



HUMAN RELATIONS DIVERSITY BOARD

1 N. Bluford Avenue
Ocoee, Florida

February 1, 2024

AGENDA

6:15 PM

• CALL TO ORDER

Pledge of Allegiance and Moment of Silence

Roll Call and Determination of Quorum

1. Read aloud Mission Statement - "The general mission of the Human Relations Diversity Board ("HRDB") is to promote understanding, respect, goodwill, and equality among all citizens and businesses of the City of Ocoee."

• APPROVAL OF MINUTES

1. Minutes from January 4, 2024, meeting

• OLD BUSINESS

1. Review and Discuss 2024 Calendar Observances and DEI Training
2. Review and Discuss HRDB Brochure and QR Code Survey
3. HRDB Yearly Budget
4. Discussion: DEI Quarter 2 Proposals

• NEW BUSINESS

1. Discussion: Possible Speaker

• DEPARTMENT UPDATES

• PUBLIC COMMENTS

• ADJOURNMENT

Notice: Any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is based. In accordance with Florida Statute 286.26: Persons with disabilities needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 1 N. Bluford Avenue, Ocoee FL 34761, (407) 905-3105, 48 hours in advance of the meeting.

More than one Commissioner may participate or hear discussions regarding a matter which will come before the Commission for action.

**HUMAN RELATIONS DIVERSITY
BOARD**
1 N. Bluford Avenue
Ocoee, Florida

January 4, 2024

MINUTES

6:15 PM

• **CALL TO ORDER**

The meeting was called to order by **Chair Moyer** at 6:15 p.m. in the Commission Chambers of City Hall located at 1 N. Bluford Avenue, Ocoee.

Chair Moyer called for the Pledge of Allegiance to be led by Vice-Chair Maxwell, followed by a moment of personal reflection. **Recording Clerk Torres** proceeded with the roll call, and confirmed the presence of a quorum.

Present: Chair Moyer, Vice-Chair Maxwell, Members Cease, Mellen, Singh and Beck

Absent: Member Cummings

Also Present: Commissioner Hart, Support Services Director Gaines, and Recording Clerk Torres

Guest(s): Sadie Holzmeyer

First line of Mission Statement was read by **Vice-Chair Maxwell** "The general mission of the Human Relations Diversity Board (" HRDB") is to promote understanding, respect, goodwill, and equality among all citizens and businesses of the City of Ocoee."

• **APPROVAL OF MINUTES**

1. Approval of Minutes for the HRDB meeting held December 5, 2023:

Motion: Move to approve the December 7, 2023, Minutes; Moved by Member Mellen, seconded by member Singh. Motion carried unanimously.

Guest Speaker Sadie Holzmeyer presented a compelling overview of the Digital Democracy Project to the board. This innovative initiative, a nonpartisan nonprofit, offers a free application designed to guide legislators on how to vote on pending bills.

• **OLD BUSINESS**

Chair Moyer shared his comprehensive calendar breakdown, proposing a series of noteworthy observances for the City Commission to consider acknowledging in 2024.

Motion: Move to designate a representative to attend each commission meeting and present the calendar events for the corresponding month during public comments; Moved by Member Beck, seconded by Member Mellen. Motion carried unanimously.

Motion: Move to initiate a discussion on the content to be included in the monthly calendar, which the designated representative will present to the Commission during public comments. Moved by Member Mellen, seconded by Vice-Chair Maxwell. Motion carried unanimously.

Chair Moyer requested that the calendar he supplied be retained under Old Business for ongoing decision-making regarding upcoming observances. The board is expected to finalize the calendar for the year by the end of June.

Member Beck showcased the requested brochure she crafted since the last meeting, featuring a QR code embedded with a survey aimed at gathering feedback from residents. Following that, she presented an infographic on Ocoee's diversity, previously emailed to Clerk Torres, providing a comprehensive breakdown.

Motion: Motion for members to thoroughly review the brochure and survey, incorporating any necessary edits, in preparation for discussion at the February Meeting.; Moved by Chair Moyer, seconded by Member Mellen. Motion carried unanimously.

Member Beck suggested arranging a meeting to guide board members on utilizing technology for a seamless transition to an electronic format. It was emphasized that during this meeting, there would be no mention of the HRDB board. In response, **Support Services Director Gaines** conveyed that the question would be relayed to the city clerk for thorough consideration.

Chair Moyer expressed concerns about his experience with LinkedIn Learning and emphasized the importance of ensuring that the trainings are user-friendly for residents who choose to pursue education. **Member Beck** suggested emphasizing the value of a single learning source rather than multiple platforms. In response, **Chair Moyer** emphasized the need for residents to receive assistance when encountering difficulties with the trainings. **Member Beck** mentioned ongoing discussions with the Orange County Library to explore potential support, given that the trainings require a library card and the library may assist with technical issues.

Member Beck presented her DEI Community Outreach presentation, titled "Diversity Drives Ocoee," included in the agenda packet. The presentation outlined a plan for monthly social media posts aimed at Ocoee residents, focusing on celebrating cultural diversity, addressing community issues, and providing educational content. A sample post for January was shared to introduce the initiative to the community. **Support Services Director Gaines** interjected, noting that this presentation needs to be brought before the commission for approval. Member Beck inquired about correcting typos, proposing that any identified errors be sent to the city clerk for correction. **Support Services Director Gaines** affirmed this, stating that corrections should be directed to recording clerk Torres.

Motion: Move for the board to formally recommend the initial post and the January post during the Commission Meeting on January 16, 2024; Moved by Member Mellen, seconded by Member Cease. Motion carried unanimously.

Motion: Move for Member Beck to present the initiative "Diversity Drives Ocoee" before the commission. Moved by Chair Moyer, seconded by Vice-Chair Maxwell. Motion carried unanimously.

Chair Moyer highlighted the necessity for the board to convene and deliberate on the \$2,000 budget, with specific focus on discussions regarding DEI trainings.

Motion: for the Human Resources Development Board (HRDB) to incorporate ongoing Diversity, Equity, and Inclusion (DEI) training initiatives in 2024, adopting a modular training and encouraging members to submit proposals for the 2nd Quarter training at the February meeting. Moved by Member Beck, seconded by Vice-Chair Maxwell. Motion carried unanimously.

Member Cease inquired about the funding for printing the brochures in preparation for the Music Fest in April. **Support Services Director Gaines** suggested that the board utilize their budget for this purpose and shared information on printing businesses previously used by the city.

- **PUBLIC COMMENTS**

Commissioner Hart shared words of inspiration with the Board, expressing anticipation for witnessing their growth and evolution.

- **SET NEXT AGENDA**

- Read aloud Mission Statement
- Approval of Minutes for the January 4, 2024, meeting

- **NEW BUSINESS**

Discussion: Possible Speaker

- **OLD BUSINESS**

Review and Discuss HRDB Brochure and QR code Survey

“Diversity Drives Ocoee” initiative and Infogroahic

HRDB yearly Budget

Discussion: DEI Quarter 2 Proposals

Adjournment: meeting adjourned at 8:20 p.m.

