



City of Hutto

Agenda

Diversity and Inclusion Commission Tuesday, February 15, 2022 at 6:30 PM City Council Chambers

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at huttotx.gov

1. CALL SESSION TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes.

Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on February 15, 2022. The email must include name, address, phone #, agenda item and email to be recognized properly. Written comments will be provided to City Council.

(Note: The Texas Open Meetings Act, Texas Government Code, Chapter 551, prohibits the City Council from fully discussing, debating, or considering subjects for which public notice has not been given on the agenda. Issues that cannot be referred to the City Staff for action may be placed on the agenda of a future City Council Session.)

4. GENERAL COMMENTS FROM CITY STAFF

5. GENERAL COMMENTS FROM CITY COUNCIL REPRESENTATIVES

6. CONSENT AGENDA

- 6.1. Consideration and possible action on approval of the November 17, 2021 D&I Commission meeting minutes.

7. GENERAL COMMENTS FROM COMMISSION MEMBERS

8. OTHER BUSINESS

- 8.1. Discussion and possible action regarding subcommittee goals and progress.
- 8.2. Discussion and possible action regarding the proclamation for Black History Month.

- 8.3. Discussion and possible action regarding the Diversity and Inclusion City of Hutto assessment.
- 8.4. Training Subcommittee led discussion regarding the "Diversity for Dummies" training course.
- 8.5. Discussion and possible action regarding the Diversity and Inclusion Website Subcommittee
- 8.6. Discussion and possible action regarding the Online City of Hutto Diversity and Inclusion Library.

9. ADJOURNMENT

10. CERTIFICATION

I certify that this notice of the Hutto Diversity and Inclusion Commission meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on DATE at 5:00 P.M.



Gracie Perez

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at City.Secretary@huttox.gov or call (512) 759-4033 for assistance.



City of Hutto

MINUTES

Diversity and Inclusion Commission Wednesday, November 17, 2021 at 6:30 PM City Council Chambers

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at huttotx.gov

1. CALL SESSION TO ORDER – 6:30 PM

2. ROLL CALL – Chairman Thompson, Commissioner Prieto, Commissioner Gonzales, Commissioner Walker

3. PUBLIC COMMENT - None

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes.

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(Note: The Texas Open Meetings Act, Texas Government Code, Chapter 551, prohibits the City Council from fully discussing, debating, or considering subjects for which public notice has not been given on the agenda. Issues that cannot be referred to the City Staff for action may be placed on the agenda of a future City Council Session.)

4. GENERAL COMMENTS FROM CITY STAFF – Gracie Perez, Assistant City Secretary introduced the newest Commissioner, Kandice Walker, to the D&I Commission.

5. GENERAL COMMENTS FROM CITY COUNCIL REPRESENTATIVES – Councilmember Krystal Kinsey discussed Treats on East event. She also discussed the upcoming events for the City of Hutto and advised that it may be an opportunity for the D&I Commission to be present.

6. GENERAL COMMENTS FROM COMMISSION MEMBERS

7. CONSENT AGENDA

7.1. Consideration and possible action on approval of the October 19, 2021 D&I Commission meeting minutes.

A motion was made by Chairman Thompson to approve the minutes from October 19, 2021 as presented. The motion was seconded by Commissioner Gonzales.
(4:0)

8. OTHER BUSINESS

- 8.1. Introduction of new member, Kandice Walker to the Diversity and Inclusion Commission.

Commissioners introduced themselves to the newest member.

- 8.2. Discussion and possible action regarding subcommittee assignments.

A discussion ensued describing the objectives of the following subcommittees: Calendar and Events, Assessments and Training. No action taken.

- 8.3. Update and possible action from the Calendar and Events Subcommittee, specifically:

- A. Discussion on the previous Treats on East event
- B. Update on the development of Information Boards outside of City Hall
- C. Update on the Social Calendar initiative
- D. Upcoming event participation (i.e., Santa Claus Crawl, Holidays in Hutto festival, etc.

A discussion ensued. No action was taken.

- 8.4. Discussion and possible action regarding the design of the banner for the Diversity and Inclusion Commission.

A discussion ensued regarding using the same design that was used on the TShirt for the banner. Additionally, the size of the banner was discussed and adding a QR code. All parties agreed.

- 8.5. The Training Sub Committee lead discussion regarding the course titled "Gender and Sexuality: Diversity and Inclusion in the Workplace.

A discussion regarding the course ensued.

