



AGENDA
AD HOC COMMITTEE ON DIVERSITY
Friday, December 08, 2017 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall

Councilmember Carol Wood, Chair
Councilmember Jody Washington
Councilmember Patricia Spitzley

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes
 - October 27, 2017
 - November 17, 2017
5. Discussion
 - A.) Information on City Boards and Commission Developing policies for inclusion on Boards
 - B.) Inclusion training January 22, 2018
6. Other
 - Updates on Participants in the Committee
7. Adjourn

Pending Opioids information from Sparrow Hospital



**MINUTES
AD HOC COMMITTEE ON DIVERSITY
Friday, October 27, 2017 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall**

Call to Order

The meeting was called to order at 11:32 a.m.

Committee Members

Councilmember Carol Wood, Chair
Councilmember Patricia Spitzley - excused
Councilmember Jody Washington

Others Present

LaSondra Crenshaw, Council Staff
Julee Rodrocker, Consumers Energy
Dax Carpenter, Disability Network
Brandon Waddell – Attorney's Office
Jim Bale, GLLC
Stacey Locke - Peckham
Judy Harris, St. Vincent

MINUTES

MOTION BY COUNCILMEMBER WASHINGTON TO APPROVE THE MINUTES FROM October 13, 2017 AS PRESENTED. MOTION CARRIED 2-0.

Discussion:

Information on City Boards and Commission Developing policies for inclusion on Boards

Councilmember Wood explained that the Committee was working on a policy for the next Administration to be included as they fill Board and Commission positions. She explained that you have a draft policy for Boards & Commission. We will go through this and note things you may wish to change/add. Councilmember Wood also asked the Committee if there anything else under application process we need to add. At the last meeting we talked about the number of terms and whether there should be limited to two terms.

Councilmember Washington stated we have members who once appointed they are there forever and may also sit on more than one Board. This limits the amount of people who get a chance to sit on a Board or Commission. Some Council Members are asking people that get appointed are they willing to go out into the communities to get feedback from the public on issues they are look at on the Board level. Currently we are lacking this from appointees.

Councilmember Wood asked even if it is legally allowable should appointee only be able to sit on two Boards at a time.

Julee Rodocker stated we have to watch certain people in the administrations who are running the Board not holding regular meetings as quorum is not being met. We often hear about millennials and the poor and nothing about the elderly. For me I am not sure we are heading in the right direction.

Councilmember Wood stated it's the Boards responsibility to ask questions. They should be asking are you willing to explore things you may not have knowledge of. As a Board member you need to speak with people in the neighborhoods and engage with the public so you know what they want and/or need. Also the concept of willingness to engage with the City of Lansing's diverse population is a must. We often hear about new developments, however how many are handicap accessible. It seems we only think of the new generation and not seniors or people with disabilities.

Councilmember Wood also stated it's important every Board is in tune and paying attention and showing respect to the public. All Boards should have to go through ethics training. On certain matters it better for a Board Member to recuse themselves than not to.

Mrs. Locke suggested we expand as people are referred to as wheelchair bound or handicapped. This should also be included training for City Council or Mayor. Maybe we should add Bi-partisan relationship with people. Councilmember Wood added that every year the City Council does training and we need to include sections that bring in TCOA, Peckham, etc.

Councilmember Washington added that during the Committee of the Whole meeting we could have everyone that's here on the Ad Hoc on Diversity panel. This is an open forum for the public and people watch at home.

Councilmember Wood advised the group if you have corrections or changes please let us know.

She indicated we have been asked to look at changing the Ad Hoc to a Standing Committee of Council. In front of you are the definitions for each Committee. We now need to come up with a definition. Each year the Council President would then appoint three people to the Committee. However everyone is still always invited to attend the meetings.

Councilmember Wood notified the group that Board of Water & Light is looking at a rate increase. At the Committee of the Whole meeting on October 9th, Mr. Peffley then outlined the proposed rate increases to Council. Mr. Peffley stated that the BWL Management put together a proposal for a multi-rate strategy, and then the Finance Committee submitted their suggestions for rate increases for electric, water and steam. There will not be a rate increase in the chill water. The plan will be for a three (3) year plan of increases to pay capital debt for the new plant. The BWL Commissioners have set a public hearing for November 30, 2017 at 5:30 p.m. at 1201 S. Washington Ave., Reo Town Depot.. After the hearing the BWL Board will hold a meeting on December 5, 2017 at 5:30 p.m. to consider the recommendations for approval.

