



# Leesburg Diversity Commission Regular Meeting

**Wednesday, August 9, 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)
- Approval of Agenda
- Approval of Meeting Minutes
  - Minutes of July 12, 2023 Meeting
- Petitioners
- Commissioner Comments
- Council Member Comments
- Staff Reports
  - Public Information Office
  - Police Department
- Chair Comments
- Old Business
  - Donation drive (debrief)
  - National Night Out (debrief)
- New Business
  - Job fair planning
  - Website language support update
  - FOIA training video
  - Upcoming events
    - Fiesta Latina (Saturday, August 26)
- Adjournment

**Leesburg Diversity Commission  
July 12, 2023  
Regular Meeting Minutes**

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

**Commissioners Present:** Devon Carter  
Edgard Segura  
Vanessa Borg  
Haleema Tayub (electronically)

**Commissioners Absent:** Enrique Gonzalez

**Others Present:** Public Information Officer Kara Rodriguez, Staff Liaison  
Sgt. Wael Abilmona, Leesburg Police Department Liaison

**Call to Order:** The meeting was called to order at 7:04 p.m.

**Approval of Electronic Participation:**

- Electronic participation for Commissioner Tayub was approved, on a motion by Commissioner Segura, seconded by Commissioner Borg. Commissioner Tayub was not able to be physically present due to childcare needs.

**Introduction of Commissioners**

- Commissioners took turns introducing themselves, as not every commissioner had met Commissioner Borg.

**Approval of Agenda:**

- Agenda was approved as presented, on a motion by Commissioner Borg, seconded by Commissioner Segura.

**Approval of Minutes:**

- The minutes of the June 14, 2023, regular meeting were approved as presented, on a motion by Commissioner Borg, seconded by Commissioner Segura.

**Commissioner Comments:**

- Commissioner Borg noted that the Health & Affordability Fair she had mentioned at the previous meeting has been tabled, and will be revisited in spring 2024.

**Staff Report**

- Ms. Rodriguez noted the opportunity for the Diversity Commission to be featured on an upcoming Live in Leesburg promoting the snack drive. She also noted the Chief of Police swearing-in ceremony was coming up on July 20, and that she and Sgt. Abilmona will work to get Chief Thea Pirnat at an upcoming Commission meeting to introduce herself. She noted that she had a meeting scheduled for key staff members ahead of the Commission's August meeting regarding the Commission's recent vote regarding website language support, and would report back August 9. She touched on the recent changes made by the Council to the proclamation process. She also gently reminded Commissioners to check their Town emails at least once a week.
- Sgt. Abilmona spoke about the recent Fourth of July festivities, which he said he believed were among the most well-attended ever. He said the upcoming National Night Out event has participation from lots of outside agencies and nonprofits, and he believes Douglass Community Center is going to be a great location. He mentioned that Fiesta Latina is scheduled for Saturday, August 26. Sgt. Abilmona also asked for information about the upcoming Diversity Commission job fair.

#### **Old Business**

- **Donation Drive Update:** Ms. Rodriguez noted that the Snack Drive had begun on Monday and was already incredibly well received by Town staff and the community. Officer Drogin with the Leesburg Police Department had reached out about placing a donation bin in the Department's lobby, so that location would be added along with Town Hall and Ida Lee Park Recreation Center. Commissioner Borg noted her daughter's Daisy troop had even reached out about the drive. She also inquired how the donation drive was being advertised, and Ms. Rodriguez noted the methods used that included social media and news releases. Chairman Carter volunteered to speak during the July 20 Live in Leesburg about the donation drive, as Commissioner Borg would be out of town. He also offered his assistance if and when needed.
- **Job Fair Update:** Chairman Carter said he hoped to have a list of employers for the job fair from Crossroads by the Commission's next meeting (August 9). He noted that employers can still elect to participate after that date. He said he had already been in touch with Carol Smith from Crossroads Jobs. Ms. Rodriguez inquired about whether the Commission desired to do the postcard mailing again, to which all agreed that a postcard in both English and Spanish mailed to Town residents would be beneficial. She said she would check in with Ms. Arnett, former staff liaison to the Commission, about the postcard design and bring it to the next Commission meeting for approval prior to mailing. She also mentioned there would be an opportunity to speak about the Job Fair on the September 15 Live in Leesburg.

#### **New Business**

- **FOIA Training:** Chairman Carter said he would recommend moving FOIA training until the Commission's next meeting given the physical absence of two Commissioners. There were no objections.

- **Commission Banner:** Ms. Rodriguez noted that she still had not been able to touch base with the former Commissioner who was believed to have the Commission's banner. She said she wanted to ensure the Commission had a banner for August's National Night Out event, and asked if there was support to move forward with ordering a new banner with the Commission's new logo. There were no objections.
- **Community Resources Database:** The Community Resources Database that had been put together by Chairman Carter was again shared. Chairman Carter said the spreadsheet is more expansive than what's currently available on the Commission's website, and said it could be a helpful resource for the community. Sgt. Abilmona asked for a copy to be emailed to him, and also suggested adding a nonprofit representing legal services. Ms. Rodriguez was given permission to add that to the spreadsheet, and all commissioners present for the meeting approved publishing the database on the Commission page.
- **National Night Out:** There was general discussion about the upcoming National Night Out event on Tuesday, August 1. Chairman Carter said previously the Commission has attended the event, but without a formal table. He said he would support if the Commission wanted to have a more visible presence this year. Upon questioning by Commissioner Segura, Sgt. Abilmona explained the activities that occur during the event, and the groups that usually participate. Commissioner Borg noted that she was very good at facepainting, and offered to spearhead that activity at the Commission's table. She said supplies would likely cost \$100 or less. All Commissioners present supported that expenditure from the Commission's budget. Ms. Rodriguez noted that any services offered by the Commission, or any group at National Night Out, needed to be offered free of charge. She also said Chief Pirnat would likely be attending the event.
- **Other Business:** Sgt. Abilmona said he planned to invite Chief Pirnat to the Commission's next meeting. Commissioner Segura had questions about the recent proclamations changes, and suggested pursuing proclamations for the anniversary of the Americans with Disabilities Act, Hispanic Heritage Month, and Native American Heritage Month. Ms. Rodriguez said she would look into that process and report back. She also said she planned to invite the newly-appointed Assistant Town Manager Kate Trask, who serves as the Town's ADA Coordinator, to an upcoming Commission meeting.

**Adjournment:** The meeting adjourned at 7:39 p.m.

**Next Meeting:** Wednesday, August 9, at 7 p.m.