



# Leesburg Diversity Commission Regular Meeting

**Wednesday, July 12, 2023 • 7:00 p.m.**  
**Lower Level Conference Room 1**  
**Leesburg Town Hall • 25 West Market Street**

## REVISED Meeting Agenda

- Call to Order
- Approval of Electronic Participation (if necessary)
- Introduction of commissioners
- Approval of Agenda
- Approval of Meeting Minutes
  - Minutes of June 14, 2023 Meeting
- Petitioners
- Commissioner Comments
- Council Member Comments
- Staff Reports
  - Public Information Office
  - Police Department
- Chair Comments
- Old Business
  - Donation drive update
  - Job fair planning
- New Business
  - FOIA training video
  - Commission banner
  - Community resources database
  - Upcoming events
    - National Night Out (Tuesday, August 1)
    - Fiesta Latina (Saturday, August 26)
- Adjournment

**Leesburg Diversity Commission  
June 14, 2023  
Regular Meeting Minutes**

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

**Commissioners Present:** Devon Carter  
Enrique Gonzalez  
Vanessa Borg  
Haleema Tayub

**Commissioners Absent:** Jasmin Martinez-Harris  
Edgard Segura

**Others Present:** Public Information Officer Kara Rodriguez, Staff Liaison

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

**Introduction of Commissioners**

- Commissioners took turns introducing themselves, as it was the first official meeting for Commissioner Borg.

**Approval of Agenda:**

- Agenda was approved as presented, on a motion by Commissioner Gonzalez, seconded by Chairman Carter.

**Approval of Minutes:**

- The minutes of the April 12, 2023, regular meeting were approved as presented, on a motion by Commissioner Gonzalez, seconded by Commissioner Tayub.

**Staff Report**

- Ms. Rodriguez spoke about the need for the Commission to complete FOIA training, with those present agreeing to view the training video at the July 12, 2023, meeting. She also spoke about the newly-released Citizens Preparedness Guide, with both English and Spanish guides available online and in hard copy. Commissioners took some copies to share with neighbors and friends.
- On behalf of Sgt. Abilmona, who could not be present, Ms. Rodriguez spoke about upcoming Police Department events, including the swearing-in of the new Chief of Police, National Night Out and Fiesta Latina, the latter two of which are in August. She also mentioned that Sgt. Abilmona's friend was interested in doing a presentation on his finance company to the Commission, and said she would reach out to the Town

Manager and Town Attorney on the appropriateness of this, or if instead he should be invited to come as a petitioner.

### Old Business

- **Donation Drive:** Ms. Rodriguez noted that the Town Manager had approved the Commission's idea for a snack donation drive, but she had held off on the logistics since the May meeting did not have a quorum. Chairman Carter asked about timing, to which Commissioner Tayub suggested summer might be an appropriate time for such a drive due to food insecurity concerns for some local students. Commissioner Gonzalez said he liked the idea of partnering with the Backpack Coalition. He also suggested asking for donations during the Fourth of July parade, but Commissioners decided against this due to logistical concerns. Commissioners also spoke about participating in the Fourth of July parade and Ms. Rodriguez said she would again reach out to the former commissioner about returning the Commission banner, or another could be ordered. The Commission agreed to hold the donation drive from Monday, July 10, to Friday, July 28, for a period of three work weeks. Commissioner Borg said she would develop a flier and share it via email.
- **Job Fair Update:** Ms. Rodriguez said she had inquired with the Parks & Recreation Department Director regarding the Commission's preferred August date for hosting a job fair, but there was not availability to use the Ida Lee banquet hall on that date. Instead, the date of Saturday, September 16, was offered. The Commission agreed to hold the job fair on that date. Chairman Carter spoke about the previous job fair hosted by the Commission in the summer of 2022, and the signage and postcards used. He said it would be good for the job fair to feature a variety of industries, since the last one was service industry-heavy which turned off some participants. Chairman Carter said Crossroads Jobs did the outreach to employers. Suggestions were made to do more outreach to employers from the Commission and via press release. Commissioner Tayub suggested focusing on a specific industry, or at least letting the public know what types of industries/companies would be exhibiting. Chairman Carter said he will reach out to Crossroads, while Commissioners Gonzalez and Borg offered to meet with the Chamber of Commerce. The Commission decided to hold the job fair on September 16 from 1 to 5 p.m. with the hour before and after set aside for set-up and clean-up, respectively.

### New Business

- **Vote on vice chair:** Prior to offering a nomination, Chairman Carter asked if any commissioner did not want to be vice chair. Both Commissioners Borg and Tayub asked to not be considered. Chairman Carter nominated Commissioner Gonzalez for the position of vice chair, to which Commissioner Gonzalez said he would accept. The vote passed unanimously by those present, 4-0-2.
- **Website Language Support:** Chairman Carter asked if the Commission would support a request to the Town Council to look into website language support, or look into a collaboration with IT staff and the Technology & Communications Commission. Chairman Carter pointed to existing plugins like are G-Translate, Weglot, and Polylang. Commissioner Tayub expressed her preference for a recommendation to the Council, with TechComm possibly taking the lead on the project. Discussion ensued. Chairman

Carter made a motion to make such a recommendation to the Council, and the motion passed unanimously. Ms. Rodriguez said she would work with Town staff on the best route to take in pursuing a Council recommendation.

- **Community Resources Database:** Chairman Carter presented the Community Resources Database he had previously worked on. He asked Commissioners to look it over and then a vote can be taken at July's meeting to determine if it should be posted to the Commission's page on the Town website.
- **Upcoming Events:** Chairman Carter and Ms. Rodriguez spoke about the community events occurring in celebration of Juneteenth. There was also general discussion about upcoming Police Department events like National Night Out and Fiesta Latina, and the Commission's participation in those.
- **Other Business:** Commissioner Gonzalez suggested that Job Fair fliers be printed in English and Spanish. Commissioner Borg noted that her company is planning a Health and Affordability Fair, and suggested it may be something the Commission would like to partner on. She even said it could be an opportunity for the Diversity Commission to have its own table at the event. There was general discussion about advertising the fair at the Commission's Job Fair. Commissioner Borg said she would keep the Commission posted about the date of the event.

**Adjournment:** The meeting adjourned at 7:56 p.m.

**Next Meeting:** Wednesday, July 12, at 7 p.m.