

Crystal L. Vanuch, Chairman  
 Cindy C. Shelton, Vice Chairman  
 Tinesha Allen  
 Meg Bohmke  
 Thomas C. Coen  
 L. Mark Dudenhefer  
 Gary F. Snellings

Frederick J. Presley  
 County Administrator

### **Diversity Advisory Coalition Minutes**

Date: Monday, February 22, 2021

Time: 5:30 p.m. – 6:30 p.m.

Location: Virtual via Web-Ex

Agenda Item	
1.	Roll Call <ul style="list-style-type: none"> <li>Quorum was established for the meeting</li> </ul>
2.	Meeting Schedule <ul style="list-style-type: none"> <li>The Chairman discussed the meeting schedule moving forward until such time we can meet in person meetings will be held at 5:30 p.m. on the fourth Monday of the month. Once in person meetings return the meeting will be held at 7:00 p.m. on the fourth Monday of the month.</li> </ul>
3.	Review of Draft By-Laws- County Attorney's Office <ul style="list-style-type: none"> <li>County attorney staff reviewed the draft of the By-Laws providing to the members prior to the meeting. Areas of consideration were as follows:               <ul style="list-style-type: none"> <li>Electing a secretary. Until such time the commission understands the strengths of its members the staff liaison will provide summary minutes.</li> <li>Items to be included/removed from the standard Order of Business. Members agreed to the items included.</li> <li>Public comment during the meeting to include considerations of time. Members discussed considering the number of people that can speak at one time, discussed the length of time to allow for public comment, discussed the length of time for each presenter during the public comment period.</li> <li>Rules that should govern time if the Coalition provide a public comment period.</li> </ul> </li> <li>County attorney staff will take the feedback provided by the members and incorporate changes into the draft by-laws for review and approval at the next meeting.</li> </ul>
4.	Establishment of Sub-Committee <ul style="list-style-type: none"> <li>The members discussed establishing sub-committees and the purpose they could serve in the future for the Coalition. The Chairman recommended to create the strategic planning sub-committee and requested members. Motion: Mr. Carmon/2<sup>nd</sup> Mr. Bullock. 7 yes/0 no to establish the sub-committee.</li> <li>Mr. Bratton, Mr. Carmon, and Mr. Shehata will serve on the sub-committee.</li> </ul>
5.	DAC Special Meeting for Strategic Planning

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- Item was deferred until such time the sub-committee can get together to develop a plan for the special meeting.

**Adjourn**

Purpose as defined in the Charter by the Stafford Board of Supervisors:

The purpose of the Coalition shall be to advise the Stafford County Board of Supervisors (Board) on policies and activities that help foster diversity, equity and inclusion within Stafford County and the community at large.