ATTESTED:

APPROVED:

Recording Clerk

Chairperson

National Day Calendar

[National Day Calendar link](#)

**Month and/or
Month&Day**

2024 United States Special Observances

January	National Slavery and Human Trafficking Prevention Month
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February	African American History Month
February 10th	Lunar New Year
February 14th	Valentine's Day
February 19th	President's Day

March	National Women's History Month Irish American Heritage Month
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April	Arab American Heritage Month
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May	Asian/Pacific American Heritage Month Older Americans Month Jewish American Heritage Month Haitian Heritage Month
May 5th	Cinco de Mayo
May 12th	Mother's Day

June	Lesbian, Gay, Bisexual and Transgender Pride Month Caribbean American Heritage Month
June 20th	Father's Day

July	Disability Pride Month
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August	International Peace Month
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September	National African Immigrant Heritage Month
September 11th	Patriot's Day
Sept 15— Oct 15	National Hispanic Heritage Month

October	Filipino American Heritage Month National Italian American Heritage and Culture Month Polish American Heritage Month
October 6th	German American Day

November	National Native American/Alaska Native Heritage Month
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December 7th	Pearl Harbor Day
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DIVERSITY DRIVES OCOEE

A Community Journey to Diversity,
Equity, and Inclusion

PURPOSE

The purpose of the "Diversity Drives: A Community Journey to Diversity, Equity, and Inclusion" initiative is to promote understanding of DEI for the citizens of the City of Ocoee. This initiative aligns with the mission of the Human Relations Diversity Board (HRDB) to foster mutual understanding and respect, facilitate communication, and make recommendations to advance diversity and inclusion within the community.

OBJECTIVE

The objective of this initiative is to provide a structured and continuous educational program that aligns with the objectives of the HRDB as outlined in its bylaws. By offering monthly training topics aligned with various diversity months, this initiative aims to educate, engage, and empower the community to embrace diversity, equity, and inclusion principles. Through collaboration with LinkedIn Learning, participants will have access to curated training resources that foster a deeper understanding of diverse perspectives, cultures, and experiences, ultimately contributing to a more inclusive and equitable community environment.

RESOURCING

The successful implementation of the "Diversity Drives: A Community Journey to Diversity, Equity, and Inclusion" initiative requires careful consideration of both financial and resource allocations.

Below is an overview of the cost and resource requirements for this initiative:

Training Licenses: LinkedIn Learning

The core training component of this initiative will leverage licenses for LinkedIn Learning. These licenses provide access to a vast library of courses and resources that align with the monthly training topics. It is important to note that these licenses will be obtained through a partnership with the Orange County Library, which has generously provided access to these resources for community educational initiatives.

Promotion: City of Ocoee Social Media Accounts

To maximize community engagement and awareness, the initiative will be promoted using the official City of Ocoee social media accounts. This includes creating and sharing promotional content, event announcements, and highlights from the monthly training sessions. The use of social media platforms will serve as a cost-effective and efficient method to reach a broad audience within the community.

Administrative and Coordination: HRDB and City Staff Resources

The Human Relations Diversity Board (HRDB) and City staff will play a crucial role in coordinating, organizing, and facilitating the initiative's various components. This includes selecting monthly training topics, posting content, monitoring participation, and evaluating the effectiveness of the initiative.

PROPOSED POSTS

Initial Post

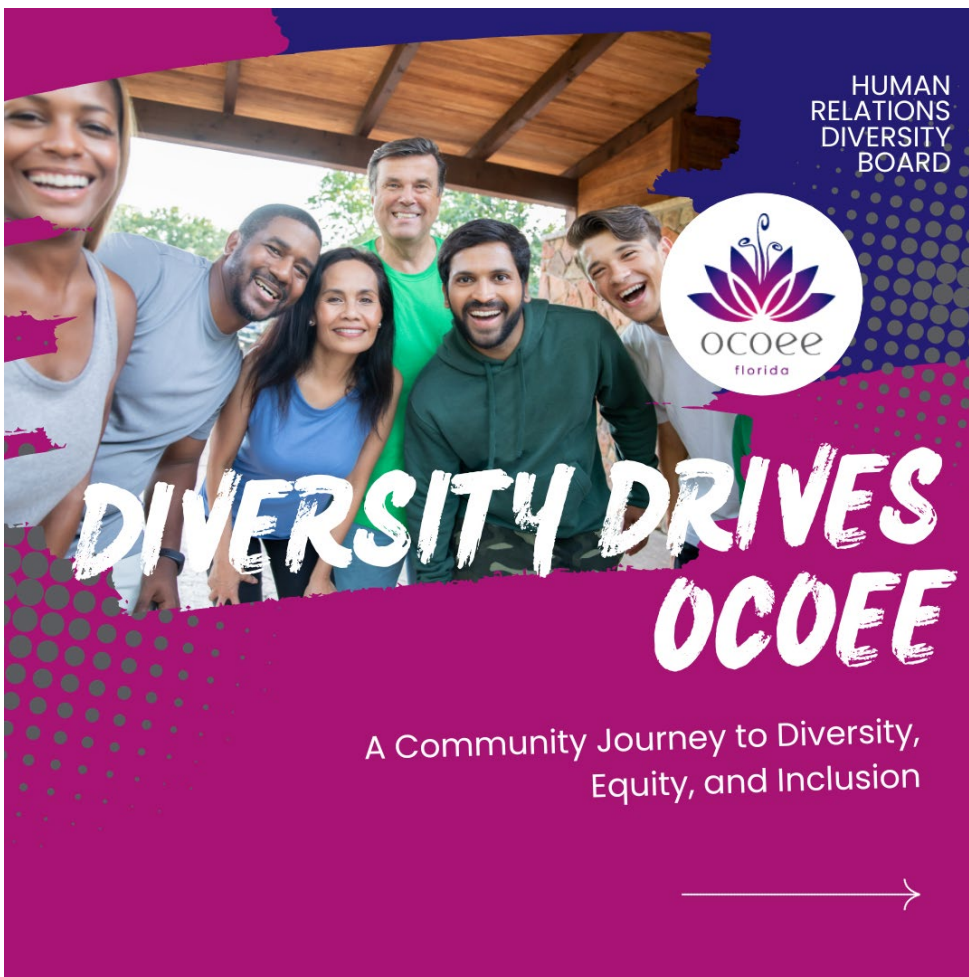
New Year, New Learning Journey!

As we kick off the new year, we're excited to introduce our **"Diversity Drives: A Community Journey to Diversity, Equity, and Inclusion"** initiative! Each month, we'll be diving into different aspects of diversity, celebrating various cultural heritage months, and empowering our community with knowledge and understanding.

Throughout this journey we will be leveraging trainings from LinkedIn Learning. This requires an Orange County Library Card! Click here to get your card today: [Orange County Library Card](#)

Let's make 2024 a year of learning, growth, and unity!

