie Gordon commented that he would like for all committee members to be comfortable with the September meeting. Freddie Gordon commented that he would need to present this to the Mayor and City Manager prior to the meeting to explain what the meeting would be about. Freddie Gordon commented that if that is the date then it would need to be placed on the agenda.

Tiffany Willson commented that we needed a printed article for a press release. Melissa MeKeown commented that it could go out the newspapers.

Chairperson Anthony assigned the following projects the members and asked for them be prepared to discuss these projects at the August meeting:

> Tiffany Wilson and Melissa McKeown – Prepare press release for next meeting (August meeting)
>
> Althea Richardson-Tucker, Cynthia Baez, Tamera Williams, and Steven Ramsey – Prepare a listing of what we needs to be presented at the council meeting.
>
> Lanny Lancaster, Melvin Tate, Selina Campbell, Michael Hall and Swindell Edwards – Prepare a narrative for a press conference.

Chairperson Anthony stated that all of this would need to be approved but this would give us something to work with at the next meeting.

Chairperson Anthony asked if everyone understood their assignments and were good with them. Everyone was good with the assignments.

<u>Meeting Date and Time</u>:
Althea Richardson-Tucker asked it the regular meeting nights were going to be on Tuesday and Chairperson Anthony commented that the council meeting was on Tuesday night.

Chairperson Anthony stated that was the next item on the agenda.

Melvin Tate commented that at the last meeting the consensus was to meet on the second Wednesday.

Chairperson Anthony stated that at the meeting tonight we had the authority to set a date and time.

Freddie Gordon commented that Wednesday nights were bad nights for meeting due to pastors.

Melissa McKeown commented that pastors could attend the meetings if they were not on Wednesday night.

Swindell Edwards made the motion for the set meeting date to be on the second Wednesday at 7:00 p.m. This motion died due to not receiving a second motion.

Chairperson Anthony asked for another motion.

Tiffany Wilson made the motion for the set meeting date and time to be the second Thursday of each month. Althea Richardson-Tucker second the motion. Chairperson Anthony took a vote on the motion as follows:

> Ayes: Chairperson Surluta Anthony, Councilman Freddie Gordon, Althea Richardson-Tucker, Cynthia Baez, Melissa McKeown, Melvin Tate, Michael Hall, Lanny Lancaster, Selina Campbell, Steven Ramsey, Swindell Edwards, Tamara Williams and Tiffany Wilson
>
> Nayes: None

Chairperson Anthony stated the set date was the second Thursday of the month and the next meeting date would be Thursday, August 11, 2022.

Melissa McKeown made the motion to set the meeting date and time as second (2nd) Thursday of each month at 6:30 p.m. Tamera Williams second the motion. Chairperson Anthony took a vote on the new motion as follows:

Ayes: Chairperson Surluta Anthony, Councilman Freddie Gordon, Althea Richardson-Tucker, Cynthia Baez, Melissa McKeown, Melvin Tate, Michael Hall, Lanny Lancaster, Selina Campbell, Steven Ramsey, Swindell Edwards, Tamara Williams and Tiffany Wilson

Nayes: None

Chairperson Anthony stated that the set meeting date and time would be the second (2nd) Thursday of each month at 6:30 p.m. Meeting location will be Mt. Calvary AME Zion Church sanctuary, 800 LaSalle Street.

Chairperson Anthony stated that the meetings should last around one (1) hour if we stay on task.

Freddie Gordon asked if the presentations should be ready to present at the August meeting. Chairperson Anthony answered yes.

Steven Ramsey asked if we could vote on the removal of members due to having a quorum? Chairperson Anthony stated that she would need to get clearance from the City Attorney.

Melissa McKeown commented that we need attendance by-laws for members and that this should be discussed at the next meeting. Chairperson Anthony stated that she would like to have attendance by-laws for the meetings.

With no other business to discuss, Chairperson Anthony adjourned the meeting at 7:35 p.m.

Minutes respectfully submitted by Sheila Couick.

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Chairperson Surluta Anthony

Diversity, Equity, and Inclusion Committee
Meeting Minutes
October 13, 2022 – 6:30 P.M.

