

AGENDA

Committee on Equity, Diversity & Inclusion AGENDA FOR MARCH 23, 2022 AT 4:30 PM



Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor

To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.

Council Member Jackson, Chairperson
Council Member Brown, Vice Chairperson
Council Member Hussain, Member

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. March 9, 2022
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
 - B. ORDINANCE- Chapter 256 Section 256.01- 256.03; Diversity, Equity, and Inclusion (DEI) Advisory Board
 - C. RESOLUTION - Membership Consideration for Diversity Equity and Inclusion (DEI) Advisory Board
6. **Other**
7. **Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

DRAFT



Minutes
Committee on Equity, Diversity & Inclusion
Wednesday, March 9, 2022 @ 4:30 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Jackson called the meeting to order at 4:31 p.m.

PRESENT

Council Member Jackson, Chair
Council Member Brown, Vice-Chair
Council Member Hussain, Member- excused

OTHERS PRESENT

Sherrie Boak, Council Staff
Lisa Hagen, OCA
Heather Sumner, OCA
Chief Sosebee, LPD
Lori Welch, City Environmental Specialist

PUBLIC COMMENT

No public present at this time, therefore no public comment.

MINUTES

MOTION BY COUNCIL MEMBER BROWN TO APPROVE THE MINUTES FROM FEBRUARY 23, 2022 AS PRESENTED. MOTION CARRIED 2-0.

DISCUSSION

ORDINANCE – Chapter 256; Section 256.01-256.03; Diversity, Equity and Inclusion (DEI) Advisory Board

Council Member Jackson noted there were no comments from the Council public hearing and Council did not have any recommended changes. He then recapped that this ordinance was originated with the Mayor's office, and there has been suggestions for reporting from the Equity Group, and this new ordinance notes this Advisory Board will provide updates to this Council Committee.

Council Member Brown first voiced his concerns that HR was not working with the Diversity Officer collaborating on hiring, and asked if this Advisory Board will work collaboratively with City Departments. Council Member Jackson informed Council Member Brown that this Advisory Board will work collaboratively with this Committee and the Diversity Officer in HRCS. Ms. Hagen added that HRCS was involved in the drafting of the ordinance. The ordinance, she added, was written as "staff" even though there is only one staff member currently, it can expand without changing the ordinance from "Diversity Officer" to "staff". Council Member

Brown reiterated what he heard from the HR Director that the Diversity Officer was not in on the job application process, and then he extended his inquiry into what departments are involved and what involvement was there with the City overall. Council Member Jackson explained that this is an "Advisory" Board, and the Charter outlines the membership, creation, etc. and it is designed to be generalized. There was already a Mayor's Diversity group and this is the next step establishing it under ordinance. They will continue to report out at times to Council. Council Member Brown asked for new language to be added to the ordinance that would require the Advisory Board connect the Administration to the whole City, and not housed within a department. Council Member Jackson again stated it expands past one person, and the Advisory Board and this Committee will work together. He then asked Council Member Brown specifically what he was looking to do at this time. Council Member Brown stated he would like to have the Mayor at the next meeting to discuss his vision for this, and then he wanted to also look at the strategic portion of the Advisory Board to make sure it is effective.

Council Jackson asked the Council staff to invite the Mayor's office, HRCS Director, HR Director and the Diversity Officers to the next meeting to discuss how the Advisory Board will impact the whole City.

Ms. Hagen stated in the past there was a discussion on passing a resolution at the same time of the ordinance that would encourage the Mayor to have members of the previous Mayors Racial Justice and Equity Board on this new ordinance Advisory Board. She inquired if the Committee would like to see that resolution at the next meeting as well, and Council Member Jackson concurred.

Council Member Brown noted that his understanding from Council Member Hussain was that he wanted the 20-30 people from the Racial Justice and Equity Plan to be the 8 members, and therefore should be offered to them first. Ms. Hagen informed the Council Member that the Mayor recommends the appointments and Council approves. The resolution she spoke of would "encourage" the Mayor to consider those 20-30 for the 8 positions, but Council cannot require the Mayor only look at those members.

DISCUSSION – Potential Policy/Procedure on LPD Process and Complaint Business Card

Council Member Jackson informed the Committee and public that recently Albany adopted a new law on complaint business cards when pulling people over. He acknowledged it has been discussed in the past as an option, so he wanted to bring it up again.