#DiversityDrivesOcoee #NewYearNewJourney #EmbraceDiversity



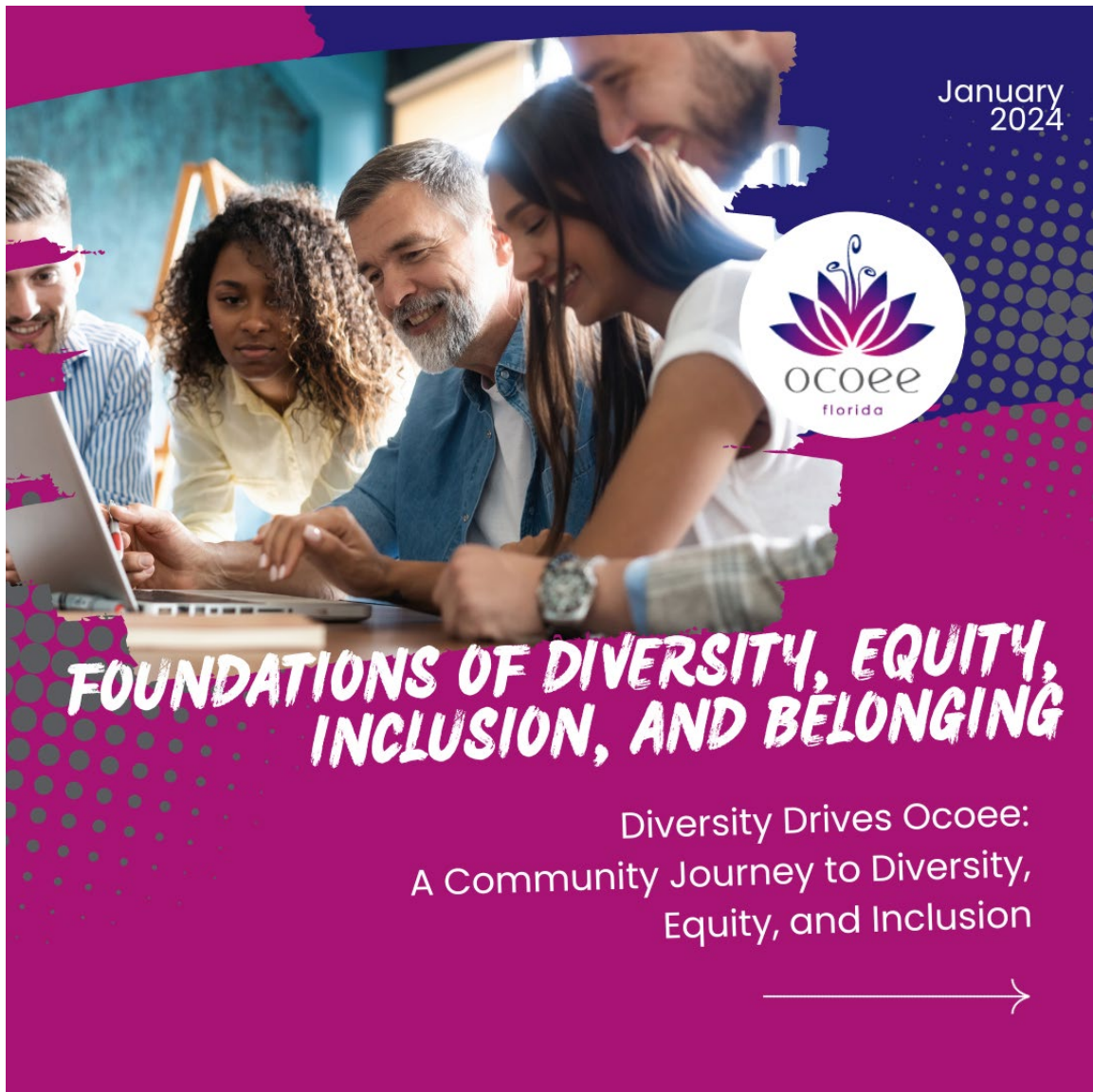
January: New Year Kickoff

The City of Ocoee Human Relations Diversity Board invites you to join us in the new year with a new perspective by embracing diversity, understanding different perspectives, and fostering unity within our community. Explore our January training on "Foundations of Diversity, Equity, Inclusion, and Belonging", and join the learning journey.

#DiversityDrivesOcoee #NewYearNewJourney #EmbraceDiversity

Link: Foundations of Diversity, Equity, Inclusion, and Belonging

https://www.linkedin.com/learning/foundations-of-diversity-equity-inclusion-and-belonging?trk=share_ent_url&shareId=190h8H78TCyYW4iP6egAgQ%253D%253D



February: Black History Month

February marks Black History Month, a time to honor the achievements and contributions of African Americans to U.S. history. Join us for our training on "Driving Change and Anti-Racism" as we work towards a more inclusive society.

#BlackHistoryMonth #AntiRacism #DiversityDrivesOcoee

Link: Driving Change and Anti-Racism

https://www.linkedin.com/learning/driving-change-and-anti-racism?trk=share_ent_url&shareId=QAYx95T0SOOuuXKJF6OBGQ%253D%253D



March: Women's History Month

March celebrates Women's History Month, honoring the vital role of women in shaping our world. Join our training on "Fighting Gender Bias in the Workplace" as we strive for gender equality.

#WomensHistoryMonth #GenderBias #DiversityDrivesOcoee

Link: Fighting Gender Bias in the Workplace

https://www.linkedin.com/learning/fighting-gender-bias-in-the-workplace?trk=share_ent_url&shareId=rDk%252BMSPPSNymvUKEpePDEA%253D%253D



