



# City of Hutto

## Agenda

### Diversity and Inclusion Commission

Tuesday, October 18, 2022 at

6:30 PM Executive Conference Room

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](http://huttotx.gov)

**1. CALL SESSION TO ORDER**

**2. ROLL CALL**

- 2.1. Brian Thompson, Chairman  
Anna Gonzales, Commissioner  
Kandice Walker, Commissioner  
Tara Spoons, Commissioner  
Gina Chen, Commissioner

**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 Diversity and Inclusion Commission on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the Diversity and Inclusion Commission. 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](mailto:comments@huttotx.gov) PRIOR to 4:00 pm on October 18, 2022. The email must include name, address, phone# and email to be recognized properly.

(Note: The Texas Open Meetings Act, Texas Government Code, Chapter 551, prohibits the Diversity and Inclusion Commission 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 Diversity and Inclusion Commission Meeting.)

**4. GENERAL COMMENTS FROM CITY STAFF**

**5. GENERAL COMMENTS FROM COMMISSION MEMBERS**

## **6. CONSENT AGENDA ITEMS**

- 6.1. Consideration and possible action on approving the 6/7/22 and 9/27/22 D&I meeting minutes.

## **7. SUBCOMMITTEE GOALS AND PROGRESS**

- 7.1. Discussion and possible action related to goals and action items of the Website Subcommittee (Walker, Spoons, Chen)

Updates on meeting with the Communications task force  
Landing page layout/ ideas

- 7.2. Discussion and possible action related to goals and action items of the Calendar and Events Subcommittee (Gonzalez, Spoons)
  - Upcoming events for participation (Planning for Kokefest -August, Cultural Festival September)
- 7.3. Discussion and possible action related to goals and action items of the Training Subcommittee (Thompson, Spoons, Walker)
  - Discussion and possible action, quote for diversity training from the National Diversity Council.
  - Managing a Diverse team training issue
- 7.4. Discussion and possible action related to goals and action items of the Assessment Subcommittee (Thompson, Chen) - City-wide survey update

## **8. OTHER BUSINESS**

- 8.1. Discussion and possible action on approving the Diversity and Inclusion Commission's vision and mission with requested changes.
- 8.2. Discussion and possible action to sit down with the new Police Chief, Jeff Yarbrough, and discuss ways to partner with and support the Hutto Police Department.
- 8.3. Discussion and possible action on supporting the Parks and Recreation board on the naming of Adam Orgain Park in Hutto.
- 8.4. Discussion and possible action on the nomination and appointment of a Vice-Chair of the Diversity and Inclusion Commission
- 8.5. Opportunity for Commissioners to bring up topics for the next meeting's agenda.
- 8.6. Discussion and possible action of diversity plan (attachment in packet)

## **9. 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 10/12/22 at 5:00 P.M.

## 10. ADJOURNMENT



Angela Lewis

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 [Angela.Lewis@huttox.gov](mailto:Angela.Lewis@huttox.gov) or call (512) 759-4033 for assistance.



# City of Hutto

## Minutes

### Diversity and Inclusion Commission

Tuesday, June 7, 2022 at 6:30 PM

### Executive Conference Room

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](http://huttotx.gov)

**1. CALL SESSION TO ORDER – 6:32 PM**

**2. ROLL CALL**

- 2.1. Brian Thompson, Chairman  
Anna Gonzales, Commissioner  
Kandice Walker, Commissioner  
Marlise Prieto, Commissioner  
Tara Spoons, Commissioner  
Gina Chen, Commissioner  
Lacey Ranson-Hudson,  
Commissioner

**Present:** Chairman Brian Thompson, Commissioner Anna Gonzales, Commissioner Kandice Walker, Commissioner Tara Spoons, Commissioner Lacey Ranson-Hudson

**Absent:** Commissioner Gina Chen

**Resigned:** Commissioner Marlise Prieto

**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 Diversity and Inclusion Commission on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the Diversity and Inclusion Commission. 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](mailto:comments@huttotx.gov) PRIOR to 4:00 pm on March 10, 2022. The email must include name, address, phone # and email to be recognized properly.