Chief Sosebee admitted there was a process started a couple months ago, and LPD has always had business card options, but in recent years they have gotten away from it, mainly because when they were offered people wouldn't take them. Since his time as Interim Chief and now the LPD Chief they are going back to utilizing them. He then presented a draft they are working on in conjunction with the IT department to provide a QR code on the card as well that would eliminate a lot of information on the card, but refer them to the website. He noted the draft does not currently have the link to the Office of Civilian Investigator. Council Member Brown had referenced a link where a card can be scanned by their phone, however he was not sure how many people would be willing to provide their phone screen to an officer when they are pulled over.

Council Member Jackson supported the idea of the links and QR code, and strongly requested the link for the Office of Civilian Investigator be kept on the card as its own contact, listed first. Chief Sosebee concurred and stated once the final changes are made and IT has the QR Code finalized he would forward a copy of the card to the Committee. Council Member Jackson also encouraged them to look at offering some information on the Human Rights Ordinance and that contact information.

Chief Sosebee was asked to report back at the 4/27/2022 Committee meeting with the updated card.

Council Member Brown questioned the number of blank lines on the back of the card, and the Chief explained those are for the report number, a ticket number, notes, etc. Council Member Brown asked if a QR Code is added would that eliminate the information on the back and Chief Sosebee confirmed it would not.

DISCUSSION – Climate Action Plan Update – Environmental Specialist Lori Welch

Ms. Welch submitted a list of the plan update as of March 2022. This included items on the CAP, Greenhouse Gas Inventory project, the Mayor's Advisory Commission on Sustainability, development of the City wide sustainability action plan, and grants and projects.

Council Member Brown asked Ms. Welch to detail her job responsibilities, at which she briefly spoke on her career with the City, noting her tasks include making sure the City stays on track to meet their goals.

Council Member Brown asked that the Anti-Idling Policy be relayed to all City vendors as well, not just the employees. Ms. Welch confirmed they have been drafting a community wide plan, and working with the Mayor's Advisory Sustainability Commission and are currently reviewing new climate resolution.

Regarding the Development Plan (SAP), Ms. Welch stated they are coming up on the final review and once they have the draft reviewed she would be back to speak to this Committee, public service, parks, and plan a citizen process to get input.

Council Member Jackson asked Ms. Welch what Council can do to assist in her position and the City goals. Ms. Welch spoke on her interest for additional staff and the work she has done so far in proposing one in the upcoming budget. Council Member Brown asked if she worked in the Public Service department and she confirmed. Council Member Jackson asked if she had a conservative estimate for Council to consider during the budget process. Ms. Welch elaborated on her current duties and responsibilities.

Council Member Brown made a statement that it appeared not all employees were aware of all the City policies, and Ms. Welch stated they hoped to address that with the employee newsletter they are working on. Council Member Brown asked for a copy of the Climate Action Plan, and Ms. Welch referenced the publication on the website, but stated she would also forward to the Committee.

Council Member Brown asked if the City had a grant writer, and Ms. Sumner stated almost every department does their own grant writing. Council Member Brown stated he could propose a grant writer position for the City.

OTHER

No other topics of discussion.

Adjourn

Adjourned at 5:14 p.m.

Submitted by, Renee Richmond

Recording Secretary, Lansing City Council

Approved by the Committee

ORDINANCE NO. _____

An ordinance of the City of Lansing, Michigan, to amend the Lansing Codified Ordinances by adding Chapter 256, Sections 256.01 -256.03 to create the Diversity, Equity, and Inclusion (DEI) Advisory Board; to provide for its composition and function; and to define its duties.

The City of Lansing ordains:

Section 1. That chapter 256, sections 256.01-256.03, of the code of ordinances of the City of Lansing, Michigan be and is hereby amended to read as follows:

Chapter 256. Reserved Diversity, Equity, and Inclusion Advisory Board

256.01 – Establishment; Membership; Terms; Vacancies; Compensation.

The Diversity, Equity, and Inclusion Advisory Board is hereby established in and for the City in accordance with the City Charter, Article 5, Chapter 1. The appointment of Board Members shall be in accordance with Section 5-103 of the City Charter. Vacancies shall be filled for the remainder of the unexpired term. All Board Members shall serve without compensation.

256.02 – Powers and Duties.

