



AGENDA
AD HOC COMMITTEE ON DIVERSITY AND INCLUSION
Friday, April 13, 2018 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall

Councilmember Carol Wood, Chair
Councilmember Brian Jackson, Vice Chair
Councilmember Patricia Spitzley

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes
 - March 23, 2018
5. Discussion
 - A.) Amended Diversity & Inclusion Council Charter
 - B.) Erin Knott – Equality Michigan
 - C.) Update on Cesar E. Chavez Memorial Celebration
6. Other
 - Updates on Participants in the Committee
7. Adjourn

Pending Opioids information from Sparrow Hospital

DRAFT



MINUTES
AD HOC COMMITTEE ON DIVERSITY AND INCLUSION
Friday, March 23, 2018 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall

Call to Order

The meeting was called to order at 11:31 a.m.

Committee Members

Council Member Carol Wood, Chair
Council Member Brian T. Jackson, Vice Chair
Council Member Patricia Spitzley – Left at 12:00 p.m.

Others Present

LaSondra Crenshaw, Council Staff
Tammy Lemmer – TCOA
Julee Rodocker – Consumers Energy
Dax Carpenter, Disability Network
Brandon Waddell – Attorney's Office
Stacey Locke – Peckham
Jim Bale – GLLC
Marilyn Plummer – Mayor's Office
Al Salas – Small Business Owner
Mark Brown – LCED/NAACP/ACLU
Bishop David Maxwell – Mayor's Office
Elaine Womboldt - RSL

MINUTES

MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE THE MINUTES FROM March 9, 2018 AS PRESENTED. MOTION CARRIED 3 - 0

Discussion:

Exploring what a Diversity & Inclusion Committee may look like

Council Member Wood advised the group that the Executive Order from the Mayor outlined what he would like to see in the Diversity Advisory Council to look like. At this

point there is not a need for the Ad Hoc Committee to put forth anything else at this time. To apply for the Diversity Advisory Council you need to go online and fill out application if you want to be considered for a position. I would encourage you to fill out the application. What does that mean for us? There is a hope that this Committee will be part of the new structure, It is my understanding the Mayor's Advisory Council goes into effect at end of the calendar year which gives us time to continue our work. We can talk about meeting informally in the future, potentially every other month, or once a quarter it will not be anything official but it would be an opportunity to discuss issues and bring forward to the City Council or Mayor's office.

Council Member Jackson wanted to confirm that the Mayors Advisory Council starts at end of year. Council Member Wood advised yes based on Executive Order. There is a Council resolution that states the Ad Hoc Committee on Diversity & Inclusion meets until December 31, 2018.

Council Member Spitzley advised the group that the Mayor's Diversity Advisory Council means the City Council doesn't have say. The Mayor makes decisions and doesn't have to come back to Council for approval. Even after the Mayor's Advisory Council is established we should still meet and submit a report to Council. We don't want this synergy to go away as we have done some good things in the committee.

Council Member Wood asked Bishop Maxell when the Mayor's Council would begin. Bishop Maxwell stated 2019 but that does not include organizational meetings that may take place this year.

Ms. Wombolt stated that our group is so connected and approached by many residents with issues and they talk to us informally about things that we bring back to this Committee. It would be beneficial to try to maintain that in some form. One issue is the senior citizens. Twenty percent of the population is senior citizens. I hope the new Advisory Council has broadness and understands there are many issues that include diversity and age is one of them.

Bishop Maxwell stated the Ad Hoc Committee has done an outstanding job he can see it as an extension of what has already been done. He encouraged the group to apply and become part of Mayor's Advisory Council. He is hoping the Ad Hoc will be a component of the Mayor's Advisory Council and make this a seamless transition. Council Member Wood added that we don't want competing Committees, doesn't mean we can't meet on a semi-regular basis but not to the extent of what we are doing now.

Ms. Plummer advised the group of the April 9th deadline to apply to be on the Mayor's Advisory Council. Council Member Spitzley asked if you can only apply online. Bishop Maxwell advised that they will make paper copies available as well.

Mr. Salas wanted to remind everyone that we have brought a lot to the Committee. We have learned from each other and brought issues from all around our community. He agreed that we need to have some people from this committee on the new one.

Mr. Bale asked what the maximum amount of people allowed to sit on the Committee. Bishop Maxwell advised that they have received a large interest the ultimate decision would be up to the Mayor. Minimum of sixteen but that number is not set in stone.

