

# Bastrop Diversity, Equity, and Inclusion Board Agenda

Bastrop City Hall City Council Chambers  
1311 Chestnut Street  
Bastrop, TX 78602  
(512) 332-8800



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May 22, 2024

## Agenda - Diversity, Equity, and Inclusion Board at 5:30 PM

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*Bastrop Diversity, Equity, and Inclusion Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.*

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1. **CALL TO ORDER**

2. **CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Board/Commission must complete a citizen comment form and give the completed form to the Board/Commission Secretary prior to the start of the Board/Commission meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board/Commission cannot discuss issues raised or make any decision at this time. Instead, the Board/Commission is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.*

*It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board/Commission to allow a member of the public to slur the performance, honesty and/or integrity of the Board/Commission, as a body, or any member or members of the Board/Commission individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Board/Commission and/or any person in the Board/Commission's presence will not be tolerated.*

3. **ANNOUNCEMENTS**

3A. Calendar of Events

- Springfest - June 1st at Fisherman's Park

- Yesterfest - May 25th in Downtown
- Pride Street Faire and Festival - June 1st and 2nd at Fisherman's Park and Downtown
- Juneteenth - June 15th Downtown (Parade and Street Dance), Fisherman's Park (Festival), and Kerr Community Park (Harriet Tubman Reveal)
- Harriet Tubman Program - June 19th at Kerr Community Park
- Sit with Syl Sessions for May and June

#### **4. WORKSHOP**

- 4A. Discussion regarding collaborating with the Cultural Arts Commission, Planning and Zoning Commission, and the Historic Landmark Commission.

#### **5. ITEMS FOR INDIVIDUAL CONSIDERATION**

- [5A.](#) Consider action to approve the DEI Board minutes from the March 27, 2024, Regular Meeting.
- 5B. Receive report and update from the City of Bastrop Human Resources Department regarding the March and April Monthly Employment Reports.
- 5C. Discussion regarding changing the name of the DEI Board.
- 5D. Finalize the topics of the Infomercials:
  1. Utilities - setup, pay, reestablishment, moving and disconnecting services
  2. When a permit is needed and how to request
  3. What is the DEI Board and how we assist citizens and City of Bastrop staff
  4. City of Bastrop Events

#### **6. ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: Wednesday, May 15, 2024 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/Victoria Psencik  
 Victoria Psencik, Assistant City Secretary

**MINUTES OF DIVERSITY, EQUITY, AND INCLUSION BOARD MEETING  
MARCH 27<sup>TH</sup>, 2024**

The Bastrop Diversity, Equity, and Inclusion Board met in a Regular Meeting on Wednesday, March 27<sup>th</sup>, 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 28<sup>th</sup>, 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 22<sup>nd</sup>. 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 22<sup>nd</sup>.

**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.

- 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