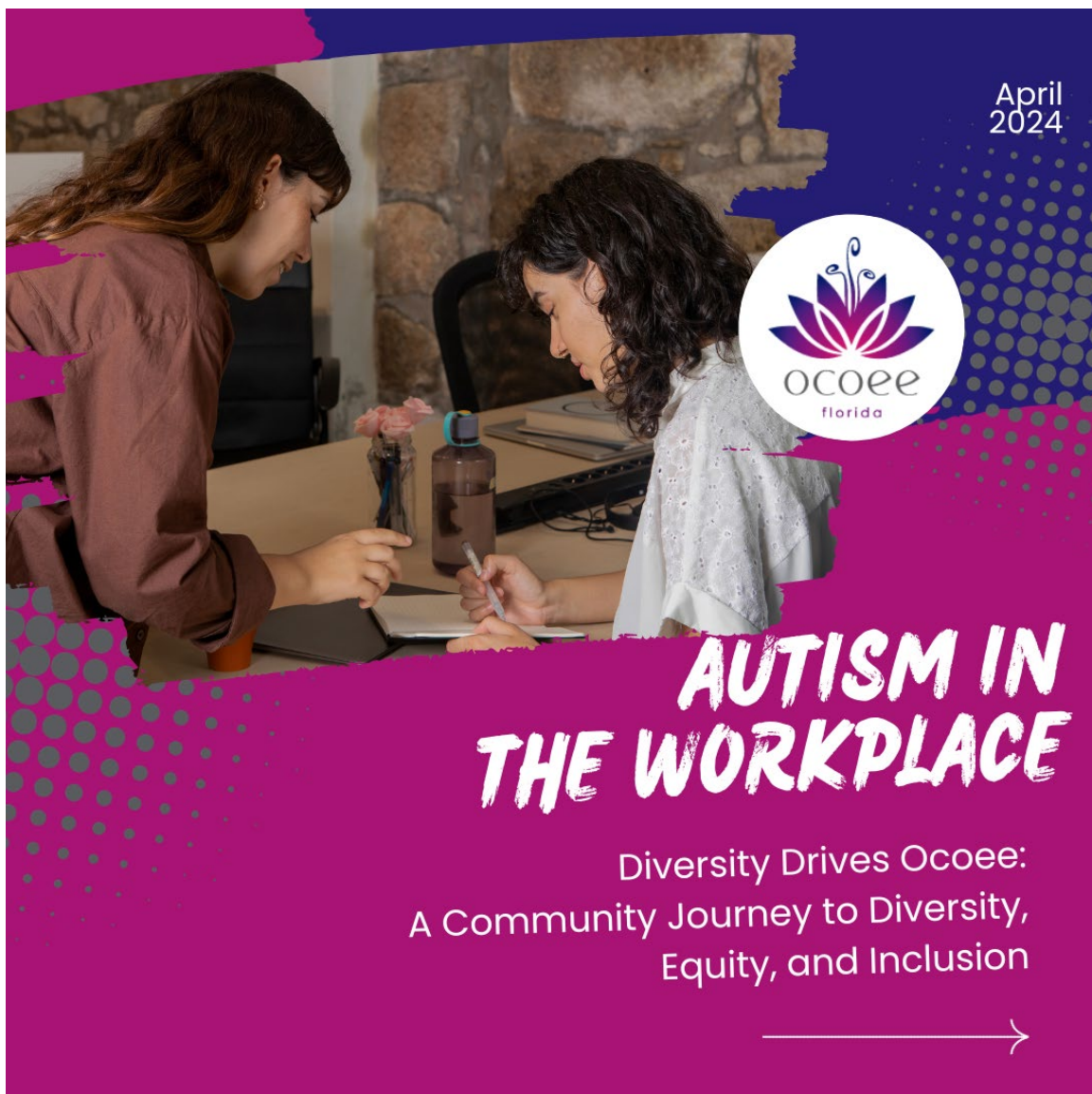
April: Autism Awareness Month

April is Autism Awareness Month, dedicated to promoting understanding and acceptance for individuals with autism. Join us in our training on "Autism in the Workplace" to foster an inclusive environment for all.

#AutismAwareness #DiversityDrivesOcoee

Link: Autism in the Workplace

https://www.linkedin.com/learning/autism-in-the-workplace?trk=share_ent_url&shareId=Zp60M8zySbaug9K8cvbaUQ%253D%253D

A graphic for an autism training session. It features a photograph of two women in a workshop setting; one woman is pointing at a tablet while the other writes in a notebook. The background is a mix of purple and blue with a pattern of white dots. In the top right corner, it says 'April 2024'. A circular logo for 'occoee florida' is positioned in the center-right. The main title 'AUTISM IN THE WORKPLACE' is written in large, bold, white, hand-drawn style letters. Below it, the subtitle 'Diversity Drives Ocoee: A Community Journey to Diversity, Equity, and Inclusion' is written in a smaller, white, sans-serif font. A white arrow points to the right at the bottom right of the graphic.

April 2024

occoee florida

AUTISM IN THE WORKPLACE

Diversity Drives Ocoee:
A Community Journey to Diversity,
Equity, and Inclusion

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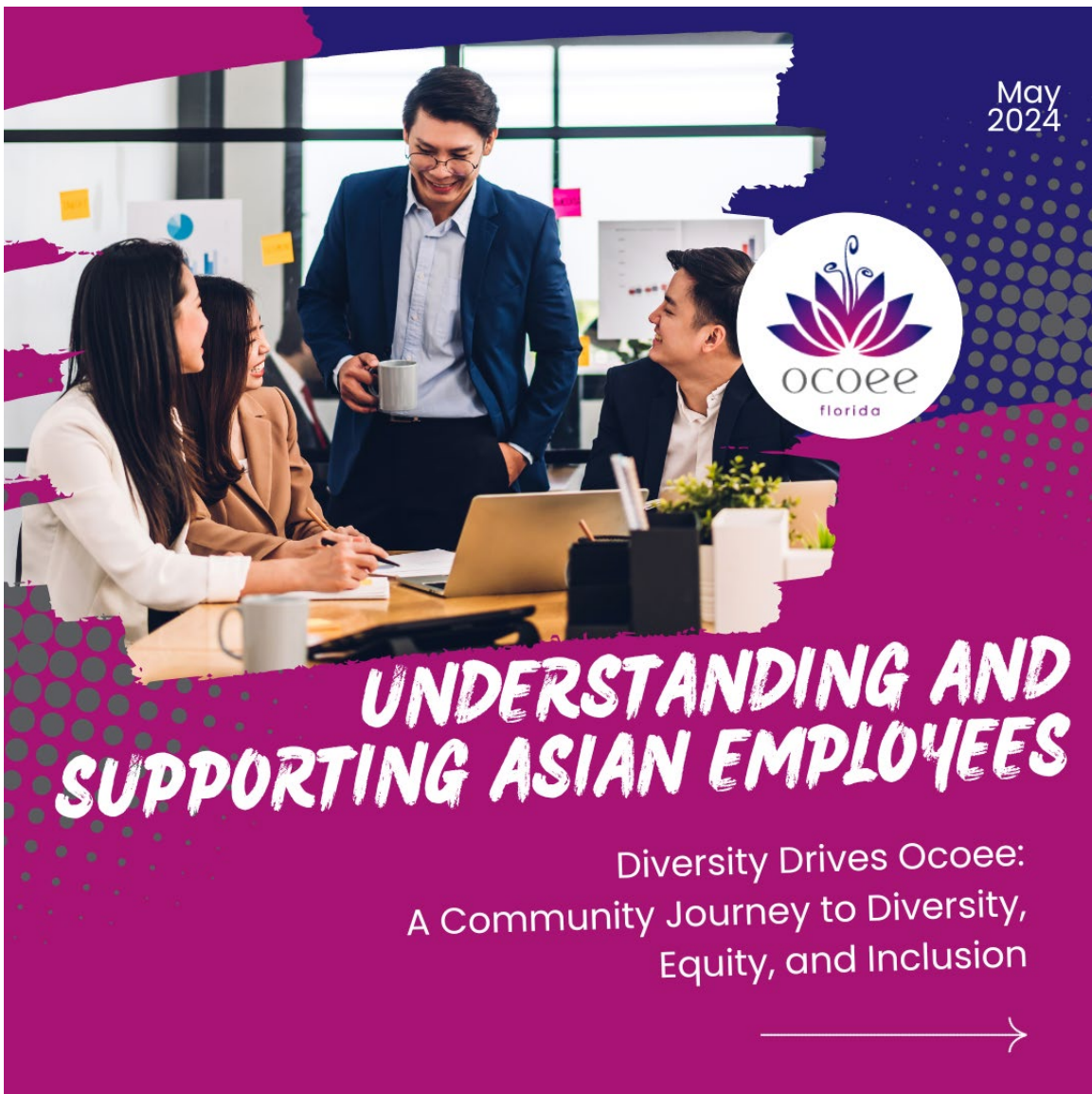
May: Asian American and Pacific Islander Heritage Month

May celebrates Asian American and Pacific Islander Heritage Month, honoring the rich cultures, histories, and contributions of Asian Americans and Pacific Islanders. Join our training on "Understanding and Supporting Asian Employees" to foster inclusion and understanding.