- 8.6. Discussion and possible action on our next training session to take place in December and provide an update on the development of a training plan/schedule.

A discussion ensued regarding the upcoming training course, 'Unconscious Bias'.

- 8.7. The Assessment Committee update and discussion on the following steps for the Diversity and Inclusion City of Hutto assessment.

A discussion regarding the assessment ensued. Councilmember Krystal Kinsey suggested that the survey be capped at ten questions.

9. ADJOURNMENT – 8:02 PM

Brian Thompson, Chairman

Gracie Perez, Asst. City Secretary

AGENDA ITEM REPORT

8.1.



To: Diversity and Inclusion Commission
Subject: Discussion and possible action regarding subcommittee goals and progress.
Meeting: Tuesday, February 15, 2022
Department: City Secretary
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

8.2.



To: Diversity and Inclusion Commission
Subject: Discussion and possible action regarding the proclamation for Black History Month.
Meeting: Tuesday, February 15, 2022
Department: City Secretary
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. proposed BHM proclamation

WHEREAS, through bravery, perseverance, faith, and resolve, Black Americans have contributed to shaping the economic, cultural, spiritual, and political development of American life, often in the face of prejudice and hardship; and

WHEREAS, their fight for equality, representation, and respect motivates us to continue working for a more equitable and inclusive future for every American; and

WHEREAS, since February 1926, a week to celebrate Black history was initiated by American historian Carter G. Woodson; and

WHEREAS, in 1976 the week was expanded to Black History Month and recognized by the United States government; and

WHEREAS, Black History Month is an occasion to rediscover the enduring stories of Black Americans, many of whom lived through the scourge of slavery, segregation, racial prejudice, and discrimination; and

WHEREAS, Black History Month is a time to commemorate Black Americans' contributions to the character, culture, and economic life of our state and nation; and

WHEREAS, Black History Month is a time to honor Black Americans' heroism and patriotism that have given people of all backgrounds the confidence and courage to pursue their own dreams; and

WHEREAS, the observance of Black History Month focuses attention on the persistent need to combat racism and injustice of all types and build a society that lives up to its egalitarian ideals; and

WHEREAS, the City of Hutto is strengthened and enriched by its diverse citizens; and

WHEREAS, the City of Hutto rejects any discrimination through its values, policies, and practices; and

WHEREAS, the City of Hutto has made diversity, equity, and inclusion of all groups a priority and supports the continued work of the City's Diversity and Inclusion Commission to raise awareness and promote a community that embraces all of its citizens;

NOW, THEREFORE, I, Mike Snyder, Mayor of the City of Hutto, do hereby proclaim February 2022, as "Black History Month" in the City of Hutto. The City makes this proclamation to celebrate the Black community and to affirm the City's commitment to protect and serve everyone who resides in, works in, or visits the City of Hutto without discrimination and its belief in the dignity, equality, and civil rights of all people.

AGENDA ITEM REPORT

8.3.



To: Diversity and Inclusion Commission
Subject: Discussion and possible action regarding the Diversity and Inclusion City of Hutto assessment.
Meeting: Tuesday, February 15, 2022
Department: City Secretary
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Hutto Community Survey_final

What follows are the questions the assessment subcommittee of the Hutto Diversity & Inclusion Commission selected for possible inclusion in the citywide survey. Please note: The Spanish translation was done on an earlier version of the questions, and it has NOT been updated based on revised wording. That is something we are hoping the survey firm may be able to help us with.

We are conducting a survey about your experiences in our local community. The purpose of this study is to gather information for all Hutto residents to help us identify diversity, equity, and inclusion strengths and challenges.

Within this survey, we will ask a lot of demographics questions (e.g., age, gender, race). This is to ensure we hear from a diverse group of people and to understand differences in your experiences. All questions on this survey are entirely voluntary, but we are asking you to please help us by providing this critical information so that we can fully understand our survey results.

Your answers will be completely confidential, and survey results will be reported in group form only. This survey will remain open until XXXXX and beyond that continued feedback to the Diversity and Inclusion Commission is always welcome via the online public comment form on the city's website.

Commented [CG1]: Insert date here that we will close the survey

Estamos realizando una encuesta sobre sus experiencias en nuestra comunidad local. El objetivo de este estudio es recopilar información de todos los residentes de Hutto para ayudarnos a identificar los puntos fuertes y los retos de la equidad y la inclusión.

