



*Commission for Diversity & Inclusion*

*Business Community Working Committee*

## **ACTION LETTER**

**Wednesday, February 9, 2022**

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### **Call to Order**

Chairperson Grogan called the February 9, 2022 Business and Community Working Committee meeting to order at 6:50 p.m.

### **Roll Call**

#### Members Present

Chairperson Grogan  
Commissioner Harrison  
Commissioner Schuler

#### Staff

Stacy Lombardo

### **3. Approval of the Agenda**

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

### **4. Approval of the January 4, 2022 Action Letter**

A motion was made by Commissioner Harrison, seconded by Commissioner Schuler, to approve the January 4, 2022 Action Letter. The motion carried by a unanimous 3-0 vote.

### **5. Public Comments**

There were no Public Comments.

### **6. Discussion – Identify businesses by classification**

This item was discussed.

### **7. Discussion – Assignment of businesses to committee members**

This item was discussed

### **8. Discussion – Finalize introductory e-mail message**

This item was discussed

### **9. Discussion – Set schedule for completion of interviews**

This item was discussed

**10. Discussion – Create process for gathering information from interviews**

This item was discussed

**11. Roundtable**

Commissioner Harrison stated it was good to see everyone and he thinks the e-mail introduction to businesses will work well.

Commissioner Schuler announced the Assessment Committee will be meeting with the Consultant tomorrow night.

Commissioner Grogan reported the contract with the Consultant was approved by City Council last night. He said there was a healthy discussion and good things were caught.

The next Business Community Committee meeting is scheduled for Tuesday, March 1, 2022 at 6:30 pm.

**Adjourned: 7:35 pm**



*Commission for Diversity & Inclusion*

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## *Business Community Working Committee*

*Committee Report to the Commission  
February, 2022*

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### **Committee Members**

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

**February 9, 6:30 p.m., Zoom meeting**

### **Attendance at Committee Meeting(s) since Last Report**

Members attending: Fred Grogan  
Lorenzo Harrison  
Karen Schuler

Unable to attend: Levi Holland

### **Narrative**

The committee continued its work on preparing for interviews of local businesses. 19 businesses representing the range of business license classifications in Lee's Summit were identified and assigned to members. Four business organizations in Lee's Summit and the Greater Kansas City area were also identified for interviews. An introductory email draft to be sent to selected businesses was reviewed and revised. The time-frame for interviewing was discussed and tentatively established (we are awaiting the consultants' review of our questions). We also discussed the best way to collate and analyze our interview responses.

### **Meeting Focus**

#### Agenda Meeting Focus

- Determine interview assignments.
- Establish our process for seeking interview with businesses.
- Agree upon our process for collating and analyzing interview responses.
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### Accomplishments

- Businesses and business organizations were identified from whom we will seek interviews.
- Interview assignments were made to committee members
- An introductory email to be made to those organizations from whom we seek interviews was reviewed and revised.
- A tentative time-line for starting and completing our interviews was tentatively established.
- A process for collating interview responses and completing a summary report was agreed upon.

### Recommendations to the Commission (if any)

#### Recommendations

- None at this time
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### Commission actions needed (if any)

#### Actions Needed

- None at this time
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