

**City of Hyattsville, Race & Equity Task Force Committee Meeting Minutes**  
**Date: December 17th , 2024, 7:00 pm - 8:30 pm**

**Participants:**

**Task Force Members:**

- Co-Chair Alicia Freemyn (AF)
- Record Keeper Secretary Jocelyn Medallo (JM)
- Member Idara Akpan (IA)
- Member Nykia Clemonts (NC)
- Member Rosheen Kabraji (RK)

**Staff:**

- Race & Equity Officer Shakira Louimarre (SL)
- Council Member Michelle Lee (ML)

**Community Members:**

- Maximiliano Vasquez
- Marshall

**7:03 pm - Welcome & Call to Order – Co-chair Freemyn**

**7:03 pm - 7:04 pm – Roll Call – Co-chair Freemyn**

**7:04 pm - 7:07 pm – Acknowledgement of Guests and Public Comment– Co-chair Freemyn**

**7:07 pm – 7:09 pm – Approval of Meeting Minutes from Oct 1 and 23 – Co-chair Freemyn**

- JM moves; IA seconds; all in favor. No oppositions or abstentions.

**7:09 pm – 7:15 pm – 2025 RETF Committee Meeting Calendar– Co-chair Freemyn**

- Generally, the 4th Tuesday of the month. Move meetings a week earlier to November 18<sup>th</sup> and Dec. 16<sup>th</sup>.
- JM moves to change dates for November and December 2025 to the 3<sup>rd</sup> Tuesday instead; RK seconds; all in favor. No opposition or abstentions.

**7:15 pm – 8:26 pm – Equity Plan Community Engagement Work Session– Liaison**

**Louimarre**

- Review and Feedback on Draft Executive Summary

- NC: Looks great.
- RK: For context, SL pulled out key recommendations and what I saw is that we don't have short, medium and long-term recommendations for every section. Most of them are the short and medium recommendations – activities that people could latch onto as an activity and they could see happening fairly soon.
- AF: Thank you, RK and SL, for making it accessible in terms of reading level.
- Review and Feedback on Draft Hello Hyattsville Page
  - SL: Review opening page after you scan the QR code. Hello Hyattsville does require a set up (log in). If REFT members create a log in, they can have access to the back-end to view results. Review visualization of phases of community engagement. There was an opportunity to put a link on the page.
  - RK: Having different versions of what we are talking about for people who want to go in depth is a good idea. A one pager is a hook to draw people in but it's not the comprehensive document.
- Walk through 12 question survey.
  - IA: Correction on last question – suggestion to change the range for options to add words for (2 - Somewhat) and (4).
  - RK: Range could be: Not effective, somewhat effective, neutral, effective, highly effective.
  - SL: Edit the scale to reflect the last suggestion. For the sake of time, does it sound OK if I reach out to each of you to find one other committee meeting that you might be able to attend in January to share the community engagement opportunity / ask folks to fill it out?
- Review and Feedback on Framework for Visioning for Equity Session
- Review of Community Engagement Timeline and confirm strategy for outreach. Are there listservs that we will individually share, in personal capacity? SL – Two questions: Could we name a few listservs / network / group that you would be willing to share the survey with? Number for community engagement runs gamut from 10/11 to 100/200 responses. Do we want to set a goal around engagement numbers?
  - AK: HOPE listserv and Route 1 listserv. Non-profits in the area.
  - RK: HNP listserv
  - NC: Neighbor chat
  - IA: Making copies and having it at the library and Northwestern high Facebook school. How about buy nothing groups?

- JM: Small neighborhood list – churches? Create outreach tracking document to coordinate.
  - SL: Busboys, teen center
  - ML: Are we doing presentations at other Committees? Partnering up with other Committees may help with outreach. Adding to the ask that the Committee also share with their networks.
- Proposed Timeline:
  - Hyattsville Draft Equity Plan Resident Feedback Survey
    - Opportunity for feedback: Jan 13- Feb 10 (Comms Dept says that 2-4 weeks is the sweet spot)
  - Community-Led Visioning Via Hello Hyattsville
    - In person visioning session at January 28 RETF meeting – this would be in person
    - Hello Hyattsville Platform will mirror activities from in-person visioning session to accommodate residents unable to make the in-person session
  - Analyzing Equity Plan Feedback
    - Subcommittee and I will present the gathered feedback and proposed updates to the plan at 2/25 RETF meeting
    - 2/25 will be a working meeting for RETF to finalize and incorporate community input to the plan
  - NC: The plan looks good. I am available to volunteer.
  - AK: I will be traveling for work on Tuesday, 1/28, but I am available that week on Wednesday and Thursday.
  - SL: This in-person date was suggested by Council Member Haba but you can choose another date if in-person is important. It can also be in February but it's not the biggest deal.
  - JM, NC, RK: We are OK with in person and can shift date if needed.
  - SL: Looking at City calendar, it looks like 1/29 is open. REFT will go with that date.
- Discuss budget for outreach
- Discuss visual notetaker: SL looked at cost of visual notetaker but the cost is exorbitant, so I propose that we not pay for that. Full budget for outreach is 3k; 900-1000 will go to translation, leaving about 2k for other things like food and notetaking. This is for one event. Cost of 1000k would be visual note taking, not including the facilitation.
  - AF: That is a good price for a powerful notetaking tool
  - JM: Is there a communications plan for the visual notetaking? An output?
    - Part of visual report on final RETF
  - IA: Do we have an estimated budget for all activities related to the Visioning session? If we don't get the visual notetaker, what is equivalent and amazing?

- SL: Need one simultaneous interpreter; food; printed signs and boards. About 1000 left after costs. If we don't get a visual notetaker, we could do an art activity.
- REFT has consensus of having an art activity/visioning and art walk.
- SL: Visioning session = AF, IA and NC / JM will be part of subcommittee that looks at the results to incorporate into draft
- ML: Thank you for all that you do as part of the RETF committee. I appreciate you all.

**8:26 pm – 8:31 pm – Adjourn Meeting – Co-chair Freemyn**

- JM moves to move 1/29 in person meeting – no RETF meeting on the 1/28: NC seconds; all in favor. No objections or abstentions.
- JM moves to adjourn; NC seconds; all in favor.