(Note: The Texas Open Meetings Act, Texas Government Code, Chapter 551, prohibits the Diversity and Inclusion Commission 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 Diversity and Inclusion Commission Meeting.)

4. **GENERAL COMMENTS FROM CITY STAFF - None**
5. **GENERAL COMMENTS FROM CITY COUNCIL REPRESENTATIVES - None**
6. **GENERAL COMMENTS FROM COMMISSION MEMBERS – Message from Tara Lee Ray regarding Pride Month – Shared by Chairman Thompson**
7. **OTHER BUSINESS**
  - 7.1. Discussion and possible action on partnership with the Hutto Police Department.  
Discussion only, no action was taken.
  - 7.2. Discussion and possible action on approval of a proclamation.  
Commissioner Gonzales moved to approve item 7.2. as presented, Commissioner Ranson-Hudson seconded the motion. The motion passed 5:0
  - 7.3. Discussion and possible action regarding the quote on training from the National Diversity Council.  
Tabled for the next meeting due to Commissioner Chen being absent.
8. **ADJOURNMENT – 6:50 PM**

ATTEST:

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Brian Thompson, Chairman

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Gracie Perez, Assistant City Secretary



# City of Hutto

## Minutes

### Special Called Diversity and Inclusion Commission Meeting

Tuesday, September 27, 2022 at 6:30 PM  
Executive Conference Room

**1. CALL SESSION TO ORDER 6:35 pm**

**2. ROLL CALL**

- 2.1 Brian Thompson, Chairman  
Anna Gonzales, Commissioner  
Kandice Walker, Commissioner  
Tara Spoons, Commissioner  
Gina Chen, Commissioner  
Krystal Kinsey, City Council Liaison

**Present:**

Brian Thompson, Chairman  
Anna Gonzales, Commissioner  
Kandice Walker, Commissioner  
Tara Spoons, Commissioner  
Gina Chen, Commissioner  
Krystal Kinsey, City Council Liaison

**3. PUBLIC COMMENT - None**

**4. OTHER BUSINESS**

- 4.1. Discussion and possible action on Hispanic Heritage Month Proclamation (Gonzales)

Commissioner Thompson made the motion to approve the Hispanic Heritage Month proclamation, and Commissioner Chen seconded. Vote passed, 5,0.

**5. ADJOURNMENT – 6:36 pm**

ATTEST:

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Angela Lewis, City Secretary

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Brian Thompson, Chairman

## Proposal - DEI Training for the City of Hutto, Texas Diversity and Inclusion Commission

In 2020, the city of Hutto, Texas, just northeast of Austin, formed a Diversity and Inclusion Commission. From the city website, the commission's purpose:

*"The City of Hutto acknowledges that the history of discrimination in the United States of America continues to affect the privilege and/or lack of opportunity for people in the City; and the City of Hutto acknowledges that equality occurs when differences such as race, ethnicity, religion, gender, economic status, sexual orientation/gender identification, veteran status, marital status, language, age, disability, etc. do not determine a person's economic, social, or political access.*

*The Diversity and Inclusion Commission shall, to the extent possible, be broadly representative of economic status, race, color, religion, gender, national origin, ancestry, marital status, physical or mental disability, sexual orientation and gender identity."*

At this point, they are seeking some meaningful in depth diversity, equity and inclusion training geared specifically for a commission like this to provide a common base for all commission members and to give them tools to move forward in an impactful way.

Stan Kimer of Total Engagement Consulting by Kimer is proposing a 3 hour workshop that can be delivered virtually in one session or divided into two 90-minute segments.

Training outline:

- Setting a base level of diversity, equity and inclusion to build a shared language
  - Diversity Theories, Constructs and Framework
  - An interactive exercise – appreciating your own diversity: the different aspects of diversity / making this is a positive discussion
  - Terms and definitions
  - Business Case / Rationale for DEI – why this is important to the city of Hutto
  - Intro to Unconscious Bias, including organizational unconscious bias
- Roles and Responsibilities of a Diversity Council or Commission
  - Typical structure and members
  - What do DEI commissions really do?
  - Pitfalls to avoid
  - Examining your personal role on the committee
  - Critical success factors
  - Some common best practices
- Building a strategic plan and moving to execution
  - What is strategic planning?

