



# Leesburg Diversity Commission Regular Meeting

**Wednesday, January 11, 2023 • 7:00 p.m.**  
**Lower Level Conference Room 1**  
**Leesburg Town Hall • 25 West Market Street**

## Meeting Agenda

- Call to Order
- Approval of Electronic Participation (if necessary)
- Introduction of commissioners
- Approval of Agenda
- Approval of Meeting Minutes
  - Minutes of December 14, 2022 Meeting
- Petitioners
- Commissioner Comments
- Council Member Comments
- Staff Reports
  - Public Information Office
    - Review of attendance policy
    - Information for new commissioners
  - Police Department
- Chair Comments
- Old Business
  - Food/used book donation drive
- New Business
  - MLK March (Monday, January 16)
  - Vote on chair/vice chair
  - Liaisons to COPA and EDC
  - Goals/strategies for 2023
- Adjournment

**Leesburg Diversity Commission**  
**Dec. 14, 2022**  
**Regular Meeting Minutes**

**Location:** Leesburg Town Hall, Lower Level Conference Room 1

**Commissioners Present:** Devon Carter  
Enrique Gonzalez  
Edgard Segura  
Christine Kopp (electronically)

**Commissioners Absent:** None

**Others Present:** Public Information Officer Kara Rodriguez

**Call to Order:** The meeting was called to order at 7:00 p.m.

**Motion to Allow Remote Participation:**

- On a motion by Commissioner Segura, seconded by Commissioner Gonzalez, the commission voted to allow Commissioner Kopp to participate remotely. Commissioner Kopp could not be present due to a COVID-19 diagnosis. The vote passed unanimously.

**Introduction of New Commissioners:**

- **Commissioners Segura and Kopp** both briefly introduced themselves, as it was their first official business meeting since joining the commission.

**Approval of the Agenda:**

- On a motion by Commissioner Gonzalez, seconded by Commissioner Kopp, the agenda was approved unanimously.

**Approval of Meeting Minutes:**

- On a motion by Commissioner Gonzalez, seconded by Commissioner Segura, the minutes from the August 10, 2022, meeting were approved unanimously.
- On a motion by Commissioner Kopp, seconded by Commissioner Segura, the minutes from the October 26, 2022, meeting were approved unanimously.

**Staff Reports:**

- **Public Information Office:** PIO Rodriguez noted that the Town Council would be filling the remaining vacancies for the Commission during its January 9-10 meetings. Mayor Burk has nominated Commissioner Segura for re-appointment. Councilmember Neil

Steinberg has nominated Jasmin Martinez-Harris. Councilmember-Elect Todd Cimino-Johnson has also put forward an appointment for Allison Amato, and Councilmember-Elect Patrick Wilt was expected to also do so in the coming weeks. She promised to reach out to see if Councilmember Nancy still intended to appoint Commissioner Gonzalez to fill out the term ending in 2024.

- **Police Department:** PIO Rodriguez offered a brief report as Officer Abilmona was not present for the meeting due to being on medical leave. She said the recent Shop with the Cops event organized by the Leesburg Police Department had been a big success.

#### **Chair Comments:**

- **Chair Carter** encouraged commissioners to brainstorm ideas for new initiatives for the coming year. He also invited them to attend the Council's swearing-in ceremony set for the next day at Ida Lee Recreation Center. PIO Rodriguez mentioned that for those who could not attend in person the ceremony would also be live-streamed on the Town's Facebook page.

#### **Old Business:**

- **Food/book donation drives:** The commission continued its discussion from a previous meeting regarding hosting donation drives at Town facilities in 2023. Chair Carter said he would like to host several during the next year and partner with local organizations to benefit the community. He pointed out that March is National Reading Month, which could be an ideal time for a book drive. There was general discussion on whether it would be best to allow a local organization to handle the distribution of collected items, or if commissioners themselves should distribute items at community events. Commissioner Segura questioned how publicity about the donation drives would be communicated, and PIO Rodriguez explained how the Public Information Office would distribute news releases, post to social media, and could host a Live in Leesburg to bring attention to the drives, along with a directed email to Town employees encouraging them to participate. She also suggested avoiding the months of November and December to not compete with the Town's Toys for Tots or Sweats for Vets drives. She emphasized any donation drives involving drop boxes in Town facilities would need to be approved by the Town Manager.

#### **New Business**

- **Goals/strategy:** Chair Carter invited commissioners to share their goals for next year. Commissioner Segura offered two goals in terms of language support. He asked if staff could explore utilizing the Google Translate button on the Town website, which offers instant language translation into many different languages. He also asked if there had been consideration for the wayfinding signs within Town Hall, directing visitors to Town departments, to be translated into both Spanish and Braille, since those were predominantly the major language needs of the local community. Commissioner Gonzalez said he would like the commission to host regular job fairs, and perhaps attract a larger swath of employers. He also spoke about possibly hosting a multicultural

festival on the Town Green. Commissioner Kopp did not offer suggestions, but promised to be more interactive at future meetings. Chair Carter proposed hosting three food drives, three book drives, participating in the Halloween parade with a float, hosting two job fairs, and possibly a multicultural festival. There was a discussion about how to track metrics and measures of success from future job fairs. Commissioner Gonzalez expressed a desire to continue to strengthen the commission's relationship with the Leesburg Police Department. Commissioner Kopp questioned whether the commission had ever partnered with Mobile Hope and said that may be a good opportunity.

- **Budget:** Chair Carter proposed a budget request of \$3,850 from the Town Council for Fiscal Year 2024. That breaks down to \$750 for the Halloween parade, predominantly for purchasing candy and decorations; \$2,000 for the job fairs; \$100 for supplies for the donation drives; \$500 in printing costs for the job fairs; and \$500 in miscellaneous expenditures. There was a general discussion about the upcoming MLK Day event, and how the Town Council handles proclamations or observances of special months, weeks or days honoring specific community groups. Commissioner Gonzalez mentioned the list of those proclamations originally came from the Diversity Commission. He also said commissioners should do a better job of reaching out to the Council members who appointed them to keep them in the loop about what the commission was working on. On a motion by Commissioner Segura, seconded by Commissioner Gonzalez, the motion for the \$3,850 budget request passed unanimously.

**Adjournment:** The meeting adjourned at 7:51 p.m.

**Next Meeting:** Wednesday, Jan. 11, 2023, at 7 p.m.