Regarding the increases, the electrical rate will increase overall at 3% per year, each year for three (3) years. They determined this by a cost service study by rate class. The residential rate increase will be 3.9%, a \$3.16 per month increase, which is the cost of service that BWL bares. Residential usage is 20% of the BWL revenue and makes up the bulk of their customers. The rates increase will start on February 1, 2018. The water rates will increase by 5.5% for the first year, then 7.5% for the second and third year for residential customers, which is an average increase of \$2.29.

Councilmember Wood will put together all the rate increase information and the locations of the meetings and will provide to LaSondra to send to the group.

Spring of 2018 MLK & part of Moores Park & Colonial Village they will be doing sewer separation. This will limit accessibility in and out of homes maps will be sent out.

Next Meeting: Friday November 17, 2017 – Only one meeting for the month of November

Still working on Opioids issues

OTHER

Updates on Participants in the Committee

Dax Carpenter has a meeting with IT Tuesday Oct 31, 2017 at 9:00 a.m. 201 N. Grand Ramp

Adjourn

Adjourn at 12: 43 p.m.

Submitted by,

LaSondra Crenshaw, Administrative Assistant

Approved 11.13.2017



**MINUTES
AD HOC COMMITTEE ON DIVERSITY
Friday, November 17, 2017 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall**

Call to Order

The meeting was called to order at 11:36 a.m.

Committee Members

Councilmember Carol Wood, Chair
Councilmember Patricia Spitzley - excused
Councilmember Jody Washington – excused
NO QUORUM PRESENT

Others Present

LaSondra Crenshaw, Council Staff
Julee Rodocker, Consumers Energy
Dax Carpenter, Disability Network
Brandon Waddell – Attorney's Office
Jim Bale, GLLC
Stacey Locke - Peckham
Elaine Wombaldt – Rejuvenating South Lansing
Laura L. Griffin - Peckham

MINUTES

Minutes will be approved at the next meeting December 8, 2017 as we didn't have quorum.

Discussion:

Information on City Boards and Commission Developing policies for inclusion on Boards

Councilmember Wood asked the group to look over the application and make sure there are no more corrections that are needed.

Mr. Bale asked is gender specification needed on the application. Should we add “transgender” or “other” as an option? Mr. Waddle stated that putting “other” may be offensive. He advised he will look and see if there is something out there in writing. Councilmember Wood stated she will reach out to someone in the BGLTQ community and find out the appropriate wording.

The group reviews the policies provisions for Boards/Commissions. Councilmember Wood reminds the group that there are some Boards you are not required to be a resident of Lansing in order to be appointed. If was established by State statute that you do not have to be resident. However it may require some different requirements.

Councilmember Wood questioned if a Boards/Commissions that does not require Lansing residency should be a consideration be that they live in Lansing when making appointments.

Applications for Boards/Commissions should be online along with paper copies available for those who do not have online access. Applications should be available in City owned or leased buildings, and libraries. Also a recommendation was that terms should be limited to 2 terms (8 years) to allow different citizens a chance to sit on the board/commission.

Ms. Womboldt stated the resume and application should be readily available to the public after once they are all the Council agenda for referral. She also stated Lansing residents have a more vested interest. She is concerned when you do not have a resident to siting on some Boards.

Ms. Rodocker asked if there is a way to actually fill the application out online? Councilmember Wood stated that right now that’s the only option to fill in the boxes and once complete hit submit. You currently can’t print application.

Ms. Locke asked how do we find out if their meeting in a Ward. Councilmember Wood advised her to go to website. And we should also have Departments responsible for providing a list of upcoming meetings.

Councilmember Wood advised she will talk to Collin about possible fillable calendars to allow neighborhoods to fill in upcoming meeting times/locations.

Councilmember Wood stated some Boards are advisory and some are decision making Boards. All Boards should have Ethics and Open Meeting Act training.