Ms. Locke asked if there is a way to add information to an application that has already been submitted. Ms. Plummer advised her to contact the Mayor's office. She then asked what diversity will be made up of, is there a certain criteria. Bishop Maxwell advised that when we talk about diversity male/female, ethnicities, religions, disabilities, refugee populations, LGBTQ, it will look like Lansing. If in Lansing they should be represented on the committee. He asked if the Mayor's office could get a master list of everyone on the current Ad Hoc on Diversity and Inclusion Committee. Council Member Wood advised yes and we would get that information to him.

Council Member Wood asked if you can you be on the Advisory Council along with another Board. Bishop Maxwell advised that yes you could.

Council Member Jackson asked that they make sure and ask the question on the application regarding what is their plan on reaching out and accommodating things. Council Member Wood added that we have learned through each other about the needs for particular populations. We need to go outside our comfort zone and ask particular questions. Make sure they have a true plan and that they will talk about and make sure what they are learning here is taken into the community. Be willing to extend their selves and talk about topics that may be hard to talk about.

Mr. Carpenter stated one thing we don't do is interact veteran's interest. It's the small things that we really need to pay attention to. A lot of different things we have done as a Committee while opening ourselves up personally at the table. There is a lot of positive interaction from this Committee and want to see it continue. Lansing has fourth highest veteran population in the state.

Ms. Rodocker stated diversity is so important; everyone goes to racial issues first and diversity and is much more than that. However everyone must be included. The name of the Mayor's Diversity Advisory Council should include the word "inclusion" as it draws everyone in.

Ms. Lemmer stated that inclusion is a really important piece. She referred to page 3 of the executive order. It seems counterproductive to the issue at hand. How does the application process work for someone that is not a City of Lansing resident. Ms. Plummer advised she doesn't believe the Mayor meant to omit the word "Inclusion". It was modeled after our current provisions for boards. This board does not have a limitation to residency. I hope we aren't going to lose most of you as we were hoping you would be on the Mayor's Diversity Advisory Council. And we hope if you can't sit on

the board personally that you are encouraging others who will represent that organization/idea.

Council Member Wood advised we weren't aware until today that you only had until April 9, 2018 to submit an application. It would be helpful if people had some understanding as to if it would be day or evening meeting. If you could provide us with that information we will pass it along as it may help people decide if they will be able to attend the meetings.

Discussion

Cesar Chavez March 29, 2018

Council Member Wood went over the program for March 29, 2018 and confirmed that everything was correct. Al Salas will be in touch with LaSondra regarding entrance access into the garage for food deliveries, etc.

Ms. Plummer advised the group that the Mayor's office will donate \$250-\$275 towards the Cesar Chavez event to be used towards, food, supplies, etc

Next meeting April 13, 2018

Still working on Opioids issues

OTHER

Updates on Participants in the Committee

Knights of Columbus Fish fry every Friday at Cristo Rey Church at 6:00 p.m.

March 24th before the capitol rally – "March for our lives" – MLK fellowship breakfast at Union Missionary Baptist Church 9:00 a.m. -10:00 a.m.

8th Annual Cesar Chavez birthday celebration March 31, 2018 – UAW Local 652 426 Clare St Lansing 48917 6:00 p.m.-12:00 a.m.

Lansing Area Veteran Coalition Meeting – April 10th, 2018 at Peckham 3510 Capital City Blvd 9:30am-10:00am (Networking) and 10:00am – 12:00pm (Meeting)

May 25th – May 27th Cristo Rey Fiesta will take place

Saturday Sept 8, 2018 at Benjamin Davis park – Lansing Harmony Celebration

Council Member Jackson advised the group that Nathan Triplett with Equality Michigan advised him that Lansing's LGBTQ score is lower than it should be. If possible we could look at some actions to raise the score. We could start by nondiscrimination in Lansing that includes gender identity.

Council Member Wood asked Council Member Jackson to reach out to Nathan Triplett to attend our next meeting April 13th. Also asked him to extend an invitation to Council Member Spadafore.

Council Member Wood advised the group that we will be looking at our meeting on April 27th, 2018 for focusing on Veteran's.

Adjourn

Adjourn at 12:47 p.m.

Submitted by,

LaSondra Crenshaw, Administrative Assistant

Approved April 9, 2018

Conformed through April 6, 2018

**AMENDED CHARTER
MAYOR'S DIVERSITY AND INCLUSION ADVISORY COUNCIL
CITY OF LANSING, MICHIGAN**

1. Name. The name of the Council shall be the Mayor's Diversity and Inclusion Advisory Council (the "Council"). The Council is established by the Mayor consistent with Section 4-102 of the Lansing City Charter which provides that . . . "The Mayor shall be responsible for reducing any unlawful discrimination and increasing mutual understanding among the residents of the community".