The Diversity, Equity & Inclusion Advisory Board shall:

(a) Fulfill all advisory board functions set forth in section 5-106 of the City Charter;

(b) Review newly introduced City ordinances and City ordinance amendments that are referred to them by City Council, prior to consideration for passage, for potential negative effects that may disproportionately impact citizens on the basis of race, color, religion, national origin, age, height, weight, marital status, political orientation, gender, sexual

1 **orientation, arrest record, disability, or for any cause not reasonably related to the**

2 **accomplishment of legitimate governmental purpose;**

3 **(c) Cooperate with Diversity, Equity, and Inclusion Staff and external partners to**

4 **advance community-wide goals of creating a community that celebrates diversity, building**

5 **relationships among members and leaders of the Lansing community, schools, and the**

6 **faith-based community to support the vision, mission, and goals of the Racial Justice and**

7 **Equity Plan;**

8 **(d) Advise on issues of diversity, equity, and inclusion within the Lansing community**

9 **with the overarching goal of ensuring the City of Lansing is a welcoming and inclusive**

10 **community to all;**

11 **(e) Advise the Diversity, Equity, and Inclusion Staff as to the operationalization,**

12 **implementation, and maintenance of the external components of the Racial Justice and**

13 **Equity Plan;**

14 **(f) Advise and encourage initiatives and activities to learn, listen, and lead the**

15 **community component of the Racial Justice and Equity Plan, and promote an inclusive**

16 **community that reflects the rich and diverse experiences and cultures in the City;**

17 **(g) Serve as a direct liaison between the greater community and City Hall, amplify the**

18 **voices of and address the needs of people traditionally underrepresented or excluded in**

19 **government;**

20 **(h) Gather and review data on relevant diversity topics and recommend ongoing Racial**

21 **Justice and Equity Plan performance measures and best practices, support the facilitation**

1 of community listening sessions and help promote educational/cultural lectures, events, and
2 activities; and

3 (i) Advise the City's Diversity, Equity, and Inclusion Staff and relevant departments to
4 accomplish the initiatives referenced in this section.

5 **256.03 – Meetings; Rules of Procedure; Supply of Facilities and Services.**

6 (a) The Diversity, Equity, and Inclusion Advisory Board shall meet as needed to review
7 new and amended ordinances that have been referred to the Board, and may also meet at
8 such other times as the Board may determine;

9 (b) The Diversity, Equity, and Inclusion Advisory Board shall organize itself pursuant
10 to Section 5-105 of the Lansing City Charter, including the public notice and participation
11 requirements therein and is subject to the Michigan Open Meetings Act; and

12 (c) The Diversity, Equity, and Inclusion Staff shall provide meeting space and such
13 staff assistance as is reasonable and necessary to enable the Diversity, Equity, and
14 Inclusion Advisory Board to carry out its duties.

15 Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules
16 inconsistent with the provisions are repealed.

17 Section 3. Should any section, clause or phrase of this ordinance be declared to be
18 invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof
19 other than the part so declared to be invalid.

20 Section 4. This ordinance shall take effect on the 30th day after enactment, unless given
21 immediate effect by City Council, and pursuant to Section 3-307, of the City Charter, this
22 Chapter shall expire December 31, 2030.

23 Approved as to form:

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DRAFT #11
February 1, 2022

City Attorney

Dated: _____

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1 orientation, arrest record, disability, or for any cause not reasonably related to the
2 accomplishment of legitimate governmental purpose;

3 (c) **Cooperate with** Diversity, Equity, and Inclusion Staff **(what about all city**
4 **employees?)** and external partners **(does external partners include constituents)** to
5 advance community-wide goals of creating a community that celebrates diversity, building
6 relationships among members and leaders of the Lansing community, schools, and the
7 faith-based community to support the vision, mission, and goals of the Racial Justice and
8 Equity Plan and **additional feedback as time goes on;**

9 (d) Advise on issues of diversity, equity, and inclusion within the Lansing community
10 with the overarching goal of ensuring the City of Lansing is a welcoming and inclusive
11 community to all;

12 (e) **Advise the Diversity, Equity, and Inclusion Staff (currently DEI has one staff**
13 **member. How will one staff operationalize all the components of RJEI plan. I believe we**
14 **should include language that says the DEI Advisory Board will advise Administration, DEI**
15 **Staff, etc.)** as to the operationalization, implementation, and maintenance of the external
16 components of the Racial Justice and Equity Plan and **include language beyond the current**
17 **plan;**

18 (f) Advise and encourage initiatives and activities to learn, listen, and lead the
19 community component of the **Racial Justice and Equity Plan include language beyond the**
20 **current plan,** and promote an inclusive community that reflects the rich and diverse
21 experiences and cultures in the City;

(g) Serve as a direct liaison between the greater community and City Hall, amplify the voices of and address the needs of people traditionally underrepresented or excluded in government;

(h) Gather and review data on relevant diversity topics and recommend ongoing Racial Justice and Equity Plan performance measures and best practices, support the facilitation of community listening sessions and help promote educational/cultural lectures, events, and activities; and

(i) Advise the City's Diversity, Equity, and Inclusion Staff and relevant departments to accomplish the initiatives referenced in this section.