- Components of typical DEI execution
  - How to scale and prioritize
- DEI Council providing inclusive leadership
  - Addressing organizational unconscious bias
  - Qualities and attributes of an inclusive leader
  - The inclusion continuum – moving from aware → active → advocate
  - What does it mean to be an ally or an advocate?
  - Actions that inclusive advocates take
  - How to have those “tough conversations”
  - Understanding some hard and deep areas: racism, sexism, white supremacy culture and more
- Taking action

A detailed 12 – 15 page handout would be provided along with the training.

**Cost: \$1,000** – this can be delivered in July.

Past municipal clients:

- City of Greensboro, NC
- Charlotte – Mecklenburg NC Police Dept
- Durham County NC Dept of Social Services
- Town of Chapel Hill, NC
- City of Fairborn, Ohio police and fire departments
- Wake County NC Public Schools

Trainer’s bio next page

**Stan C. Kimer, Founder and President, Total Engagement Consulting by Kimer  
Consultant / Vice President of Training – National Diversity Council**



Stan C. Kimer, founder and president of Total Engagement Consulting, and National Diversity Council consultant and trainer, is recognized as an internal/external consultant with unique skills in employee development/career mapping, workplace diversity (all areas but with deep specialization in LGBT – Lesbian, Gay, Transgender), and organization effectiveness/leadership development. Stan formed his own consultancy around these areas in 2010 following a 31-year successful diverse, multi-functional career at IBM.

While at IBM as Director of Global Sales Operations for IBM's consulting practice, Stan served as the executive sponsor overseeing career development for IBM's 3,000 Sales Operations employees. He has now executed his unique innovative career mapping approach which he launched at IBM, with clients ranging from major corporations to church denominations to professional organizations. During his four years on IBM's global corporate diversity staff, Stan led IBM into industry leadership in LGBT diversity and established IBM's procedures for supporting transgender employees and assisting with case management of employees undergoing gender transition while in the workplace.

Since forming his own consulting practice, Stan has trained or spoken in over 125 venues reaching over 7,500 professionals. He is a certified Out and Equal Workplace Advocates Building Bridges Trainer and a certified Training Management Corp / Berlitz Cultural Competency Trainer / Practitioner. Within the transgender arena, Stan has provided training to client employee and HR teams and has assisted with case management of gender transitions in the workplace.

Stan received his MBA from the University of Chicago Booth School of Business and BS in Management Science from Georgia Tech. Since forming his own consultancy in 2010, Stan has provided diversity and career development consulting and training to dozens of clients, small and large, across multiple industries. In addition, he currently serves on the National Diversity Council's DiversityFIRST Certification Program faculty, and has designed and facilitates their Employee Resource Group Academy, Inclusive Recruiting and Unconscious Bias training programs.

In his spare time, Stan trains as a competitive adult figure skater.

## **D&I Vision**

The Diversity and Inclusion Commission of Hutto envisions an equitable community where all residents and employees can thrive, free of racism, homophobia, xenophobia, ableism, sexism, and all other systems of oppression. Therefore, the Diversity and Inclusion Commission of Hutto shall provide input and guidance for the City of Hutto's City Council's strategic objective to prioritize equity and inclusion via

- fostering a culture of belonging
- acknowledging and addressing past inequities
- advocating that all citizens and visitors be treated with dignity and respect

The terms of the charter shall govern the activities of the Diversity and Inclusion Commission.

## **D&I Mission**

The Diversity and Inclusion Commission has been established and charged with assessing the state of diversity and inclusion in Hutto. The Commission's objective is to dismantle structural and cultural barriers by making recommendations to the City of Hutto's City Council that would improve equity and empower underrepresented groups (i.e., racial, ethnic, and religious groups).