#AAPIHeritageMonth #DiversityDrivesOcoee

Link: Understanding and Supporting Asian Employees

https://www.linkedin.com/learning/understanding-and-supporting-asian-employees?trk=share_ent_url&shareId=u%252FmhlucPSnSlxjW8hx8aLA%253D%253D



May
2024



**UNDERSTANDING AND
SUPPORTING ASIAN EMPLOYEES**

Diversity Drives Ocoee:
A Community Journey to Diversity,
Equity, and Inclusion



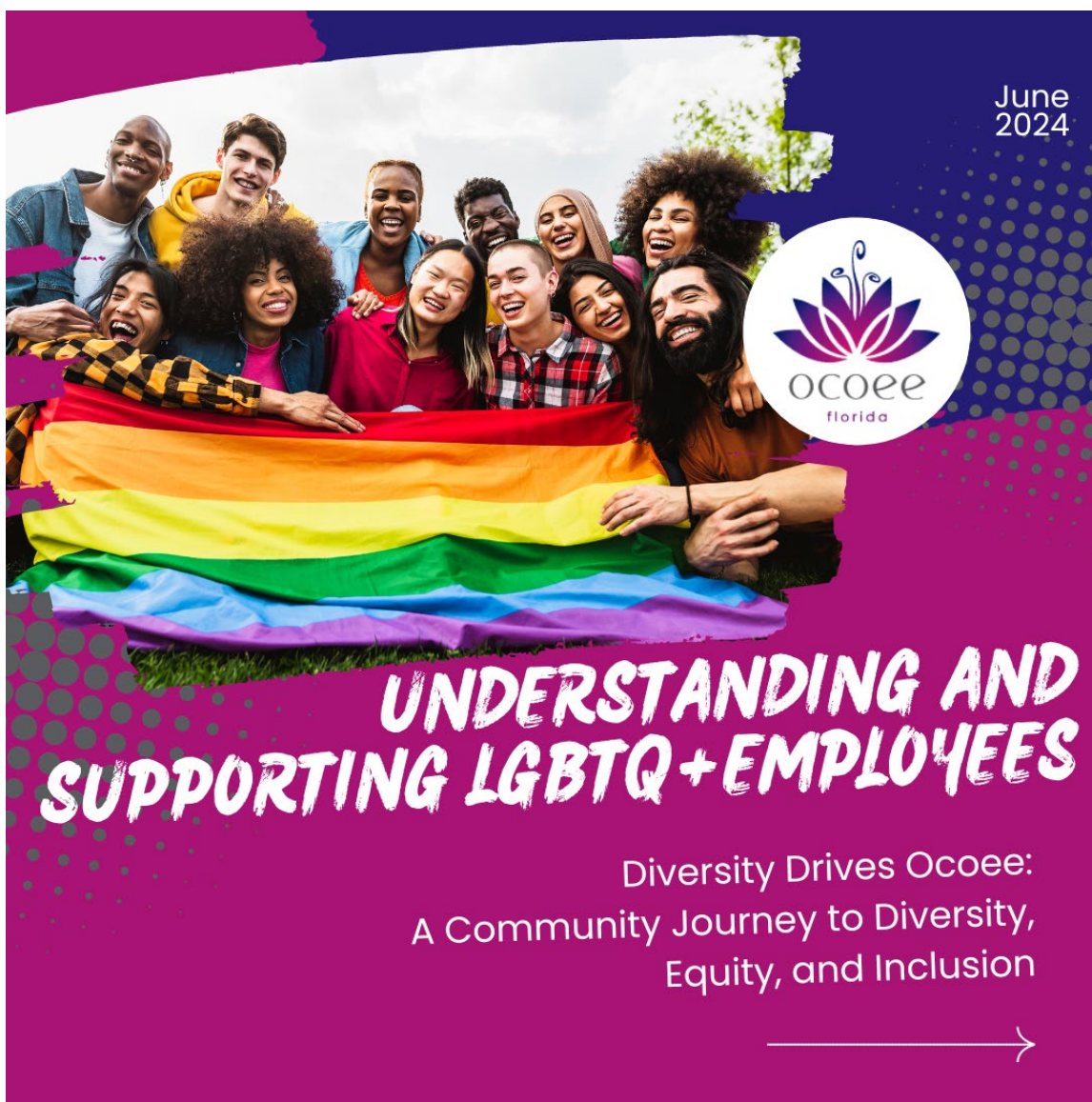
June: LGBTQ+ Pride Month

June is LGBTQ+ Pride Month, a time to celebrate the diversity and contributions of the LGBTQ+ community. Join us for our training on "Understanding and Supporting LGBTQ+ Employees" as we promote an inclusive workplace for all.

#PrideMonth #LGBTQSupport #DiversityDrivesOcoee

Link: Understanding and Supporting LGBTQ+ Employees

https://www.linkedin.com/learning/understanding-and-supporting-lgbtq-plus-employees?trk=share_ent_url&shareId=0iaVBcrsQledc%252B2%252B2oprMw%253D%253D



June
2024

ochoee
florida

**UNDERSTANDING AND
SUPPORTING LGBTQ+ EMPLOYEES**

Diversity Drives Ocoee:
A Community Journey to Diversity,
Equity, and Inclusion

→

July: Disability Pride Month

July is Disability Pride Month, celebrating the pride and resilience of individuals with disabilities. Join our training on "Supporting Colleagues from Underrepresented Groups" to create an inclusive and supportive workplace and learn more about being an ally!

#DisabilityPride #DiversityDrivesOcoee

Link: How to Support Colleagues from Underrepresented Groups

https://www.linkedin.com/learning/how-to-support-colleagues-from-underrepresented-groups?trk=share_ent_url&shareId=YhinP0Q0TpS20svV28x47Q%253D%253D



July
2024



**HOW TO SUPPORT COLLEAGUES
FROM UNDERREPRESENTED GROUPS**

Diversity Drives Ocoee:
A Community Journey to Diversity,
Equity, and Inclusion



August: International Peace Month

August is International Peace Month, a time to promote peace, understanding, and cooperation among nations and communities. Enhance your communication skills with our training on "Communicating Across Cultures".