256.03 – Meetings; Rules of Procedure; Supply of Facilities and Services.

(a) The Diversity, Equity, and Inclusion Advisory Board shall meet as needed to review new and amended ordinances that have been referred to the Board, and may also meet at such other times as the Board may determine;

(b) The Diversity, Equity, and Inclusion Advisory Board shall organize itself pursuant to Section 5-105 of the Lansing City Charter, including the public notice and participation requirements therein and is subject to the Michigan Open Meetings Act; and

(c) The Diversity, Equity, and Inclusion Staff shall provide meeting space and such staff assistance as is reasonable and necessary to enable the Diversity, Equity, and Inclusion Advisory Board to carry out its duties.

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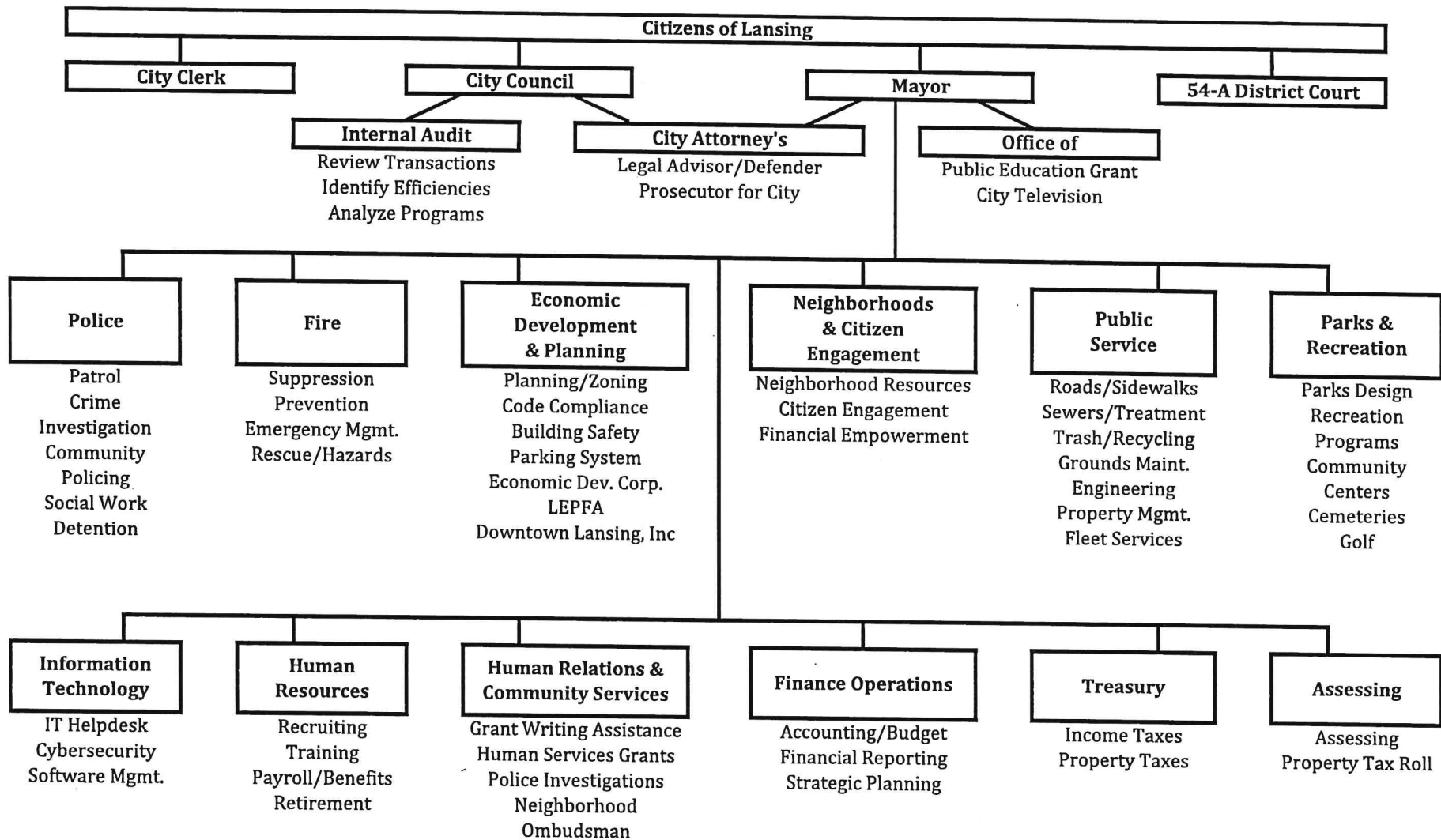
DRAFT #11
February 1, 2022

