

# Bastrop Diversity, Equity, and Inclusion Agenda

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



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November 27, 2023

## Agenda - Diversity, Equity, and Inclusion 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. **APPROVAL OF MINUTES**

[3A.](#) Consider and act on approving the minutes of the October 25th 2023 meeting

4. **REPORTS**

**5. PRESENTATIONS**

**6. WORKSHOP**

**7. ITEMS FOR INDIVIDUAL CONSIDERATION**

7A. Consider and act on the update to the monthly human resources report.

Submitted by: Tanya Cantrell, Director of Human Resources

7B. Discuss and act on changing the time of future DEI Board meetings to 12:00pm on the 4th Wednesday each month.

Submitted by: Sheila Lowe, DEI Chair:

7C. Discuss and act on 2024 calendar

Submitted by: Sheila Lowe, DEI Chair

7D. Discuss and act on DEI COB website page

Submitted by: Sheila Lowe, DEI Chair

7E. Pick next item(s) from workplan to concentrate on in 2024

Submitted by: Sheila Lowe, DEI Chair

**8. 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: November 22nd at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

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Sylvia Carrillo, City Manager

**MINUTES OF DIVERSITY, EQUITY, AND INCLUSION BOARD MEETING  
October 25, 2023**

The Bastrop Diversity, Equity, and Inclusion Board met in a Regular Meeting on Wednesday October 25, 2023, at 5:30 p.m. at Bastrop City Hall, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Sheila Lowe, George Martinez, Carly Barteo, Nancy Wood, City Manager Sylvia Carrillo, and Ann Franklin.

**1. CALL TO ORDER**

At 5:31p.m. Chair Sheila Lowe called the meeting to order with a quorum being present.

**2. CITIZEN COMMENTS: None**

**3. ANNOUNCEMENTS:**

3a. Reminder about upcoming Boards & Commissions Banquet on October 26<sup>th</sup> at 6pm, Bastrop Convention Center.

3b. Upcoming Bridge 100<sup>th</sup> Birthday Celebration

3c. Reminder about Code Rodeo on November 14<sup>th</sup>, 15<sup>th</sup> & December 16<sup>th</sup>.

**4. PRESENTATIONS:**

4a. Overview of Boards & Commissions Orientation by City Secretary Ann Franklin. Reminders of pertinent details for DEI Board.

**5. ITEMS FOR INDIVIDUAL CONSIDERATION:**

4a. Discussed HR Report and job posting locations such as Indeed, LinkedIn, professional networks and publications. Discussed branding as well as a hiring campaign to better circulate openings. To include job descriptions, benefits and creating intriguing posts to attract job seekers.

4b. Discussed final logo edits.  
Nancy motioned to vote to approve the logo. George seconded, the vote passed.

4c. Discussed City's Welcome Packet.

4d. Discussed new date change for meeting. Discussed and voted to move meetings to 4<sup>th</sup> Wednesday. George made the motion, Nancy seconded, and the vote passed to move the meetings to the 4<sup>th</sup> Wednesday at 5:30pm. Because Wednesday evenings will be hard for Anthony to attend, Sheila to speak with him and see if he can do 4<sup>th</sup> Wednesdays at noon. Vote to be taken at the next meeting for new time that will begin in January.

**6. ADJOURNMENT:**

**Chair Sheila Lowe adjourned the meeting at 6:32 p.m. without objection.**

APPROVED:

ATTEST:

\_\_\_\_\_  
Insert name and title of signer

\_\_\_\_\_  
Insert name of person attesting