



**MINUTES
AD HOC COMMITTEE ON DIVERSITY
Friday, December 15, 2017 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall**

Call to Order

The meeting was called to order at 11:34 a.m.

Committee Members

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

Others Present

LaSondra Crenshaw, Council Staff
Tammy Lemmer – TCOA
Stephen Purchase - PCAC
Griffin Rivers
Julee Rodocker – Consumers Energy
Dax Carpenter, Disability Network
Brandon Waddell – Attorney's Office
Stacey Locke – Peckham
Guillermo Lopez, LLEAD/LSD
Elaine Womboldt – Rejuvenating South Lansing

MINUTES

MOTION BY COUNCILMEMBER WASHINGTON TO APPROVE THE MINUTES FROM December 8, 2017 AS PRESENTED. MOTION CARRIED 2 - 0

Discussion:

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

Councilmember Wood advised the group she talked with Mayor Elect Andy Schor's Chief of Staff Samantha Harkins about the Ad Hoc on Diversity Committee and what we are currently working on. She provided Ms. Harkins with a tentative date of Jan 26th as the date Committee want to make a presentation to the Administration regarding Boards & Commissions that would include: term limits, training, etc. Ms. Harkins seemed very enthusiastic about this. Councilmember Wood asked the group to look over the policy paper for Boards & Commission for changes. She advised there will be a number of openings of various Boards/Commissions as of June 30th and the importance of having a new policy in place as soon as possible. Councilmember Wood advised the group of the changes that were made. Under applications we added: information readily available required filling out conflict of interest form as part of the application. On the back side Ethics & Inclusion training/Open Meeting Act Training. Along with Board or Commission recommended training.

Mr. Lopez asked if Board and Commissions give Council a report every month. Councilmember Wood stated minutes are provided to Council and they are placed on file and put on the website. Under the Open Meetings Act they are required to have written minutes, not just recorded minutes. Mrs. Womboldt stated that even if audio it is necessary to have a hard copy. Mr. Waddell added that as long as audio is accessible, minutes must be on paper.

Councilmember Wood advised the group we are looking at another bullet point to add. It would talk about an annual report that would be given to Council by Feb 1st that includes any budget priorities. Council does not receive the budget until the end of March so that would allow time for Council to review the material. Councilmember Wood asked the group how they want to address the staffing concern. We have Directors and/or staff people that work well and provide information but you have some that do not provide enough information to a particular Board or Commission.

Ms. Rodocker stated there are some Boards that seem to be run by the Director and some that use the Departmental person as resource.

Councilmember Wood stated the Board should have Chairperson and Staff should not take over the meeting. Under expectations we need to add: make sure they understand the rules. Ms. Locke asked if there is a clause that a member of Board has concerns they can contact someone. Councilmember Wood stated she was not sure as she has not seen each of the Boards rules. She then asked Mr. Waddell to get the rules for the different Boards, and find out when they were last updated.

Councilmember Washington stated that many boards are run by the staff and that anything we can do to clean this up will help. Someone needs to go in at beginning of the year to explain how it should be done.

Mrs. Womboldt stated she has attended a lot of meetings and has noticed they have changed over the years. She agrees the rules and training are needed.

Councilmember Washington asked how we encourage Council Members to be more thoughtful when doing appointments.

Mr. Purchase added that it is more form driven than policy driven. We should provide more through descriptions of the Board and what qualifications they are seeking, and meeting with Mayor Schor is a critical first step

Mr. Rivers asked should the Council Member of that Ward pay a role in that appointment. Council Members should have a say in the person that is appointed.

Ms. Locke asked are they looking at background/passion. Is it possible to add question number sixteen on the application that reads – How are you engaging? Councilmember Wood advised we look at the resume provided.

Mr. Lopez asked how we are going to accomplish making sure our boards reflect the City's diverse population. Mr. Waddell stated as long as a decision is not made based on race, color, gender, etc you are covered. He would suggest making gender/race optional or removing it all together. If it does not start out being discriminatory it could end up that way. He added to clear it up I'm giving the legal point.

Councilmember Washington added it is important that everyone remain involved in this Committee, as it is important to hear from different races.

Ms. Lemmer added she thinks we should add gender/race as open ended.

Ms. Rodocker added that everything should be written down; if it's not written down it did not happen. Every person appointed should have a file.

Ms. Locke commended Dax Carpenter on his part in Snow Sergeants she stated that he is exceptional and very committed while doing a lot of the work himself.

Councilmember Wood asked the group to please get all corrections to LaSondra.

Discussion

Inclusion training January 22, 2018

Inclusion Training will take place Jan 22, 2018 at 5:30 - 7:00 p.m during the Committee of the Whole Meeting

Next Meetings: January 19th, 2018

Still working on Opioids issues

OTHER

Updates on Participants in the Committee

HRCS MLK Event is Jan 12th at 12pm

Prayer Vigil Dec 21st at 7pm – Mt. Hope United Methodist Church

Screening of documentary Wounded Places Sunday January 21, 2018 at Unitarian Universalist Church of Greater Lansing 5509 S. Pennsylvania Ave 6-8pm

Adjourn

Adjourn at 12:42 p.m.

Submitted by,

LaSondra Crenshaw, Administrative Assistant

Approved Jan 16, 2018