



AGENDA
AD HOC COMMITTEE ON DIVERSITY
Friday, October 27, 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 13, 2017
5. Discussion
 - A.) Information on City Boards and Commission Developing policies for inclusion on Boards
6. Other
 - Updates on Participants in the Committee
7. Adjourn

Pending Opioids information from Sparrow Hospital



DATE 06-27, 2017.

Please print

[illegible]



**MINUTES
AD HOC COMMITTEE ON DIVERSITY
Friday, October 13, 2017 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall**

Call to Order

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

Committee Members

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

Others Present

LaSondra Crenshaw, Council Staff
Dax Carpenter, Disability Network
Elaine Womboldt, Rejuvenating South Lansing
Nicholas Tate – Attorney's Office
Collin Boyce – IT Department
Jim Bale, GLLC
Tammy Lemmer, TCOA

MINUTES

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

Discussion:

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

Councilmember Wood recapped the discussion from last meeting concerning City Boards and Commissions.

Mr. Bale stated that any individual who sits on a Board should be knowledgeable of the Board, and not just sitting on it for the prestige, or as political favors. When you look at some Boards these are individuals who are good people, but lack the knowledge or skillset in certain areas. When looking at some of these Boards I would have a hard time saying I have the knowledge to sit on them.

Ms. Womboldt stated she has a problem with someone holding a position appointed by the Administration who could have conflicts of interest for certain Boards. She asked if there is some sort of language or policy so this cannot happen. She is also concerned that Boards not intimidate people from the public speaking at these meetings. It is their responsibility to listen to the public. She stated the City will get stronger by having everyone involved, and suggested ongoing training to help Boards understand their roles.

Councilmember Wood feels there should be ethics training given to all Boards. She stated it would help them to understand when an individual needs to recuse themselves and when not to. She suggested that annually the Boards should be trained. All Boards have City staff as part of the board.

She explained that most Boards' mere Council and becomes upset if a member of a Board is not reaching out to the people they represent. If you haven't talked or reached out how do you vote on items that matter to the community. They're making a decision that affects all of us based on their own knowledge. Councilmember Wood explained that she has reached out to the City Attorney to begin ethics trainings of Boards.

Mr. Tate stated that it's good to know this discussion regarding ethics is occurring.

Councilmember Washington said the Board could use a portion of their meeting to have training. She stated that when she sat in on a Parks Board meeting, a person was asked about background and their answer they provided was not sufficient enough to be on the Board.

Ms. Lemmer said every year their members have to complete a conflict of interest form. Councilmember Wood asked her to bring a copy of the form to the next meeting.

Mr. Carpenter said make sure they are passionate about the Board they are sitting on. You should have information documented if you're really paying attention. If you're not willing to listen you are the biggest part of the problem.

Councilmember Wood asked how we reflect diversity in our community that we want to see on the Boards without creating quotas. Is there an option to add something about diversity in the Boards and Commissions. The attorney's office will look into it this and get back with us.

Mr. Tate stated that life experiences can be considered. The safest course of action if the individual does not have life experience is to execute mission of the Board. Councilmember Washington said we must remember they represent everybody.

Discussion - Website ADA:

Councilmember Wood said to Mr. Boyce that we are currently talking about City Board & Commissions. Regarding policies and access to the community and we have had questions about our website.

Mr. Carpenter said a couple of his employees are visually impaired. When accessing the City of Lansing website to pay their bills online they run into issues as going through the drop downs. The Connect Lansing app as well is less accessible as main web page. How do we move forward and what processes are needed to complete the accessibility process.

Ms. Lemmer said while working with older adults, family members, and care givers most are not online so diminishing access to city websites. This is problematic when the only access is online. Eliminating access to 60% of the older population. Department of Education got sued due to their website not being accessible. They then created a checklist to make sure things are accessible.

