



Leesburg Diversity Commission Regular Meeting

Wednesday, November 8, 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 October 11, 2023 Meeting
- Petitioners
- Commissioner Comments
- Council Member Comments
- Staff Reports
 - Public Information Office
 - Police Department
- Chair Comments
- Old Business
 - KLB Commission Challenge (debrief)
 - Halloween Parade (debrief)
 - Website language support update
 - Town Code board/commission changes
- New Business
 - Presentation from Town's ADA Coordinator/Assistant Town Manager Kate Trask
 - FY25 Commission budget / use of remaining funds
- Adjournment

**Leesburg Diversity Commission
October 11, 2023
Regular Meeting Minutes**

Location: Leesburg Town Hall, Lower Level Conference Room 1

Commissioners Present: Devon Carter (electronically)
Edgard Segura
Vanessa Borg
Melissa Simonetta
Lisa Marie Barrick

Commissioners Absent: Enrique Gonzalez
Carly Schmidt

Others Present: Public Information Officer Kara Rodriguez, Staff Liaison
Sgt. Wael Abilmona, Leesburg Police Department Liaison
Sgt. John Mocello
Chief of Police Thea Pirnat

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

Approval of Electronic Participation:

- Electronic participation for Chair Carter was approved. Chair Carter was not able to be physically present due to a work conflict. Commissioner Segura ran the meeting in the Chair's and Vice Chair's absences.

Introduction of Commissioners:

- Commissioners introduced themselves to new Commissioner Lisa Marie Barrick, who was attending her first meeting. She gave a brief introduction and said she was excited to serve on the Commission.

Approval of Agenda:

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

Approval of Minutes:

- The minutes of the September 13, 2023, regular meeting were approved as presented, on a motion by Commissioner Borg, seconded by Commissioner Simonetta.

Commissioner Comments:

- Commissioner Simonetta said she was excited to see members of the Police Department present for the meeting again.

Staff Report

- Ms. Rodriguez noted that Assistant Town Manager Kate Trask, who serves as the Town's ADA Coordinator, will be present at the Commission's November meeting to make a presentation and answer questions.

Old Business

- **Job Fair (debrief):** Chair Carter said the Job Fair had a different vibe this year than last year with a more diverse span of jobs available. He said there were around 70 job seekers present and the Recovery Festival at the Douglass Community Center may have posed a scheduling conflict for some attendees. Chair Carter said he spoke to employers while Commissioner Gonzalez gathered employer feedback. He suggested that they be more stringent on requirements for employers next year, with some leaving an hour before the event was set to conclude. He also thought planning a Job Fair at least three months out next time would be a good move. Ms. Rodriguez also said some employers dropped out from the event at the last minute because they didn't realize the Job Fair was scheduled for a Saturday.
- **Website Language Support:** Ms. Rodriguez noted at the last Commission meeting that Bablic was presented as the preferred third-party vendor of the Town's website for language support. Several levels of membership were listed for Bablic, from allowing one or two language translations up to an unlimited package. Following a brief discussion, Commissioners agreed to support the recommendation that the Town utilize Bablic for website language support for its website. The recommendation was approved unanimously by those participating in the meeting on a motion by Commissioner Borg, seconded by Commissioner Barrick.

New Business

- **Grooming Policy:** Chief Pirnat and Sgt. Mocello gave an overview of a draft update to the Police Department's grooming policy for its officers and civilian staff. Commissioners asked questions and shared feedback.
- **Keep Leesburg Beautiful Fall Clean-up:** Commissioners discussed participating in the upcoming Keep Leesburg Beautiful fall clean-up as part of a Board/Commission Challenge issued by Sustainability Manager Deb Moran. Chair Carter and Commissioners Segura and Barrick both indicated interest. Ms. Rodriguez said she would follow up with an email regarding participation and day-of logistics.
- **Halloween Parade:** Chair Carter introduced the discussion of participating in the upcoming Kiwanis Club Halloween Parade. Ms. Rodriguez spoke briefly about protocols for making purchases. Commissioners discussed whether to decorate a vehicle or walk with a banner, ultimately deciding on the latter. Commissioner Borg said she would follow up with suggested items to purchase for the parade, including décor and candy. A follow-up discussion occurred on Commissioner participation.

- **Town Code Changes:** Ms. Rodriguez briefly touched upon recent Town Code changes regarding Boards and Commissions that were passed by the Town Council. Commissioner Borg asked a question about Commissioner pay if a quorum was not present for a meeting with Ms. Rodriguez promising to follow up with an answer on that and other matters.
- **Meet the Mayor:** Ms. Rodriguez asked for suggestions for Mayor Kelly Burk for ways to enhance the Meet the Mayor program. Commissioner Borg suggested the Mayor team up with the Police Department. Commissioner Barrick suggested attending the Leesburg Volunteer Fire Company's popular pancake breakfast. Commissioner Segura suggested she have language support with her at events. Commissioner Simonetta suggest she consider a presence at First Friday.
- **FY25 Commission Budget:** Ms. Rodriguez said the Commission would need to vote on its FY25 budget recommendation at the November meeting. She promised to follow up with information on remaining funds for FY24.
- **Loudoun Latino Festival:** Chair Carter briefly discussed the upcoming Loudoun Latino Festival and recommended that any interested Commissioner attend because it is a fun event.
- **Other Business:** Commissioner Segura suggested the Commission sponsor a proclamation for American Indian Heritage Month in November. On a motion by Commissioner Borg, seconded by Commissioner Simonetta, the Commission unanimously agreed to forward that recommendation to the Town Council.

Adjournment: The meeting adjourned at 8:43 p.m.

Next Meeting: Wednesday, November 8, at 7 p.m.