Ms. Locked added that we should include diversity training as well. Councilmember Wood asked would the word diversity make people think race based. And she suggested using the word inclusion. It would then be "Ethics and Inclusion training".

It was suggested that members of the Committee give a presentation to Council in Inclusion Training as part of their Council Training. Councilmember Wood stated she hopes the training would take place of January 15th.

Councilmember Wood asked that the following questions be considered. What is our purpose? To educate council? Or public and council? Tentatively scheduled to discuss during the Committee of the Whole meeting Jan 22nd.

Three items for all to consider in their presentations:

- Policy
- Ordinances
- Budget

Councilmember Wood asked the group to reach out and let other groups know we are still working and having meetings. And she will see if the incoming Mayor can attend an Ad Hoc on Diversity meeting prior to Jan 1st.

Next Meetings: Friday Dec 8th and Dec 15th
2018 Meeting: Jan 12th

Still working on Opioids issues

OTHER

Updates on Participants in the Committee

Dax looking for volunteers for snow sargents

Adjourn

Adjourn at 12:42 p.m.

Submitted by,

LaSondra Crenshaw, Administrative Assistant

Approved Dec 4, 2017

TRI-COUNTY AGING CONSORTIUM
Conflict of Interest Policy & Disclosure Statement

A conflict of interest is any situation in which an Advisory Council Members interest interferes with or influences the City of Lansing business. Examples include, but are not limited to the following examples:

1. An individual with a personal interest in the decision of the Board.
2. An individual in direct competition with another applicant for funds.
3. An individual acting as a representative of an agency, organization, business or institution being evaluated or receiving funds, or where decisions are in process of being formulated that directly influence that agency, organization, business or institution.

Printed Name: _____

Position: _____

In the past 12 months, have you worked as an employee, independent contractor or consultant for any organization other than the City of Lansing? If so, please list them here:

Do you or any member of your immediate family own or operate a business? If so, please describe:

Do you or any member of your immediate family have a relationship with any City of Lansing vendor, contractor, provider, partner, etc.? If so, please describe:

Please list all outside organizations in which you or any member of your immediate family serve as a Board member, Director, Trustee or other position of authority?

I hereby attest I have disclosed all requested information regarding myself and my immediate family members. I understand I am required to complete this form on an annual basis. I also understand I must inform the City of Lansing immediately should any of my above answers change in between each annual update. I understand all outside employment must be disclosed to and approved by the City of Lansing management.

Signature _____

Date _____

Council will consider its agenda and legislative matters in the following order:

- a) Referral of Public Hearings;
- b) Consent Agenda;
- c) Resolutions for Action;
- d) Reports from Council Committees;
- e) Ordinances for Introduction and Setting of Public Hearings;
- f) Ordinances for Passage.

14. Speaker Registration for Public Comment on City Government Related Matters;

The Clerk or his or her designee will announce that the public comment registration form(s) for those intending to address council on City Government Related Matters will be collected;

15. Reports from City Officers or Boards and Commissions, Communications, Petitions, and other City Government Related Matters.

16. Motion of Excused Absence;

17. Remarks by Council Members;

18. Remarks by the Mayor or Executive Assistant;

19. Public Comment on City Government Related Matters;

Each member of the public who has registered to speak will have up to a total of three minutes to address Council on City Government Related Matters that concern them. A City Government Related Matter is an issue or topic relevant to the operation or governance of the City. The Presiding Officer may reduce the amount of time for each speaker if he or she determines that the number of registered speakers is so numerous that the meeting cannot be timely concluded without a reduction in the time allocated for each speaker.

20. Adjournment.

Rule 16. Standing Committees. The standing committees of Council and their functions are as follows:

Development and Planning. Reviews economic development matters, E.D.C. projects and the five-year plan covering development goals, policies, services and overall direction; reviews all matters having to do with land use, including zoning, plats and historical designations; reviews proposed modifications to the Master Plan; reviews acquisition and disposition of public property; and reviews changes to C.D.B.G. programming.

General Services. Reviews licensing and regulation matters, personnel matters and human services; reviews matters pertaining to the arts, cultural and community-wide activities, special events and leisure time programs; has general oversight of City government operations (except those more specifically covered by another standing committee); reviews and prepares amendments or revisions to Council Rules; and develops policies that would turn over routine matters to the Administration wherever possible.