Dentro de esta encuesta, hacemos muchas preguntas demográficas – esto es tanto para asegurarnos de que escuchamos a un grupo diverso de personas, como para entender las diferencias en la experiencia. Todas las preguntas de esta encuesta son totalmente voluntarias, pero le pedimos que nos ayude proporcionando esta información fundamental para que podamos comprender plenamente los resultados de la encuesta.

Sus respuestas serán totalmente confidenciales y los resultados de la encuesta se comunicarán únicamente en forma de grupo. Esta encuesta permanecerá abierta desde el 1 de diciembre de 2021 hasta el 15 de diciembre; sin embargo, puede proporcionar información al comité en cualquier momento a través del formulario de comentarios públicos.

1. Please rate the Hutto on each of the following:

Scale: 1 (very much) to 5 (not at all)
[randomize order of statements for each participant]

Por favor, califique a Hutto en cada uno de los siguientes aspectos:

- 1.1. ***Making all residents feel welcomed***
Hacer que todos los residentes se sientan bienvenidos
- 1.2. ***Attracting people from diverse backgrounds***
Atraer a personas de diversos orígenes
- 1.3. ***Valuing residents from diverse backgrounds***
Valorar a los residentes de diversos orígenes

1.4. ***Treating all residents fairly***

Trato justo a todos los residentes

1.5. ***Providing a safe environment for residents of all backgrounds***

Proporcionar un entorno seguro para los residentes de todos los orígenes

2. ***Rate how welcoming, if at all, Hutto is for each of the following groups:***

Scale: 1 (very much) to 5 (not at all)

[randomize order of statements for each participant]

En que medida cree que Hutto es acogedor, si es que lo es, para:

2.1. ***People with disabilities***

Personas con discapacidades

2.2. ***People who identify as LGBTQIA***

Personas que se identifican como lesbianas, gays, bisexuales u otras identidades sexuales no heterosexuales

2.3. ***People who identify as transgender***

Personas que se identifican como transgénero

2.4. ***Men***

Hombres

2.5. ***Women***

Mujeres

2.6. ***People who are Arabic or Middle Eastern***

Personas Árabes o de Medio Oriente

2.7. ***People who are Asian, Asian Indian, or Pacific Islander***

Personas de origen Asiático, Indio o de las Islas del Pacífico

2.8. ***People who are Hispanic, Latino, or Latina***

Personas que son Hispanas

2.9. ***People who are Black or African American***

Personas de raza Negra o Afroamericana

2.10. ***People who are White***

Personas de raza Blanca

2.11. ***People whose first language is not English***

Personas cuya primera lengua no es el inglés

2.12. ***People who are not U.S. citizens***

Personas que no son ciudadanos estadounidenses

2.13. ***People of the Christian faith***

Personas de fe Cristiana

2.14. ***People of the Islamic faith***

Personas de fe islámica

2.15. ***People of the Jewish faith***

Personas de fe judía

- 2.16. **People of other faiths**
Personas de otras religiones
- 2.17. **People who are agnostic or atheist**
Personas agnosticas o ateas
- 2.18. **People who are liberal**
Personas que son liberales
- 2.19. **People who are conservative**
Personas que son conservadoras
- 2.20. **People who are veterans or military personnel**
Personas que son veteranos o personal militar
- 2.21. **People who are older**
Personas mayores
- 2.22. **People who are younger**
Personas mas jovenes
- 2.23. **People who are of lower income**
Personas con ingresos bajos
- 2.24. **People who are of higher income**

3. Please rate how effective Hutto Police are for each of the following:

Scale: 1 (not at all) to 5 (very much)
[randomize order of statements for each participant]

Por favor, califique a nuestras Fuerzas y Cuerpos de Seguridad Locales en cada uno de los siguientes aspectos:

- 3.1. **Creating a community that welcomes residents of all backgrounds**
Crear una comunidad acogedora para los residentes de todos los origenes
- 3.2. **Treating all residents with respect**
Tratar a todos los residentes con respeto
- 3.3. **Treating all residents fairly**
Trato justo a todos los residentes
- 3.4. **Being accessible to all residents**
Accesibilidad

4. To what extent, if at all, have YOU personally experienced discrimination based on each of the following in Hutto in the past 12 months?

Scale: 1 (not at all) to 5 (very much)
[Randomize order of statements for each participant]

En que medida, si es que lo ha hecho, ha experimentado USTED personalmente la discriminacion basada en cada uno de los siguientes aspectos en Hutto en los ultimos 12 meses?