#InternationalPeaceMonth #CulturalCommunication #DiversityDrivesOcoee

Link: Communicating Across Cultures

https://www.linkedin.com/learning/communicating-across-cultures-2023?trk=share_ent_url&shareId=Oe8X1LliRwaiwzCW4VNnlw%253D%253D



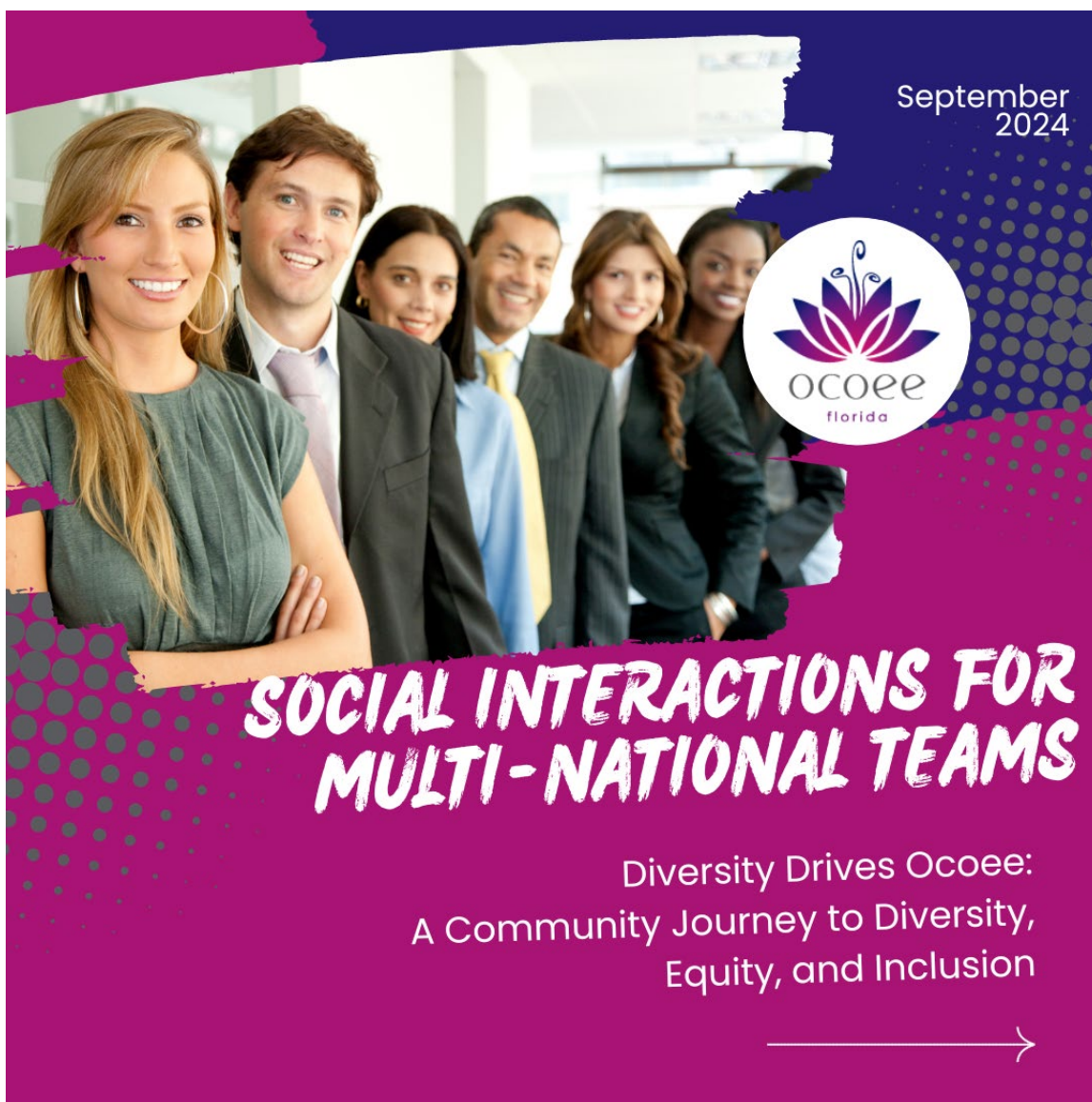
September: Hispanic Heritage Month

September marks Hispanic Heritage Month, celebrating the rich cultures, histories, and contributions of Hispanic and Latino Americans. Join our training on "Social Interactions for Multi-National Teams" to enhance cross-cultural collaboration.

#HispanicHeritageMonth #DiversityDrivesOcoee

Link: Social Interactions for Multi-National Teams

https://www.linkedin.com/learning/social-interactions-for-multinational-teams?trk=share_ent_url&shareId=d4o5SjoVRGeQvefJo6xNWq%253D%253D



