

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

December 8, 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 November 10, 2022 meeting
4. Old Business
 - a. Budget request information
 - b. Logo design
5. New 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, Lakeysa 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.

Acceptance and Approval of February 9, 2022 Minutes:

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.

New Business:

Committee Member Attendance:

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 our 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 Gordon 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 McKeown 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.

Meeting Date and Time:

Althea Richardson-Tucker asked if 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

Nays: 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

Nays: 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.

Chairperson Surluta Anthony

Diversity, Equity, and Inclusion Committee
Meeting Minutes
November 10, 2022 – 6:30 P.M.

INFORMATIONAL STAFF NOTES ONLY

The Diversity, Equity, and Inclusion Committee met on Thursday, November 10, 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, Councilmember Freddie Gordon, Althea Richardson-Tucker, Cress Barnes, Cynthia Baez, Melvin Tate, and Lanny Lancaster

Members Absent: Benita Sanders, Cynthia Brown, Emily McGinnis, Ernest Collins, Jamie Nader, Lakeysa Medlin, Matthew Belk, Melissa McKeown, Michele King, Michael Hall, Penelope Locklear, Steven Ramsey, Swindell Edwards, Selina Campbell, Tamara Williams, Tiffany Wilson, and Tripp Helms

Chairperson Anthony open the meeting at 6:45 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 thanked the participants in attendance for being at the meeting. Chairperson Anthony stated that five members would not be present tonight. Chairperson Anthony stated that we were going to talk about the logo and budget items at the meeting tonight. We can only have discussion on these items tonight.

The question was asked if the quorum number had changed. Chairperson Anthony stated that it had to be approved by Council at the next council meeting. Debra C. Reed stated that the removal of the committee member names needed to go to the Citizens Appointment Committee meeting in December and then to the City Council meeting in December. Councilmember Gordon stated that the goal was the reduction in the member number. Debra C. Reed stated that the new number was fourteen and the quorum number would be eight. Chairperson Anthony commented that until Council approves the removal of members we are still working under the member number of twenty-five.

Debra C. Reed commented that the City Attorney had provided her with an attendance regulation. The City ordinance in reference to meeting attendance states that any member who misses more than three consecutive regular meetings or more than half the regular meeting in a calendar year shall be subject to replacement or not being reappointed. Absences due to sickness, death, or other emergencies of like nature shall be recognized as approved absences.

Debra C. Reed also mentioned earlier that part of the attendance tonight could be that people are traveling due to a holiday. Maybe the calendar should be checked when a holiday is close to determine if the meeting should be rescheduled or canceled due members traveling for the holiday. Chairperson Anthony thanked Debra for sharing that with her and stated that she would look at this in the future.

Councilmember Gordon stated that council had approved the reducing of the committee size at their September meeting. Letters were mailed out to the committee members and three members asked to be removed and the process has started. The Citizens Appointment Committee only meets quarterly. Debra C. Reed commented that a staff report listing the names for removal had been done and will be placed on the agenda for the Citizens Appointment Committee meeting on December 5, 2022. Debra C. Reed stated that she would be attending the Citizens Appointment Committee meeting on December 5 in case there are any questions.

Chairperson Anthony asked if there was any other business to discuss. Debra C. Reed commented that Melvin Tate had suggested at the last meeting to start reviewing the mission statement at the beginning of each meeting so that everyone is thinking about the components of the mission statement. Debra C. Reed stated that she thought there was some ideal for a logo even though we cannot vote on it we can discuss it. Chairperson Anthony stated that we have an ideal and that it was the only thing on the table currently. Debra C. Reed asked Chairperson Anthony if she wanted to talk about the budget.

