



# City of Pflugerville

## Minutes - Final

### Equity Commission

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Monday, March 11, 2024

6:30 PM

1008 W. Pfluger Street, Pflugerville, TX

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#### Regular Meeting

#### Equity Commission Members:

Claudia Yañez - Chair

Catrina Whitman- Vice Chair

Dr. Virginia Stewart Miller

Corie Wallen

#### 1. Call to Order

Chair Yañez called the meeting to order at 6:30 p.m.

Present: Chair Claudia Yañez, Vice-Chair Catrina Whitman, Dr. Virginia Stewart Miller, Corie Wallen

Others: Jennifer Griswold, Library Director; Emily Barron, Assistant City Manager

#### 2. Citizens Communication

In accordance with the Texas Attorney General's Opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Equity Commission. No formal action, discussion, deliberation, or comment will be made. Each person providing public comment will be limited to 3 minutes

None

#### 3. Approval of Minutes

- 3A. [2024-0264](#) Discuss and consider action to approve the Equity Commission Regular Meeting Minutes of February 12, 2024.

Discuss and consider action to approve the Equity Commission Regular Meeting Minutes of February 12, 2024.

Chair Yañez asked that Nadia Rutisayre be removed from the member roll as she had resigned before the previous meeting.

Dr. Miller brought forward agenda item 2024-0172 expressed concern that the minutes it did not note that the Commission had asked for the city determination about listening sessions in languages other than English. Discussion was held on the agenda item and consensus was that the item was

supposed to have been brought back.

Chair Yañez asked Dr. Miller if there were any other corrections. Dr. Miller indicated that the language item was the most important correction.

Chair Yañez stated no action on the minutes.

#### 4. Discuss and Consider Action

4A. [2024-0265](#) Discuss and consider possible action regarding listening sessions.  
**Emily Barron, Assistant City Manager**

Chair Yañez opened this item for discussion.

Ms. Barron briefly went over the listening session packet and noted that there was an additional question that the Commission had asked for. Ms. Barron briefly reviewed the what the Commission had done on the listening sessions the previous month including working on an introduction and the Commission members signing up for two to three listening sessions.

Discussion was held on outreach to various communities and possible locations for listening sessions.

Dr. Miller asked that there be follow-up on the listening sessions in other languages to include how they could get that facilitated and with an interpreter.

Ms. Barron stated she would check with Ms. Higgins on that and communicate out.

Discussion was held on the introduction to the listening sessions. The introductions should include the purpose and role of the Commission.

Dr. Miller discussed her visit to the City of Austin Equity planning meeting. She asked if there had been any research in City (Pflugerville) activities previously or reports on how the city operates or on why there was an Equity Commission established.

Discussion was held on the establishment of the Equity Commission and on different activities and departmental reports the Commission has heard.

Dr. Miller asked in addition to the listening sessions, what other things are planned.

Chair Yañez discussed previous Commission activities and the Council directive to hold listening sessions to determine what their focus should be based on community input but it did not prevent the Commission for also making other recommendations.

Ms. Barron discussed some of the past department presentations and how feedback from the Equity Commission has helped in some of those areas.

The Commission discussed visuals for the listening sessions.

The Commission discussed notes from the listening sessions and asked that it be noted on the listening sessions document when they will receive those notes. Other options for digital recording and transcription were discussed.

Discussion of anonymity and privacy was held regarding recording the sessions. Notes and facilitator were added to the Next Steps of the document.

The Commission discussed levels of comfort for participants at listening sessions in a public place, and consistency with Council meetings being recorded.

Commissioner Wallen discussed accuracy with recordings vs. note taking.

Chair Yañez discussed the benefit of recording the sessions outweighed the deterrent to people deciding not to come.

The Commission discussed promotion of the sessions.

**4B.** [2024-0266](#)

Discuss and consider possible action regarding encouraging civic engagement.

**Claudia Yanez, Chair**

Chair Yañez opened the item and discussed ideas for other recommendations outside of the listening session.

Ms. Barron discussed possible rules and procedures for these initiatives.

Discussion of promoting awareness of the services available was held.

Discussion of voter registration as an initiative at city events was held. Chair Yañez clarified this would be for larger city events. The Commission discussed finding groups that could help with initiatives.

Discussion of existing collaboration and services provided was held. A list of collaborations and initiatives were requested.

Promotion of existing services was discussed, and how use was tracked. Further discussion of promotion was held.

Chair Yañez asked about the Community Development Block Grant (CDBG) and how that was promoted. Ms. Barron explained promotions and languages that it was available in.

A handout to be made available at the listening sessions, that outlined city services, was discussed.

Chair Yañez proposed discussion regarding voter registration and participation.

Dr. Miller proposed a discussion on ways Pflugerville can engage citizens on matters important to our city in the state legislature.

**5. Adjourn**

7:38 p.m.

Respectfully submitted,

Jennifer Coffey Griswold  
Library Director

Approved as \_\_\_\_\_ on April 8, 2024.