September
2024



**SOCIAL INTERACTIONS FOR
MULTI-NATIONAL TEAMS**

Diversity Drives Ocoee:
A Community Journey to Diversity,
Equity, and Inclusion



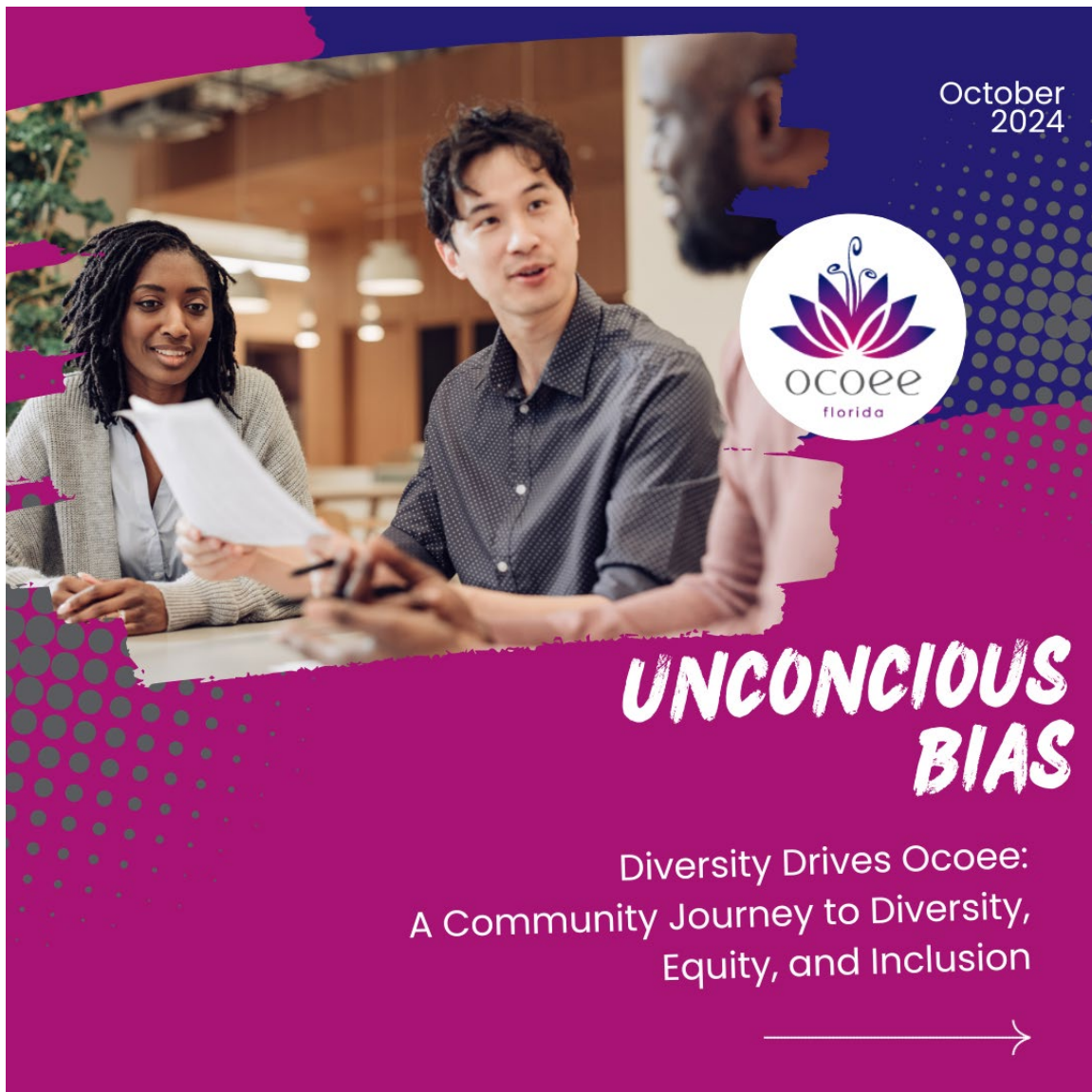
October: Unconscious Bias Training

October is the month to reflect on "Unconscious Bias", recognizing the subtle biases that may influence our decisions and behaviors. Join us for this essential training to foster a more inclusive and equitable workplace.

#UnconsciousBias #DiversityTraining #InclusionMatters #DiversityDrivesOcoee

Link: Unconscious Bias

https://www.linkedin.com/learning/unconscious-bias-14822310?trk=share_ent_url&shareId=fN166B2CSricRtVgV5pdAA%253D%253D



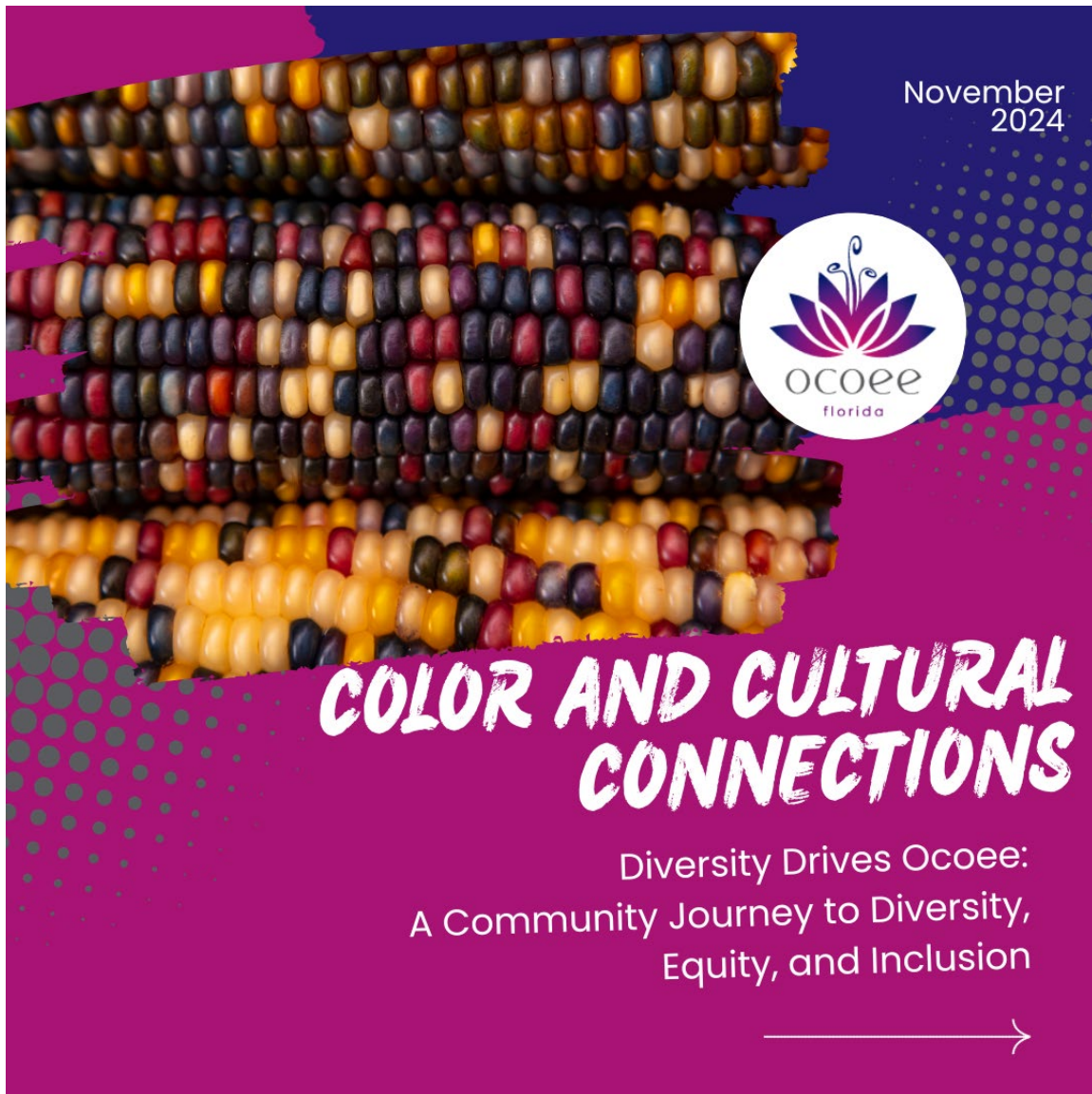
November: Native American Heritage Month

November is Native American Heritage Month, a time to honor the rich histories, diverse cultures, and contributions of Native Americans. Dive into "Color and Cultural Connections" with our featured training to promote cultural understanding and appreciation.

#NativeAmericanHeritage #CulturalConnections #DiversityDrivesOcoee

Link: Color and Cultural Connections

https://www.linkedin.com/learning/color-and-cultural-connections?trk=share_ent_url&shareId=iDG%252FCy%252BXThq%252FhK6pNPmOQw%253D%253D



December: Culturally Diverse Workplace Training

End the year by "Unlocking Authentic Communication in a Culturally Diverse Workplace" with our December training, fostering effective communication and collaboration in a diverse environment.