Chairperson Anthony stated that one of the things presented to Council at the September 13 meeting was the suggestion that a budget request would be presented to Council at the December meeting and ask for suggested budget items. Chairperson Anthony stated that we needed to start thinking about what we need – shirts, pens, seed money for projects, refreshments for meetings when other agencies attend meetings, etc. Cress Barnes asked when the budget request would go before council. Chairperson Anthony stated it would be presented at the December council meeting. Cress Barnes asked if we would meet before the council meeting. Chairperson Anthony stated that we would meet before the council meeting due to our meeting being on December 8 and the Council meeting being on December 13. Councilmember Gordon asked which meeting would this be presented at – the strategic or regular. Chairperson Anthony stated probably at the strategic meeting so that we could answer questions. Althea Richardson-Tucker asked if this would be a yearly budget. Chairperson Anthony stated that it would probably be a yearly budget but she could not say for sure since this would be the first one. Althea Richardson-Tucker asked if the funding request would include facilitator funding. Chairperson Anthony stated that everything we think we will need should be included in the budget request. Debra C. Reed asked if Chairperson Anthony would be talking to Dr. Samuel's to see if this would be considered a follow-up since he had already set the foundation and the follow-up cost should be lower. Chairperson Anthony stated that it should be lower and that we needed more direction from Dr. Samuel. Councilmember Gordon asked Debra C. Reed if she was referring to his fees. Debra C. Reed stated that she was since he had already been paid the basic fees so a lot of time consultants will come back and look at what their work has generated (follow-up) and this would be cheaper for the committee. Councilmember Gordon asked Chairperson Anthony if she had talked with Dr. Samuel about some follow-up sessions. Chairperson Anthony stated that she had talked to Dr. Samuel but not directly about some follow-up sessions. Councilmember Gordon stated that for the budget planning do we want to ask him to come monthly or quarterly. Chairperson Anthony stated that we needed to decide on how many times we think and then add one more session and prorate it. Ask for one set figure and use it as we need. Cress Barnes stated that we could find out the cost for five sessions and asked for that amount to be used as needed. Chairperson Anthony stated that was correct and that way we would not be going back and forth requesting funding.

Debra C. Reed commented that since the Chamber is hosting the job fair it is important that the communities know about the upcoming job fair and get involved. The non-profits organizations and the employers need to get involved. Chairperson Anthony stated that Pat had sent an email and was going to invite us to a meeting in January to discuss the job fair. Councilmember Gordon asked if a date had been set for the job fair. Chairperson Anthony stated that she thought it was March 6. Chairperson Anthony stated that we have some ideals to share with the Chamber such as locations. Some of the

locations that have hosted the job fairs may not be welcoming to everybody due to their comfort zone. We are going to present the ideal of taking the job fair to the communities.

Cress Barnes stated that each community is different. Chairperson Anthony stated that each community has a place to host a job fair. Chairperson Anthony stated that another ideal was for the owners and managers that are offering these jobs to get some DEI training so that they will have an understanding of what the barriers are. Cress Barnes stated that maybe we should get some banners done to place outside of the community location stating the date of the job fair. Councilmember Gordon stated that if it is in March then we need to get together with the Chamber which was a goal of this committee to begin with. Councilmember Gordon stated that the Union County Chamber is a good group to partner with; however, the Chamber had a job fair last year with poor turn out. It is important that we get with the Chamber to identify the issues of the poor turn out. Chairperson Anthony commented that she wants the job fair to work and that DEI is the missing piece.

Melvin Tate stated that everybody everywhere is doing DEI. The biggest issue is that we have inexperience in this. We are not looking at it from the business side which we must consider or it will sound like we are attacking the business. Some businesses are doing things, but the communication of job openings is not there. There needs to be a network and DEI could become that driving force of communicating job vacancies. The last one they had they invited people on site by invitation. People are not only looking for jobs but people in the communities are looking to see what jobs are available in particular industries. Dr. Samuel has done the business piece and the DEI piece. When Dr. Samuel goes to a corporate it is not an option it is mandatory. In this situation it is not mandatory but we have an opportunity to get people to recognize the importance of establishing themselves as people that are seeking employment. Businesses are bringing in outsiders and the local people are not getting the opportunity to get those jobs.