Intergovernmental Relations. Represents Council in outreach efforts to improve working relationship with other political entities, with regional agencies and, internally, with such bodies as the Board of Water and Light, the Housing Commission, and the Entertainment and Public Facilities Authority. Its primary charge is to lead in the exploration of intergovernmental cooperation, toward provision of needed services in the best manner by the most appropriate jurisdiction with the least duplication of effort, to include specific emphasis on achieving a regional approach to various issues.

Public Safety. Reviews service levels and issues related to public safety, including police, fire, ambulance, emergency services, traffic environment and the building inspection program.

Public Services. Reviews all matters pertaining to wastewater treatment, sewer and street needs, long range infrastructure and parks and recreation needs and development and the Municipal parking system, including parking enforcement and policies.

Ways and Means. Reviews all proposed modifications to the City's annual Budget and program audits prepared by the Internal Auditor, the City's short-range and long-range financial condition, workforce needs for City operations and financial impact statements developed on proposed actions; and reviews and develops policy recommendations on City financial and budget matters.

Council Personnel. This Committee shall be comprised of four members and shall include the President, the Vice President, one at-large Councilperson, and one ward Councilperson. The Vice President shall serve as Chair of the Committee.

The Committee on Council Personnel shall consider, study and recommend with respect to the following Council staff matters: Recruitment; selection; discipline;

performance evaluations; job descriptions; policy and procedure manual development; any other personnel matter referred to it by the Council.

Except as may otherwise be provided herein, the President shall appoint a Chairperson and Vice Chairperson of each standing committee. In the temporary absence of the Chairperson, the Vice Chairperson shall act as Chairperson. The standing committees' functions shall be reviewed by the Council President and shall be adopted by resolution of Council during January of each year.

Rule 17. Duties of Committees; Quorum; Discharge of Committees. All committees appointed by Council shall thoroughly investigate such matters as are referred to them and report their findings in a timely manner.

All committees appointed by Council, other than standing committees, shall have a fixed term of life and shall expire at such times unless extended by a majority vote of Council.

A quorum of a committee shall be a majority of the committee members serving.

A committee shall be discharged of any matter referred to it by an affirmative vote of two-thirds of the Council Members at the Committee of the Whole or City Council meeting.

No Council Committee, Ad-Hoc or Standing, shall meet during a session of Council unless prior permission has been granted by Council. Any Council Committee, Ad-Hoc, Standing or Committee of the Whole, shall follow these Rules and Mason's Manual of Legislative Procedure whenever applicable. Every Committee, Standing or Ad-Hoc, shall provide an opportunity for the public to speak on items designated for action by the Committee. The Chairperson of each Committee, Standing or Ad-Hoc, shall be responsible for setting and enforcing the rules governing public comment at his or her Committee.

Rule 18. Rules of Decorum for Meetings. The Presiding Officer shall conduct Council meetings in an orderly manner. Members of Council and others in attendance shall obey directions of the Presiding Officer. Citizens and others attending Council meetings may address Council as specified in this Rule and Rule 14. Speakers will be requested to print their name, address, and the topic to be addressed on the appropriate registration form (Legislative or City Government Related Matters). The forms will be used to call speakers to the podium, allow Council Members to determine if the speaker is from his or her Ward, and to assist in the accuracy of recording Council Proceedings.

Council meetings are business meetings. Their purpose is to conduct the City's business. Public speaking at the Council meeting is to provide citizens the opportunity to be heard, express their views, and inform the Council and the Administration. In no case is the opportunity of a citizen to speak to be in the nature of a debate and neither the Council nor the Administration is under any obligation to respond specifically to any speaker. All remarks shall be addressed to the Council, the Mayor, and Administration



OFFICE OF MAYOR
9th Floor
124 W. Michigan Ave.
517 483-4141 (voice)
517 483-4479 (TDD)
517 483-6066 (Fax)

Thank you for your interest in serving on a Lansing Board, Commission or committee. Lansing City Charter requires that every appointee to a Board, Commission or committee established by Charter or ordinance must meet the following qualifications and eligibility requirement:

