



Commission for Diversity & Inclusion

Business Community Working Committee

ACTION LETTER

Tuesday, January 4, 2022

Call to Order

Chairperson Grogan called the January 4, 2022 Business and Community Working Committee meeting to order at 6:30 p.m.

Roll Call

Members Present

Chairperson Grogan

Commissioner Harrison (arrived at 6:35 pm)

Commissioner Holland

Commissioner Schuler

Staff

Stacy Lombardo

3. Approval of the Agenda

A motion was made by Commissioner Grogan, seconded by Commissioner Schuler to add the October 23, 2021 Action Letter for approval. The motion carried by a unanimous 3-0 vote.

A motion was made by Commissioner Schuler, seconded by Commissioner Holland to approve the agenda as amended. The motion carried by a unanimous 3-0 vote.

4. Approval of the October 28 and November 17, 2021 Action Letters

A motion was made by Commissioner Schuler, seconded by Commissioner Holland to approve the October 28 and November 17, 2021 Action Letters. The motion carried by a unanimous 3-0 vote.

5. Public Comments

There were no Public Comments.

6. Discussion – Identification of articles and research

This item was discussed.

7. Discussion – Businesses by classification

This item was discussed

8. Discussion – Criteria to select businesses to interview

This item was discussed

9. Discussion – Process for identifying businesses

This item was discussed

10. Discussion – Identify time-table for conducting interviews

This item was discussed

11. Roundtable

Commissioner Schuler reported the Human Resources Committee is working on “Take Time to be Kind” week. They are producing a video to be shown at the Mayor’s Character Breakfast that has members of the community answering the question “What does kindness mean to you”. She asked the committee members if they would be willing to participate.

Commissioner Harrison noted there are a lot of new minority businesses in the area. He named a few of them.

Commissioner Holland shared the title of a book on Diversity and Inclusion he is considering purchasing.

Commissioner Schuler stated she does a lot of work with the United Way and they are beginning a 6 week diversity training. She will share any new information she receives through that training.

Adjourned: 7:19 pm



Commission for Diversity & Inclusion

Business Community Working Committee

Committee Report to the Commission

January 4, 2022

Committee Members

Fred Grogan, Chair
Lorenzo Harrison, Member
Levi Holland, Member
Claudia Meyer, Member
Karen Schuler, Member

(Date, Time, and Location of Committee Meeting)

(Provide simple documentation of any meetings of the committee or subset of the committee, in whatever mode and format, e.g., in person, conference call, etc.)

Zoom meeting held at 6:30 p.m., January 4, 2022

Attendance at Committee Meeting(s) since Last Report

(List who attended, in full and in part, and who did not attend.)

Present: Fred Grogan, Lorenzo Harrison, Levi Holland, and Karen Schuler

Narrative

(Provide a brief summary of the committee's work this month and any comments you have. This is also the place for whatever descriptive report you are used to presenting.)

The committee discussed articles on diversity and inclusion in business/workplace that we are using for our own instruction, as well as possible recommendations to businesses we interview that are seeking information. We also discussed the list Lee's Summit businesses by category provided for us by the City's Director of Development Services. We agreed upon the appropriate business categories and business organizations from which we will identify the specific organizations for interviews. We will wait to receive the list of businesses by category before identifying the specific businesses to approach for interviews.

After receiving the list of businesses by category the committee chair will forward copies of the information to committee members, along with their assignments to select specific businesses by category. The chair will also develop a draft of the email to be sent, along with our PowerPoint presentation, to those businesses selected. We

agreed that we will finalize our selection of businesses, endorse the appropriate email message, and identify our start date for interviews at our next meeting on February 9.

The following actions were also taken by the committee:

- Identified the business and organization categories from which we will select specific interviewees.
- Agreed on our procedure for selecting interviewees and preparing for sending out our requests for interviews.

Meeting Focus

(In bullet format, identify what the committee focused on in the committee meeting and what the committee accomplished in the past year. Also note what you did not accomplish that you had hoped to.)

- See previous section.

Recommendations to the Commission (if any)

(In bullet format, list all recommendations made to the full Commission.)

Commission actions needed (if any)

(In bullet format, list all actions needed of the full Commission.)

Actions Needed

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