Melvin Tate commented that we needed to suggest to Pat Khale that a DEI representative needs to speak to the membership of the Chamber. Dr. Samuel stated that he could do that piece for us and the sooner the better. If we get people thinking about DEI and committed and buying into DEI it will make the company better along with the city and the county. We really need to start looking at building stronger relationships and infrastructure. We need to be talking just being human – compassion for one another.

Melvin Tate stated that Cynthia should not leave the meeting tonight without sharing the logo she had done so that everyone can review it and come back with comments. Cynthia Baez shared the DEI logo again on her IPAD. Debra C. Reed suggested that Cynthia email the logo to Sheila for her to send out to everyone. Cynthia will send this logo to Sheila to forward to all committee member for review.

Councilmember Gordon commented that a meeting with the Chamber needed to be scheduled before the December meeting to get a firm date and offer assistance to them. Councilmember Gordon stated that we needed to ask the Chamber what we could do to assist them. Councilmember Gordon stated that we want them to know that we want to help them. We can help draw more participants and then they will take more faith in our movement. Althea Richardson-Tucker asked what steps could be taken to help the Chamber. Melvin Tate commented that we could invite Pat Khale and her group to the December meeting.

Debra C. Reed stated that each of the committee members may know a community leaders. We don't want the job fair to fail this time and sometimes when we bring applicants to a job fair they don't understand what they are looking for at the job fair. It is like an interview and the applicant needs to know what they are going after to make it successful for the employer and the applicant. The

community leaders need to talk to the people in the community in reference to making them successful at the job fair – share basic interview skills with people.

Melvin Tate commented that Pat Khale likes to use the technology approach to job postings. Pat likes to use online information to communicate.

Debra C. Reed asked if the job fair would be virtual or on-site. Melvin Tate commented that it would be both. Melvin commented that we needed a list of available jobs to share with groups. Debra C. Reed stated that the Chamber probably does not currently know the jobs that people are signing up for. Debra stated that she was picturing how to get the basic interview information to people and interest level before we worry about how the applicants get to the job fair. Melvin Tate commented that was why he asked for the list so that he could share it with the pastors and others.

Melvin Tate commented that the people doing the hiring are looking at how people dress and we need to get people in the mind set of first impression dress for the job fair. Debra C. Reed stated that job fairs are not as formal, some people dress in business dress, some are business casual, or just a clean shirt and khakis – just not jeans unless that is all they have. Chairperson Anthony stated that the job fair that the Chamber had was more for machinist and factory or manufacturing jobs and people probably went in slacks and shirt not suites. Melvin Tate stated that the hiring personnel are looking at the people that come for the jobs to see how they are dressed for success. Melvin Tate stated that we need to get people in the mind set of first impression and presenting themselves.

Cynthia Baez stated that if the job fair was not until March then a notice of location and a list of employers was needed before the job fair. Most employers will not know what jobs will be available prior to March or will not hire until after the first of the year due to looking at the company's bottom line. Once a date is established the DEI committee could help send out information to the community and send out an email blast to organizations, churches, communities, and schools.

Melvin Tate commented that people could go to NC Works for help with resumes.

Althea Richardson-Tate stated that the job fair needed to be advertised.

Melvin Tate commented that Pat, David, and Maleigha from the Chamber could come to a DEI meeting to tell us what they have been doing. Chairperson Anthony stated that the Chamber's diversity group consist of five people.

Melvin Tate commented that Melissa McKeown is involved with groups that are involved in the communities and we need to get information to those groups. Melissa McKeown is involved with Common Heart and she is with a larger group (Thrive Union) that gets people out doing things together. If the Chamber members can't get here, Pat knows what they are trying to do and David knows what they are trying to do so that we can have that representation. We can better know where we are headed by having a date, time and place. Maybe just a flyer that the Chamber can do that has DEI included on it.