INFORMATIONAL STAFF NOTES ONLY

The Diversity, Equity, and Inclusion Committee met on Wednesday, October 13, 2022, at 6:30 p.m. at Mt. Calvary AME Zion Church in Monroe.

Staff Present:	Debra Chestnut Reed, Human Resources Director, Liaison, and Sheila Couick, Minute Taker
Members Present:	Chairperson Surluta Anthony, Benita Sanders, Cress Barnes, Melissa McKeown, Melvin Tate, Lanny Lancaster, Selina Campbell, and Tamara Williams
Members Absent:	Councilman Freddie Gordon, Althea Richardson-Tucker, Cynthia Brown, Cynthia Baez, Emily McGinnis, Ernest Collins, Jamie Nader, Lakeysha Medlin, Matthew Belk, Michele King, Michael Hall, Penelope Locklear, Steven Ramsey, Swindell Edwards, Tiffany Wilson, and Tripp Helms

Chairperson Anthony open the meeting at 6:34 p.m. by welcoming everyone to the meeting.

Chairperson Anthony stated that due to there not being a quorum that the minutes from the July 13 meeting could not be approved and accepted and the meeting tonight would be informational only. Chairperson Anthony stated that we are still working as a full committee meaning that we would need thirteen for a quorum, however we have been approved to change the committee size to fourteen. We still need to go back and get permission from Council to remove the ones that are dropping off. By the next meeting it should be official that we are only meeting as fourteen and would only need eight members for a quorum.

New Business:

Chairperson Anthony thanked everyone that attended the September 13 Strategic Council meeting. Chairperson Anthony stated that we were well received and Council knows to expect a request for a budget. She stated that the Council has an understanding of what diversity, equity, and inclusion is. Dr. Samuel did a great job in breaking it down where they could understand it.

Chairperson Anthony stated that she and Melvin Tate had talked with Pat Khale, Union County Chamber in reference to a job fair in April. Another meeting is planned for us to put on the table the things that we think would make it a diverse job fair that it equitable and inclusive. We want to share information so that people will want to come and benefit from it.

Melissa McKeown commented that Tyson Foods has a relationship with Enterprise Rental Car for the transporting of employees to work and that she had reached out to Enterprise Rental Car about the details of this program. Enterprise Rental Car holds the insurance on the vehicles and performs the maintenance on the vehicles. The business subsidizes some to the cost and some of the gas. The cost paid by the employees sharing the car goes towards the gas cost and whatever the business doesn't pay. The cost is a shared cost of about $20 per employee (6-13 employees) that would like to share the car. There would be 2 drivers and the person driving the car cannot have had a DUI in the past 4-5 years and no major infractions of the law. Melissa stated that maybe Enterprise Rental Car could be at the job fair to talk to employers to promote this program. Melissa stated that this would take away the transportation barrier for people. Melissa stated that the driver of the car is allowed 200 personal miles monthly from Enterprise Rental Car and currently Tyson Food and Pilgrim Pride is in the program. This is designed for transporting employees to work. Benita Sanders asked if this was for employees at the same location. The driver would be an employee from the business. Enterprises is just supplying a vehicle.

Benita Sanders asked how this would work for the City of Monroe. The City of Monroe requires a certificate of insurance. Who would be the insurance certificate holder – City of Monroe or Enterprise Rental? Chairperson Anthony stated that this was something that the City of Monroe probably would not do and that this was more for the manufacturing plants.

Benita Sanders stated that she thought that this was for the job fair and asked if she was correct? Chairperson Anthony stated that the Enterprise Rental Car was just for transporting to work not the job fair.

Chairperson Anthony stated that the job fairs will not be attended due to location and that maybe the job fair should be located in the communities within the community centers.

Melvin Tate commented that Pat Khale had sent information to companies about hosting an open house tour for interested citizens. Melvin stated that he was not able to attend the open house but thought that this was a good show that companies are now interested in allowing communities to see what they are doing and using this as a recruiting tool. We need to get the word out to non-profits and churches about the job fair.