Mr. Boyce stated IT does not take away from the old process such as paper, it still exists inside the Department. He agreed that this is a problem. However he cannot go to the Director and say you must keep the old forms. He can make that suggestion but we do not do away with the old process. We tried to make it easier when we put up the website; originally our vendor said we have all of the compliances in place. It should have been ADA compliant when we went live. As Departments upload information, we know some of this has created issues. On the back end we have a tool that scans the website and reports the problems. There are about 65 problems on the website, we have two people going through and addressing the concerns not sure if that is enough. I will offer to get together and hear your concerns. I am willing to sit down with end user and hear their concerns.

Councilmember Washington asked for an example of what issues were found. Mr. Boyce stated we depend on a 3rd party to get to that 80%. My job is to create efficiency internally and externally. We do scans on a monthly basic.

Councilmember Wood said for example when we looked at the Boards and Commission application no one had a paper copy of the application all we could do was go online

and we couldn't print that off, is there a backup mechanism. We have a requirement by the Federal government to be ADA compliant.

Mr. Boyce said his commitment is to make sure everyone has his business card. His job is to help create efficiency. His concern is to serve the citizens of Lansing. Let us address that problem and create efficiency.

Councilmember Wood said I would strongly encourage each of these groups put together a focus group of people and have Mr. Boyce go and listen to their issues. Mr. Boyce said he is more than open to that.

Ms. Womboldt said people are economically deprived and cannot afford internet or computer. She asked why forms cannot be mailed, she believes that part is being discriminated against the poor and the City needs to do something to correct this.

Mr. Boyce stated "I can only control what I can control." We want to get a citizen relationship management system in place. Where you do not have to fill out the form online, and when you call someone can fill the form out for you. The IT Department is trying to make an impact in the City by having intelligence in the data we have. The paper route is easier for constituents but makes it harder for us. By building a map and using data from the City, the analytics is powerful tool for tax payer and their dollars. This topic is important to him he knows what's it is like to not have internet. His job is to build the correct tools and nothing makes him happier.

Councilmember Wood said our responsibility is to make sure when someone calls each Department has the staff person that will do the work and not say just say it is online. Language barriers are also an issue. Is there any way you can pull up the website in another language. Mr. Boyce said it is possible let him speak with the vendor that we use for the website.

Councilmember Wood recapped that Mr. Boyce has committed to work with Mr. Carpenter, Ms. Locke, and Ms. Lemmer. Contact information was exchanged. Councilmember Wood said she will put together a policy sheet for the next meeting. She asked that you get suggestions to her if you have any. She also reminded the group that they were provided the current Board & Commissioners list.

Mr. Boyce stated we are going to tackle what makes reasonable financial sense. We will be going through a changing of the guard. We want to make sure we don't take on unnecessary cost.

Councilmember Wood closed the meeting by letting the group know we need to come up with a definition for the Ad Hoc Committee in order for Ad Hoc to be a regular standing committee. We are concerned with the current name and it may need to be switched. We will send the committee list description and introduce it to rule change and add to standing Committees.

Next Meeting: Friday October 27, 2017

Still working on Opioids issues

OTHER

Updates on Participants in the Committee

Rejuvenation South Lansing 3rd Anniversary Party is Tuesday Oct 24th @ 6:30-8:30p.m.

Mental Health First Aid Classes are being offered at Community Mental Health (handout was emailed to all Ad Hoc members)

Adjourn

Adjourn at 1:00 p.m.

Submitted by,

LaSondra Crenshaw, Administrative Assistant

Approved October 25, 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 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.

Printed Name: _____

Position: Advisory Council Member

In the past 12 months, have you worked as an employee, independent contractor or consultant for any organization other than TCOA? 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 TCOA 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 TCOA 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 TCOA management.

Advisory Council Member 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.

An application process is required.

- The application should require should be available online as well as paper copies.
- Applications should be available in City owned or leased building such at City Hall, Community Center, 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 varies ideas and skill sets to hold seats.
- 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 to citizen representative how you will 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 Commissions 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.