Councilmember Gordon commented that time is of the essence. We need to do this at the December meeting which is the second Thursday before the Council meeting. This would give everybody something to think about as they go forward and hopefully another meeting in January. Everybody could come forward with their best plan. Councilmember Gordon stated that he thinks that the Chamber needs us as much we need them.

Chairperson Anthony stated that the Chamber sees one component and we are trying to look at it from all sides.

Chairperson Anthony stated that Pat Khale sees more than what the committee sees but she can't say much. Pat throws it out to them but they don't catch it. Melvin Tate stated that some of it is personal agendas.

Melvin Tate commented that we need to go on record that the common consensus of the group was to bring Pat Khale and Chamber members to the December meeting, Sheila will send out the draft logo to all members for review and review of the budget piece at the December meeting. Chairperson Anthony stated that we could not state this as a common consensus but it could be a recommendation that we discussed bringing Pat Khale and Chamber members to the December meeting, having Sheila send the draft logo out for review at the December meeting, and discuss budget items at the December meeting.

Melvin Tate asked if another councilmember would be added to this committee. Councilmember Gordon replied not at this time due to Angelia James appealing the decisions. We have been told by our legal staff that we should not do anything to replace her until we have this settled. Melvin Tate commented that council does not look like the community and that is always a concern going forward. Councilmember Gordon stated that this is a thought that the current council has.

Melvin Tate stated that Councilmember Gordon, Chairperson Anthony, and Debra C. Reed knows what a budget should look like. We need a realistic budget. Debra C. Reed stated that we needed to make sure that the budget makes sense so that it does not get pushed back.

Althea Richardson-Tucker stated that we needed to plan for January through December what to accomplish so that we can budget for those items. Melvin Tate stated that we needed to look at the quarters that we broke out and revisit those to confirm what we want. We came up with these suggestions but have not done anything with them and they are valid. Melvin Tate stated that he believes that we should go back and start with the reasons for our meetings. This will help us stay on focus. Melvin Tate stated that we have been here a long time and we have not met the statement we made.

Councilmember Gordon commented that the city will start meeting with various departments in November for preliminary budget presentations. This will continue for a couple of months with the next one being in December, but this will not wrap them up it is just a start. The process for budgeting is from a fiscal year standpoint from July 1 – June 30. The city offers funds to agencies outside of the city of Monroe. There are rules and regulations for outside agency funding such as being a 501C3 agency. This committee is not a 501C3 agency so that is hill we may have to climb. We did originally get some funding from the City in the beginning, maybe the City can give us some funds for the next twelve months. Councilmember Gordon stated he agreed with Chairperson Anthony and Melvin Tate, but commented that we didn't need to be timid with the budget but then again the budget needs to be realistic. Chairperson Anthony stated that we should have a good rationale for the budget.

Althea Richardson Tucker commented that one of the items we needed to put in the budget was a banner to have as advertising that we are part of a group or organization for DEI.

Melvin Tate commented that the biggest budget item would be the stickers, posters for businesses, and hand out items.

Chairperson Anthony stated that the logo would be branded and colors will not change once decided.

Melvin Tate commented that we need to promote on television, newspaper, and radio. Councilmember Gordon commented that advertising can be a lot and we needed to talk to someone.

It was suggested that we have some type of take away items at the job fair such as a pen or tote bag. Melvin Tate stated that the cost of printing would cost the most. Councilmember Gordon stated that advertising specialties are unlimited due to there being so much out there. We need to talk to someone about advertising specialties to get their input along with what we are thinking about with a logo on it.

Debra C. Reed stated that we would need to check on the steps required for committees asking for budgets. The funds for Dr. Samuel came out of unassigned funds.

Chairperson Anthony stated that we had a lot to think about and would discuss the following at the meeting in December:

- 1- Budget items
- 2- Logo review

Chairperson Anthony stated that she hoped we would have a quorum at the December meeting. Melvin Tate suggested that Chairperson Anthony reach out the Pat Khale about attending the meeting in December.