Melvin Tate commented that we needed to keep in mind what Melissa said and that a lot of employers would hire a driver to pick employees up and bring them to work and take them home. This is a challenging time with inflation, recession, gas prices, and quite quitting. Companies are suffering due to the workforce suffering from apathy and fatigue. The pandemic has made people more honest about their employment. People are going to other jobs.

Debra Reed commented that all of that is basically what we are challenged with, also the dynamics have changed which used to be work-life balance is now a life-work balance. After the pandemic, with the lives that were lost, people have a different view that death could be around the corner at any time and are enjoying family life more. Organizations are looking at things that will help with life-work balance to make employment more attractive. There are a lot of changes that need to be made to make employment attractive so that people can balance their family life better than before the pandemic.

Benita Sanders commented that there is a different view now – workers feel that they are not supported or we don't work together for a common goals. There are non-profit groups doing the same thing but they don't talk to each other. They are defeating the purpose of reaching the goal. They concentrate on people in the areas that they oversee. There is a disconnect in communicating with each other – one agency cannot do it all for everybody. Everybody has different specialty areas and we should be able to pull those together to make this happen. For example on this committee (DEI) we need someone from Common Heart and Housing Authority who already have these programs set up. This is something we need to squeeze in because they come into contact with so many diverse people. This would be the City of Monroe branching out and connecting with other agencies to reach the same goals. Benita stated that this was what she sees this committee doing. We have a mission and we know what we want and where we are headed and a logo will come later. If we are going to run with this and grow we need to start breaking down the doors and connecting with other agencies because they are just as interested.

Chairperson Anthony stated that we needed to chart our growth and path. Being that we are from the City of Monroe we are going to reach out to everyone (individuals, groups, organizations, and all).

Benita Sanders stated that this is attainable and we need to reach out. DEI is the gate keeper of these business within Monroe and we can get in the door easier than the private businesses.

Melissa McKeown stated that non-profit groups such as Thrive Union is doing similar work. Where do they overlap? Is there a chance to collaborate so that we can reach further? Melissa stated that they are having some of those conversation in that group and different groups have different eligibility requirements. Even if the programs look similar the way that you get in is very different so that is a little harder to streamline. The other thing that happens to non-profits is that we are all competing for the same dollar from the same people or foundations. There is good collaboration but it is not perfect – it is about money at the end of the day.

Chairperson Anthony stated that we needed to change the mindset and modeling for diversity, equity, and inclusion. One thing is non-profits all have their different objectives, mission statements, and goals.

Melissa McKeown stated maybe once DEI has their feet planted that they conduct a presentation at a Thrive Union meeting.

Benita Sanders commented people are interested. She has heard talked about it and that diversity and inclusiveness are buzz words. People are interested in learning more.

Melvin Tate commented that we may not be able to do everything – we need to prioritize things. Maybe we need to start each meeting by stating the mission statement so that it becomes a part of our living, moving, and breathing interaction with people. It has to become a living presence within us to give us the motivation to attract people. We need to get a logo, we have had time to get it done. We talked about the mission statement and the items we were going to do in the quarters. We need to do one thing; something so we can invite entities to that are out there. The big one for us is educating the business communities. The Chamber wants to join with us because we can do something they can't do and that is represent all of the people who have barriers that keep them away from getting jobs, job interviews, and offers. The City of Monroe is the capital city of Union County. This is an opportunity to change mindset. If we are serious about DEI, we don't see an African American person we see a person applying for a job. We need to remove the blind spots. Some people don't live close to the word diversity. There is no diversity in the community or at work. We need to recruit some ongoing permanent Latinos and people from other communities. We need to get people to acknowledge diverse multicultural communities. There is some educating that needs to be done such as educating the people that can make the difference. Employers need to stop looking at zip codes (where people come from). Corporations used to contribute to the education of youth and contributed in a way that they could extract from the community what they were looking for in an employee. Now it is about bringing people from other locations that get here and don't want to live in this area. Then you have problems with recruitment and retention. We have a lot of stuff to focus on but all of it is a win-win for us. We need to open the minds of people. People interview people they don't intent to hire. If we are a part of the community then help the community –practicing responsible and accountable diversity, equity, and inclusion in the community. Melvin stated that he would like to see more women in positions – employers need to become more sensitive. Women going to work means more than men going to work, especially if you have children (single parent head of household). Employers are going to have to become sensitive and going to have to do some deep thinking.