2. Vision. The Vision of the Council is that Lansing will be a model diverse and inclusive municipality.

3. Statement of Mission. The Mission of the Council shall be to provide expertise, resources and support for the following work streams to enable a realization of the Vision:

- Developing and recommending a diversity and inclusion management plan to the Mayor.
- Making recommendations on employee training and education on diversity and inclusion, including the identification of core competencies employees should have to achieve the Vision.
- Serving as a resource to the Mayor on matters related to Lansing becoming a model diverse and inclusive municipality.
- Sponsoring and organizing employee events to celebrate diversity and inclusion in a manner that is consistent with the Vision.
- Developing and recommending ongoing diversity and inclusion plan, performance measures, and best practices.
- Studying and developing proposed additions, deletions, or modifications to this Charter.

4. Membership – Initial, Additions and Withdrawals: The Council shall consist of "Members" appointed by the Mayor for terms set by the Mayor.

The Council shall have a Chair, a Vice Chair, and a Secretary, as officers elected at an annual meeting of the Members in September of each year. The Council may establish other officer positions. The first annual meeting shall be held in 2019.

Vice Presidents, as needed to coordinate program areas or committees, may be elected.

Officer positions and appointments may be made by the Council at any meeting to serve until the next annual meeting.

Conformed through April 6, 2018

Subsequent to the Effective Date of this Charter and the identification of the Initial Members, other Members may be added, and vacancies filled by the Mayor.

A Member may withdraw from membership upon written notice to the Mayor.

The absence of any Member for three consecutive meetings will result in an automatic removal of the Member from the Council.

5. Role of Council Members: It is intended that the Council leverage the experience, expertise, and insight of key individuals at organizations committed to building professionalism in the management of Mission activities. Individual Members may not be directly responsible for managing work stream activities, but will provide support and guidance for those who do. Thus, individually, Members should:

- Understand the strategic implications and outcomes of initiatives being pursued through this Charter, its Vision and its Mission.
- Appreciate the significance of a model diverse and inclusive municipality.
- Be genuinely interested in the work stream initiatives and be an advocate for the outcomes being pursued.

In practice, the above mean that Members should review the status of the activities under this Charter and ensure that the outputs meet the requirements of the Mission in order to realize the Vision. Conflicting priorities and resources should be balanced. Members should consider all ideas and issues submitted by other Members, provide guidance to the committees established herein, and check adherence to standards of best practices. Further, positive communication both inside and outside of the Council should be fostered.

6. Officers: The following are the officers of the Council; however, other officer positions may be created by the Council, as needed.

The Chair shall guide the Council; set goals and objectives; set the calendar, activities, and meeting agendas; follow through on action items; and preside over meetings.

The Vice Chair shall serve as Chair in the absence or disability of the Chair and shall assist in the performance of the duties of the Chair as agreed upon with the Chair.

The Secretary shall keep the minutes and records and assist with communications.

Vice Presidents shall coordinate program areas, committees, or initiatives.

Conformed through April 6, 2018

7. Meetings: Roberts Rules of Order shall be followed in Council meetings.

Meetings may be called by the Chair, a Vice Chair, or a majority of the Members.

A majority of the duly qualified Members of the Council physically present in person, at a meeting is necessary for a quorum. Except as otherwise provided in this Charter, an affirmative majority vote of the Members at a meeting, a quorum being present, is required for approval of any action.

The Council shall meet monthly or as required to monitor issues and work stream progress.

Meetings using electronic or telephonic means are impermissible.

The Council is established by the Mayor and is advisory to the Mayor only. It is not a Lansing Charter board or committee; nor, is it established by ordinance or City Council resolution or action of any type. It has no decision or policy making authority; but, is advisory in nature and is established for advice and recommendation to the Mayor only.

Unless altered by a majority vote of a quorum of the Members, the agenda of each meeting shall include:

- Minutes
- Additions to agenda
- Review of previous actions
- Overall Mission and work stream progress status
- Old Business
- New Business
- Milestone review
- Deliverable acceptance
- Accomplishments
- Plans for next period
- Outstanding issues
- Specific requests
- Other
- Next meeting

8. Committees: The following Initial Committees are hereby established to support the work streams:

- Diversity and Inclusion Management Planning
- Employee Training and Education – Including Core Competencies
- Resource and Best Practices Gathering
- Employee Events
- Metrics Development

Conformed through April 6, 2018

Committees may be added or eliminated by a majority vote of a quorum of the Members.