Chairperson Anthony stated that we needed to make sure that everything is done correctly so that we don't have to re-do any steps.

Councilmember Gordon stated that if we go to council to ask for funding for just these items – development of logo and some handouts and projects – that will be enough to draw council's attention to our needs.

Councilmember Gordon stated that we don't need to keep meeting just for these items and we need to move on.

Chairperson Anthony stated that we had covered a lot at tonight's meeting and we know where we are headed and how to get there.

Melvin Tate stated that we are missing several members tonight. Chairperson Anthony commented that some of the members knew that they would not be able to attend tonight and contacted us in advance.

Sheila Couick read off of the names of the committee members that are being submitted for removal from the committee. The following names were read aloud: Angelia James (Councilmember), Cynthia Brown, Emily McGinnis, Ernest Collins, Jamie Nader, Lakeysha Medlin, Matthew Belk, Michele King, Penelope Locklear, Steven Ramsey, and Tripp Helms. Councilmember Gordon stated that would leave fourteen members and we would need a quorum of eight to vote. Chairperson Anthony stated that those that are remaining will be a working group and if dedication is shown we should be able to move forward. Lanny Lancaster asked if the process would be done by the time we meet in December?

Debra C. Reed stated that it is on the agenda for the Citizens Appointment Committee in December which only meets once a quarter. Lanny Lancaster commented that it then had to go back to Council so then it would not be done by the December DEI meeting. Debra C. Reed stated that Council meets on the following Tuesday, December 13, so it would not be done by our meeting. Melissa McKeown stated that we would not meet quorum until January.

Melvin Tate commented that we needed try to get a quorum in December. We need to call the fourteen members that will remain on the committee and remind them about the meeting in December.

Chairperson Anthony asked what the actual numbers would be after the removal of members. Sheila stated that after the removal there would be fourteen members remaining. Chairperson Anthony stated that we needed to get everyone to the December meeting. Councilmember Gordon stated at least the fourteen members that are remaining on the committee should be at the meeting. Chairperson Anthony stated that if anyone knows someone on the committee to call them to remind them of the meeting and she would also call members.

Debra C. Reed commented that we would report to the Chairperson members that are getting close to missing three meeting once the new member number takes effect. If a person misses three meeting they will be removed from the committee, however, it will still have to go through the removal process.

Melvin Tate stated that attendance at the meeting tonight is the norm and if members cannot see themselves attending to fulfill what they started then they need to drop out.

Debra C. Reed commented that recruiting never stops. We need to recognize people that can be matched with jobs available even if they don't know where those jobs are. Most organizations post jobs daily due to changes and people have access to webpages. If someone needs help looking for our webpage we can help with that. Right now employers are having a hard time finding people. People are out there; however they think they don't match the job. They need the in answering job related questions which will be important for the job fair. The committee's biggest asset will be if we can reach the community for the Chamber's success.

Cynthia Baez asked if the Chamber was inviting employers that are only part of the Chamber or are they reaching out to employers throughout Union County and in other counties. Chairperson Anthony stated that for the Chamber's job fair they use their membership base. Councilmember Gordon commented that the Chamber's membership was vast. Cynthia Baez commented that some businesses may not be a part of the Chamber and they may have jobs available. These businesses may not want to pay the membership to be a part of the Chamber. A person that is just starting a business may not be a member of the Chamber. Melvin Tate commented that there were other organizations that also involve major businesses in the communities. Melvin Tate commented that the Chamber has different levels and cost for all sizes of businesses.

The comment was made that if the Chamber only had five people on the committee then they would need help from this group. Chairperson Anthony stated that there were only five people on the Chamber's DEI Committee, however the Chamber has a large membership with various committee members.

Melvin Tate commented that Pat Khale is looking for the City of Monroe's DEI to bring DEI to the table for all to consider.

With no other business to discuss the meeting adjourned at 8:00 p.m.

Staff notes respectfully submitted by Sheila Couick.