



Leesburg Diversity Commission Regular Meeting

Wednesday, February 7, 2024 • 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 to Mayor Burk
- Approval of Agenda
- Approval of Meeting Minutes
 - Minutes of January 10, 2024 Meeting
- Petitioners
- Commissioner Comments
- Council Member Comments
- Staff Reports
 - Public Information Office
 - Police Department
- Chair Comments
- Old Business
 - MLK March (debrief)
- New Business
 - Q&A with Mayor Kelly Burk
- Adjournment

**Leesburg Diversity Commission
January 10, 2024
Regular Meeting Minutes**

Location: Leesburg Town Hall, Lower Level Conference Room 1

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

Commissioners Absent: None

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

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

Approval of Electronic Participation:

- On a motion by Chair Carter, seconded by Commissioner Gonzalez, Commissioner Barrick was approved to participate in the meeting electronically due to childcare logistics.

Approval of Agenda:

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

Approval of Minutes:

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

Staff Report

- Ms. Rodriguez let the Commission know that its FY25 budget request had not been included in the draft budget by the Town Manager; however, it could still be put into the budget by the Town Council. She promised to keep Commissioners updated on the budget process. She noted that there existed one vacancy on the Commission and asked Commissioners to reach out to anyone in the community who may be interested in serving. She reminded everyone that with the dawn of the New Year attendance had reset and gave brief reminders about both the attendance and electronic participation

policies. She noted that Town staff will be conferring about rolling about all-electronic meetings for the entire Commission to meet remotely but there were still some logistical issues that needed to be worked out.

- Sgt. Abilmona noted that the Leesburg Police Department had adopted an updated grooming policy, a draft of which had recently been presented to the Commission.

New Business

- **Meeting Calendar for 2024:** Chair Carter noted that he was fine continuing with the current meeting schedule of the second Wednesday of every month. Ms. Rodriguez shared the calendar year's Loudoun County Public Schools schedule and noted that no school breaks or major holidays conflicted with maintaining the same meeting schedule, with the February meeting being the exception (Valentines Day). Commissioner Gonzalez suggested moving the February meeting to February 7 and keeping every other month's meeting on the second Wednesday of the month. All Commissioners approved of that schedule.
- **Election of Chair/Vice Chair:** Chair Carter opened the floor for nominations. Commissioner Borg nominated Chair Carter for re-election to Commission Chair and was seconded by Commissioner Segura. All approved, with Chair Carter abstaining. Commissioner Segura made a motion, seconded by Commissioner Borg, to nominate Commissioner Gonzalez for re-election to Commission Vice Chair. All approved.
- **Planning for 2024:** Commissioners continued their discussion from the previous meeting on plans for the calendar year. Commissioner Simonetta asked if the Commission could even hold events if there was no budget funded. Ms. Rodriguez noted that the Commission could still make funding requests from the Council even if the budget is not funded. There was general discussion of speakers to invite to upcoming meetings, including representatives from the Indigenous community and Loudoun Interfaith BRIDGES and others. Ms. Rodriguez said she would reach out to Mayor Burk to see if she would be available to speak at the February meeting. There was also a voiced desire to have the Chief of Police come back to speak at a meeting later in the year. There was also general agreement to participate as a Commission in several Town events, including the Flower and Garden Festival, National Night Out, Fiesta Latina, and Halloween Parade. There was a suggestion to have a fact sheet on Town demographics to pass out at the events and copies of the Commission's Community Resources Guide. Several ideas for proclamations were supported – Black History Month (February), and National Disability Employment Awareness Month (October). There was a suggestion to reach out to Tammy Carter, organizer of the MLK March, to accept the Black History Month proclamation and the Arc or SimplyBe to accept the Disability Employment Awareness Month proclamation.
- **MLK March:** Both Chair Carter and Commissioner Barrick indicated they would attend the upcoming MLK March and carry the Diversity Commission banner with them.
- **Bylaws:** Ms. Rodriguez noted that a recent staff inquiry into the Commission's bylaws brought to light that they had not been updated in quite some time. Commissioners reviewed the bylaws. Chair Carter proposed a change to Article 4 Part D to allow a

simple majority of voting members to have a quorum. All agreed. Commissioner Gonzalez suggested changing the language in Article F to reflect the Council's adopted attendance policy for Boards and Commissions. All approved. Commissioner Segura questioned if the remote participation policy needed to be included but Chair Carter said having it in the Town Code already covered the bases.

Adjournment: The meeting adjourned at 7:49 p.m.

Next Meeting: Wednesday, February 7, at 7 p.m.

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