Each Committee shall be chaired by a Vice President.

The Chair may create Ad Hoc Committees at any time to last the length of the Chair's term unless continued by a successor Chair.

9. Annual Meeting Deliverables:

- A Diversity and Inclusion Management Plan for the Mayor's approval.
- An Employee Training and Education Plan for the Mayor's approval.
- One annual Employee Diversity and Inclusion Event.
- Development of metrics for the Mayor's approval and an annual report on progress using the approved metrics as a guide.
- Goals, Objectives, and accompanying timelines to support the Mission and achieve the Vision.

10. Measurements:

The success of the Council will be monitored by metrics developed by the Metrics Development Committee and approved by the Mayor.

11. Miscellaneous:

- An annual report shall be published.
- This Charter may be amended or dissolved by the Mayor at any time.
- With the approval of the Mayor, the organizational structure of the Council may be altered by the Mayor to comply with Internal Revenue Service rules and regulations allowing the Council to receive grant funds and contributions.

THIS AMENDED CHARTER IS DECLARED EFFECTIVE THIS 6TH DAY OF APRIL, 2018, (the "EFFECTIVE DATE").



Andy Schor,
Mayor, City of Lansing, Michigan

I. Non-Discrimination Laws

This category evaluates whether discrimination on the basis of sexual orientation and gender identity is prohibited by the city, county, or state in areas of employment, housing, and public accommodations.

	STATE	COUNTY	CITY	AVAILABLE
Employment	0/0	0/0	5/5	5/5
Housing	0/0	0/0	5/5	5/5
Public Accommodations	0/0	0/0	5/5	5/5
SCORE			30	out of 30

II. Municipality as Employer

By offering equivalent benefits and protections to LGBTQ employees, and by awarding contracts to fair-minded businesses, municipalities commit themselves to treating LGBTQ employees equally.

	CITY	AVAILABLE
Non-Discrimination in City Employment	6/0	6/6
Transgender-Inclusive Healthcare Benefits	0	6
City Contractor Non-Discrimination Ordinance	0/0	3/3
SCORE	6	out of 24
BONUS Inclusive Workplace	+0	+2

III. Municipal Services

This section assesses the efforts of the city to ensure LGBTQ constituents are included in city services and programs.

	STATE	COUNTY	CITY	AVAILABLE
Human Rights Commission			0	5/5
LGBTQ Liaison in City Executive's Office			0	5
Enumerated Anti-Bullying School Policies	0/0	0/0	3/3	3/3
SCORE			11	out of 16
BONUS Enforcement Mechanism in Human Rights Commission		+0	+2	+2
BONUS City Provides Services to LGBTQ Youth			+0	+2
BONUS City Provides Services to LGBTQ Homeless			+0	+2
BONUS City Provides Services to LGBTQ Elders			+0	+2
BONUS City Provides Services to people Living with HIV/AIDS			+0	+2
BONUS City Provides Services to the Transgender Community			+0	+2

hrc.org/mel

IV. Law Enforcement

Fair enforcement of the law includes responsible reporting of hate crimes and engaging with the LGBTQ community in a thoughtful and respectful way.

	CITY	AVAILABLE
LGBTQ Police Liaison or Task Force	0	10
Reported 2015 Hate Crimes Statistics to the FBI	12	12
SCORE	12	out of 22

V. Relationship with the LGBTQ Community

This category measures the city leadership's commitment to fully include the LGBTQ community and to advocate for full equality.

	CITY	AVAILABLE
Leadership's Public Position on LGBTQ Equality	4	5
Leadership's Pro-Equality Legislative or Policy Efforts	0	3
SCORE	4	out of 8
BONUS Openly LGBTQ Elected or Appointed Municipal Leaders	+0	+2
BONUS City Tests Limits of Restrictive State Law	+0	+4

TOTAL SCORE 63 + TOTAL BONUS 2 =

Final Score 65

CANNOT EXCEED 100

PTS FOR SEXUAL ORIENTATION (0/5) PTS FOR GENDER IDENTITY (0/5) BONUS PTS for criteria not accessible to all cities at this time.

FOR MORE INFORMATION ABOUT CITY SELECTION, CRITERIA OR THE MEL SCORING SYSTEM, PLEASE VISIT HRC.ORG/MEL. All cities rated were provided their scores in advance of publication and given the opportunity to submit revisions. For feedback regarding a particular city's scorecard, please email mel@hrc.org.

hrc.org/mel