#CulturallyDiverseWorkplace #AuthenticCommunication #DiversityDrivesOcoee

Link: Unlocking Authentic Communication in a Culturally Diverse Workplace

https://www.linkedin.com/learning/unlocking-authentic-communication-in-a-culturally-diverse-workplace?trk=share_ent_url&shareId=IjLq5adLQj6UEJ8%252BTFSYDg%253D%253D



December
2024



**UNLOCKING AUTHENTIC
COMMUNICATION IN A CULTURALLY
DIVERSE WORKPLACE**

Diversity Drives Ocoee:
A Community Journey to Diversity,
Equity, and Inclusion

The Human Relations Diversity Board (HRDB) serves as a pivotal advisory body dedicated to fostering inclusivity, understanding, and unity within our community. Comprising passionate individuals committed to promoting diversity, equity, and inclusion, the HRDB collaborates with local stakeholders, provides guidance on relevant initiatives, and works diligently to ensure that the values of respect and equality resonate throughout our community. Through advocacy, education, and outreach, the HRDB stands as a beacon of progress, striving to create a harmonious environment where every individual feels valued and empowered.

What is the Human Relations Diversity Board (HRDB)?

How can the HRDB best support Ocoee?

We want your feedback!



Meetings

The HRDB meets the first Thursday of every month at Ocoee City Hall in the main meeting room.

1 North Bluford Ave.
Ocoee, FL 34761

City of Ocoee Human Relations Diversity Board



The Human Relations Diversity Board's mission is to promote understanding, respect, goodwill, and equality among all citizens and businesses of the City of Ocoee.

2024 Members

Mayor's Appointee
William Maxwell
 Vice Chair

District 1 Appointee
Vinny Singh
 Board Member

District 2 Appointee
Michelle Cummings
 Board Member

District 3 Appointee
Josh Crease
 Board Member

District 4 Appointee
Jim Moyer
 Chair

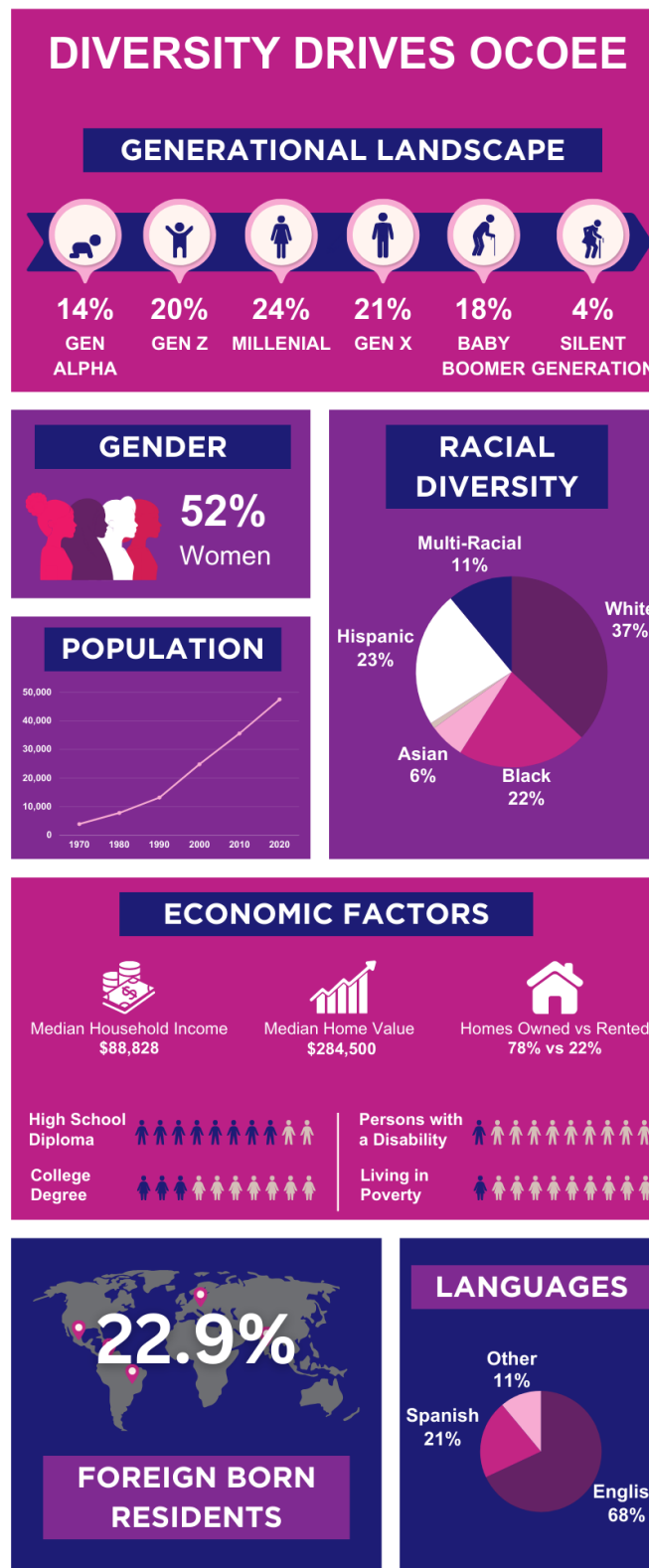
Member at Large
Jason Mellen
 Board Member

Member at Large
Kellie Beck
 Board Member

Non-Voting Members

Staff Liaison
Doug Gaines
 Asst. Support Services Director

Elected Official
Ages Hart
 City Commissioner District 4



Objectives

- Foster mutual understanding and respect among all persons, emphasizing the positive impact that diversity brings to the City of Ocoee;
- Facilitate communication between the City Commission and citizen groups, individuals, and businesses;
- Assist the City Commission in educating the community through projects devoted to eliminating prejudice, racial tension, intolerance, or discrimination;
- Provide suggestions and encourage equality of treatment for, and prevent discrimination against, any persons or businesses by Ocoee City government;
- Serve as an informational conduit to the community at large; and
- Make recommendations to the City Commission and staff on HRDB related matters, as needed.

From: [Kellie Beck](#)
To: [Torres, Angel](#); [Sibbitt, Melanie](#)
Subject: Simplified Survey Questions
Date: Wednesday, January 24, 2024 8:45:46 AM

1. How effectively do you believe the City of Ocoee promotes and celebrates diversity within its community? (1-4 Likert Scale)

2. How aware are you of the Human Relations Diversity Board's initiatives and activities in promoting equity and understanding within Ocoee? (1-4 Likert Scale)

3. Rating Highly Important, Somewhat Important, Not Very Important, Not Important at All

- Enhancing community awareness on diversity, equity, and inclusion topics.
- Fostering partnerships with local organizations to promote HRDB objectives.
- Implementing initiatives that address systemic biases in Ocoee.
- Providing resources or support systems for marginalized or underrepresented groups.
- Hosting regular community forums to discuss and address human relations issues.
- Advocating for policies that promote equity and fairness in Ocoee.
- Supporting local businesses in creating inclusive environments for employees and customers.
- Promoting voter registration for members of underrepresented groups.
- Implement educational programs addressing issues such as racial, gender, and cultural biases within the community.

4. In your opinion, what are the most pressing issues related to diversity, equity, and inclusion that the HRDB should prioritize in its outreach efforts? (Open Text)

5. OPTIONAL - Please provide your email address below if you're interested in speaking with the board further about your feedback to support HRDB activities. (Open Text)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.