- 4.1. **Age**
Edad

4.2. **Gender**

Genero

4.3. **National origin (birth country)**

Origen nacional (pais de nacimiento)

4.4. **Religion**

Religion

4.5. **Political affiliation**

Afiliacion politica

4.6. **Disability**

Discapacidad

4.7. **Sexual orientation or gender identity**

Orientacion sexual o identidad de genero

5. **How likely or unlikely are you to recommend living in Hutto to a friend or family member who asks?**

Scale: 1 (unlikely) to 5 (likely)

Con que probabilidad o sin probabilidad recomendaria vivir en Hutto a un amigo o familiar que se lo preguntara?

Why?

Por que?

----- Box for feedback

6. **Is there anything further you'd like the City Council of Hutto and Diversity and Inclusion Commission to know about your experiences as a Hutto resident with respect to diversity, equity, and inclusion?**

----- Box for feedback

Hay algo mas que le gustaria que la ciudad de Hutto y el ayuntamiento de Hutto y Comision de Diversidad e Inclusion supieran sobre su experiencia como residente de Hutto con respecto a la equidad y la inclusion?

AGENDA ITEM REPORT

8.4.



To: Diversity and Inclusion Commission
Subject: Training Subcommittee led discussion regarding the "Diversity for Dummies" training course.
Meeting: Tuesday, February 15, 2022
Department: City Secretary
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Learning about Diversity and Inclusion

Title	Managing a diverse team	Foundations of diversity and inclusion	Diversity and inclusion in the workplace	Diversity for dummies: making multiculturalism work	Diversity, inclusion, and belonging	Understanding diversity and inclusion	Unconscious Bias	Understanding Diversity and Inclusion
Provided by	LinkedIn	University of Virginia	ESSEC Business School	Udemy	Linkedin Learning	Purdue University	LinkedIn Learning	Purdue University via FutureLearn
Duration	1 day	2 weeks	4 weeks	2-3 days	1 day	3 weeks	1 day	3 weeks
Time Spent	Approx. 1 hour 20 minutes	Approx. 8 hours	Approx. 8 hours	Approx. 2 hours	Approx. 47 minutes	3 hours per week	Approx. 24 minutes	3 hours per week
Synopsis	This introductory class is a great primer for managers with diverse teams. Students learn how to implement an open-door policy that encourages communication, how to work with multigenerational teams, how to identify negative behaviors that could derail your team, and using coaching tools to work with your direct reports.	This course explains how power and privilege play out in organizations, how companies can turn Black Lives Matter calls for action into new policies, how to have difficult conversations around race and power at work, and how to begin to root out bias in hiring practices.	This course starts with an overview of key diversity concepts, like LGBTQ issues in the workplace, disability inclusion, and how to avoid ageism and sexism in the workplace. Learners then begin to look at their own thought processes to examine their own bias and prejudice, to be a better leader. The course also includes a number of case studies around specific issues in certain countries, like LGBTQ issues in India, and ageism in the US.	This course explores the benefits of diversity in an organization, how to develop an action plan to better incorporate diversity into your company, and anti-bias training in several key areas like race and ethnicity, gender, socio-economic status, and religion.	This course offers practical tips for engaging and retaining diverse talent, how to listen to your employees when issues arise, and how to encourage others at your organization to embrace a culture of diversity, equity, and inclusion.	The class focuses on unconscious bias, how to recognize harmful thought patterns as it relates to diversity, the different types of diversity that exist, and how to have an accepting mindset.	In this short class, you'll learn how to recognize and acknowledge your own biases to prevent yourself from making unfair decisis ons. The instructor explains some of the most common forms that a bias takes: affinity bias, halo bias, perception bias, and confirmation bias.	This course seeks to answer the questions: "How can we learn to embrace differences and celebrate them?" and "How can we explore and welcome diversity?" The course goes over the different types of diversity that exist (from gender to neurodiversity), unconscious bias and affinity bias, how to have difficult conversations around privelege, and how to be a more accepting leader.

AGENDA ITEM REPORT

8.5.



To: Diversity and Inclusion Commission
Subject: Discussion and possible action regarding the Diversity and Inclusion Website Subcommittee
Meeting: Tuesday, February 15, 2022
Department: City Secretary
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

8.6.



To: Diversity and Inclusion Commission
Subject: Discussion and possible action regarding the Online City of Hutto Diversity and Inclusion Library.
Meeting: Tuesday, February 15, 2022
Department: City Secretary
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

None