

**MINUTES OF DIVERSITY, EQUITY, AND INCLUSION BOARD MEETING
MARCH 27TH, 2024**

The Bastrop Diversity, Equity, and Inclusion Board met in a Regular Meeting on Wednesday, March 27th, 2024 at 5:30 p.m. at Bastrop City Hall, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Sheila Lowe, Carly Barte, George Martinez, Nancy Wood, Mary Moody, and (virtually Anthony Vasquez). Mayor Lyle Nelson, (virtually City Manager Sylvia Carrillo), Director of HR Tanya Cantrell and Assistant City Secretary Victoria Psencik were also present.

1. CALL TO ORDER:

At 5:33pm Chair Sheila Lowe called the meeting to order with a quorum being present.

2. CITIZEN COMMENTS: NONE

3. APPROVAL OF MINUTES:

Nancy moved to approve minutes from the February 28th, 2024 meeting, Carly seconded. Vote passed.

4. ANNOUNCEMENTS:

Discussed calendar of upcoming events this April through June. Discussed using these events as places to share city job openings, and also talked about volunteers still needed at events. Sylvia will forward questions to Carly to draft new survey for this year's community events.

5. REPORTS: NONE

6. PRESENTATIONS: NONE

7. WORKSHOP:

Discussed "Work Plan Party" on April 22nd. Developed outcomes for the party. Need to create PowerPoint to show DEI Board's work plan and process to create it. Board agreed to meet the week prior to the Work Plan Party to conduct regular business and finalize our plans for the 22nd.

8. ITEMS FOR INDIVIDUAL CONSIDERATION:

8a. Received report and update from City of Bastrop Human Resource, reviewed February employment report with Tanya Cantrell.

- Suggested additional places to list employment openings and reviewed current listings.

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- Tanya presented overview of HR functions
- Sylvia and Tanya presented previous staff training in DEI/DEIA. Discussed need to revisit training for staff.

8b. Discussed web page update Collin is working on. Sheila to compile suggestions for banner: survey findings, summary of HR info link to job openings. When DEI webpage is up to date use City Facebook page to highlight it.

8c. Discussed update on infomercials, using the pause during council executive sessions on Facebook live stream to share information to viewers. Create topics and schedule to discuss at next meeting and pass on to Collin.

9. ADJORNMENT:

Chair Sheila Lowe adjourned the meeting at **7:07pm** p.m. without objection.

APPROVED:

ATTEST:

Insert name and title of signer

Insert name of person attesting