Be a registered elector in the City of Lansing (Charter Section 2-102),
Be a resident of Lansing for one year prior to taking office (Charter Section 2-102)
Not be in default to the City of at the time of taking office (Charter Section 2-103.2)
Not have been convicted, with 20 years of taking office, or a violation of the election law or any felony (Charter Section 2-103.1)

1. Date: _____

2. First Name: _____ Middle: _____ Last Name: _____

3. Other names(s) by which you have been known, including maiden names:

4. Address: _____

5. City: _____ 6. State: _____ 7. Zip Code: _____

9. Email Address: _____

10. Gender _____ male _____ female

11. Ward: _____

12. Precinct: _____

13. Best phone number to contact you: _____

14. Last 4 digits of social security number: _____

15. In what year did you move to Lansing? _____

Please use "0000" if you live outside of the City of Lansing.

16. Additional information regarding experience and credentials (Please feel free to attach additional information) _____

17. Occupational Background: (Please feel free to attach additional information) _____

18. Educational Background: _____

19. Please attach a resume if available.

20. First choice for Board to serve on: _____

21. Second choice for Board to serve on: _____

22. Third choice for Board to serve on: _____

23. Please comment briefly on why you wish to serve on a particular Board or Commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the Board or Commission. _____

24. Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office.

25. Background Check Authorization*

This certification is not required, but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required.

I agree _____ I disagree _____

Please sign and date. _____ Date _____

Policy for Boards & Commission (DRAFT)

Unless stated differently within the City of Lansing's Codified Ordinance or State Law, Boards & Commissions membership is as follows:

Charter 5-103

.1 Every member of a board, commission or committee established by Charter or ordinance shall be an officer of the City and shall possess the qualifications required by this Charter for holding office.

.2 Except as otherwise specifically provided in this Charter or State law, the Mayor shall appoint persons to all such boards, commissions and committees with the advice and consent of the Council. No such appointment shall be effective until it has been confirmed by the Council.

.8 Each board established by this Charter shall be composed of eight (8) members. Four (4) members shall be from the City-at-large and one member shall be appointed from each of the four (4) wards of the City in the following pattern:

.9 The members from the City-at-large shall be appointed to staggered terms, at least one of which shall expire each year.

.10 Appointments to each board, commission and committee shall be made with regard to the diversity of Lansing citizens, their variety of interests and the experience and expertise that each can contribute to the common good of the City.

Be a registered elector in the City of Lansing (Charter Section 2-102),

Be a resident of Lansing for one year prior to taking office (Charter Section 2-102)

Not be in default to the City of at the time of taking office (Charter Section 2-103.2)

Not have been convicted, with 20 years of taking office, or a violation of the election law or any felony (Charter Section 2-103.1)

.11 All information readily available for the public once someone is appointed to a board or commission.

An application process is required.

- The application should be available online as well as paper copies.
- Applications should be available in City owned or leased buildings such at City Hall, Community centers, and libraries

Board or Commission Membership

- Board or Commission membership should be limited to two terms (8 years) to allow for a variety of citizens with various ideas and skill sets to hold seats. Also only allowed to sit on two boards maximum.
- Board or Commission membership should take into effect the following:
 - Your knowledge of the Board or Commission;
 - Passion for a particular Board or Commission;
 - Your plan as a citizen representative to engage the public for their input;
 - A desire to help shape policy;
 - Desire to donate one's professional and personal skills;
 - Your willingness to engage with the City of Lansing's diverse population to help form policies of inclusion.

- Expectations of Board or Commission members:
 - Be on time for meetings;
 - Be familiar with the issues:
 - Review background information and the agenda and previous minutes before each meeting;
 - Participate in discussions and work assignments;
 - Be courteous to each other and to members of the public;
 - Be open and responsive to questions and concerns.
 - Engage with the public; neighborhood mtgs, etc.
 - Ethics and Inclusion training/Open Meeting Training

A conflict of interest is any situation in which an Advisory Council Members interest interferes with or influences TCOA business. Examples include, but are not limited to the following examples:

1. An individual with a personal interest in the decision of the Board.
2. An individual in direct competition with another applicant for funds.
3. An individual acting as a representative of an agency, organization, business or institution being evaluated or receiving funds, or where decisions are in process of being formulated that directly influence that agency, organization, business or institution.