Benita Sanders commented that we needed to get some action items, target dates and move forward. Benita stated that she agreed about the logo. We just went to City Council to decrease the member count but we need to move forward. Melissa McKeown stated that she feels that we are stalled out because we can't do anything because we don't have people showing up. Benita stated that she wanted us to be valuable. Melissa stated that we had a logo brought to the last meeting but we cannot vote on it.

Melvin Tate commented that Cynthia has a logo that will work. He believes in what we are doing. We need to remind people of the meetings and get people to do what we need. Melvin commented that we needed to take advantage of this time and really get someone to do the logo. Melvin stated that we needed a logo by the next meeting and then by the next meeting we also need to have a list of to-do items.

Melvin Tate stated that he and Chairperson Anthony needed to meet with the Chamber and would like to have a couple more people (maybe 3-4) attend the meeting. Melvin Tate stated that the Chamber had 2-3 people included in the meeting. The Chamber likes what we are doing because it is going to help them. Selina Campbell stated that she would like to attend the meeting. Melvin stated that it needed to be an in-person meeting not a Zoom meeting.

Melvin Tate asked if Cynthia could work on the logo for the next meeting. Chairperson Anthony stated that we could not vote on it but could bring it to the next meeting. If anyone else has something to suggest for a logo they can bring it to the meeting.

Melvin Tate stated that at the next meeting we would discuss the logo and meeting with Union County Chamber.

Melvin asked if the budget for the City was in January. Chairperson Anthony stated that it has to be worked on but approval was not until June 30th.

Chairperson Anthony stated that we needed 2 months for the budget. Chairperson Anthony stated that we would work on the budget in December and January. Chairperson Anthony stated that the budget would be needed for seed money for projects, logo, stationary, pins, shirts, transportation, etc. Chairperson Anthony asked for three volunteers to help with the budget. Benita Sanders stated that she would like to help with the budget process. Chairperson Anthony stated the budget meetings would be separate. Melissa McKeown stated that a separate meeting was not allowed. Debra reminded the committee that separate meetings were not allowed. Chairperson Anthony stated that since we could not have a separate budget meeting that she would work on the budget.

Melvin Tate commented that the holidays are approaching and people will be here. Is there something that we could put in writing in the newspaper? Melissa McKeown commented that she had created a press release. Chairperson Anthony stated that it would need to be voted on.

Melissa McKeown stated that the priority needed to be getting the committee number reduced. Chairperson Anthony explained the process for removal of committee members. Debra C. Reed stated that several of the city committees had been reduced to 7 members but since there were already members activate on this committee and during the City Council meeting one of the council members stated that they didn't want to reduce it to that size. Melissa McKeown stated that she thought the request to reduce the number was agreed upon at the meeting. Debra C. Reed stated that the board was actually thinking about the 7 but was corrected in the meeting to 14 so that it would not hurt anyone that was already participating on the committee. Melissa McKeown asked if that meant that we could reduce the number since council voted on it. Chairperson Anthony stated that it meant that 11 members could be removed and there is a process to make it legal. Melissa McKeown asked if council would vote at the next meeting on the removal of names. Debra C. Reed stated that the vote for the reducing of the committee to fourteen was approved. Council did not vote on the removal of the 11 members and this has to go to the Citizens Appointment Committee and then they will take it to Council for removal of members. The Citizens Appointment Committee will meet again in December. We will not have a quorum with the new size until council votes on the removal of the 11 members.

Debra C. Reed stated that you can plan and do the work; however, you will have to hold it until you get a quorum to vote on the work.

Debra C. Reed mentioned again that you indicated you are teaching the organizations, you need to learn what organizations have in place today so that you don't get push back, versus how can you help organizations accomplish this goal.

Chairperson Anthony stated that at the next meeting the following would be discuss:

1- Logo in mind
2- Projects in minds

Chairperson Anthony stated that she would start working on the budget.

With no other business to discuss Chairperson Anthony adjourned the meeting at 7:21 p.m.

Respectfully submitted by Sheila Couick.