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City Attorney

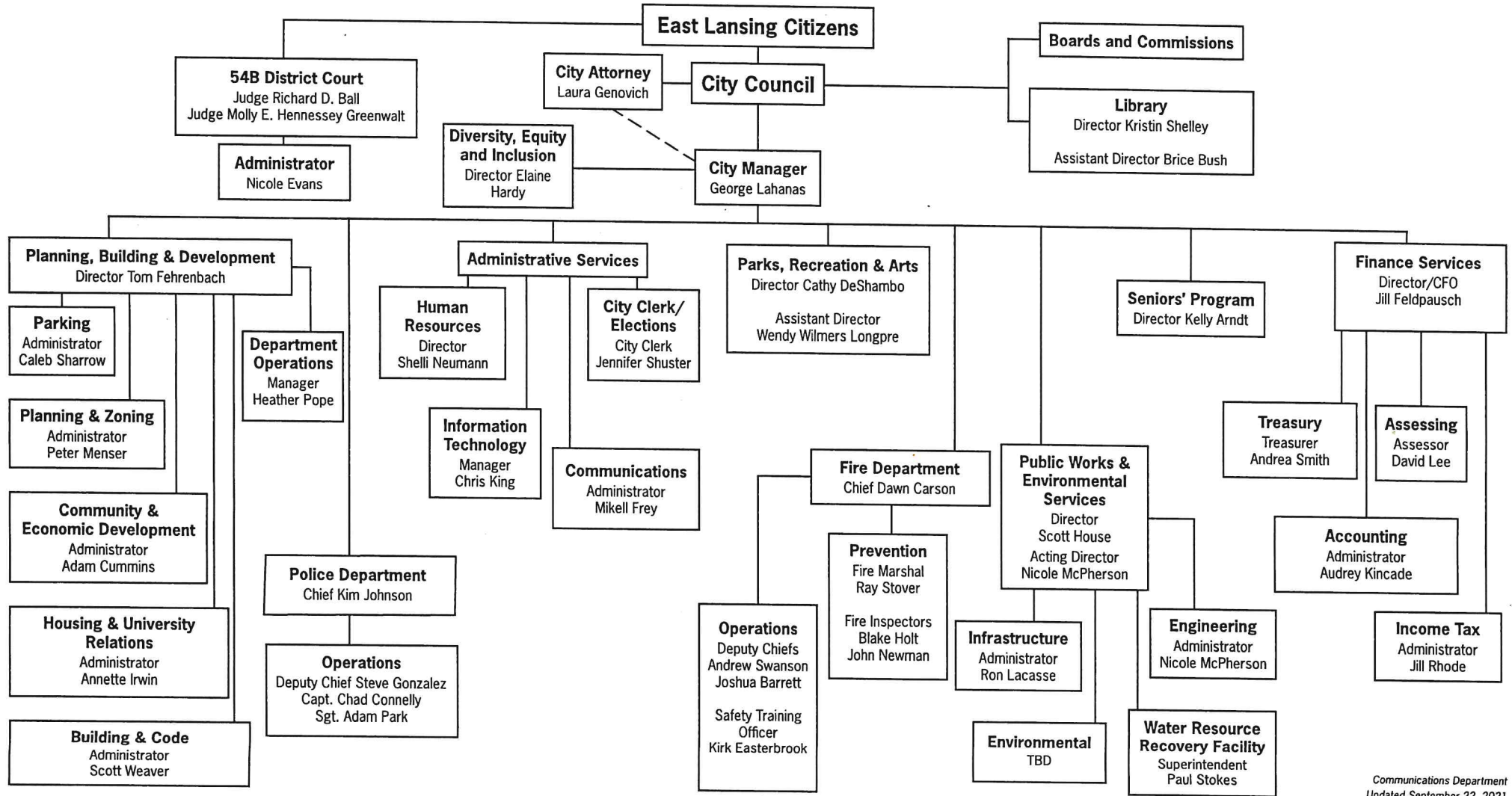
Dated: _____

Table of Organization



Submitted

City of East Lansing, Michigan ORGANIZATIONAL CHART

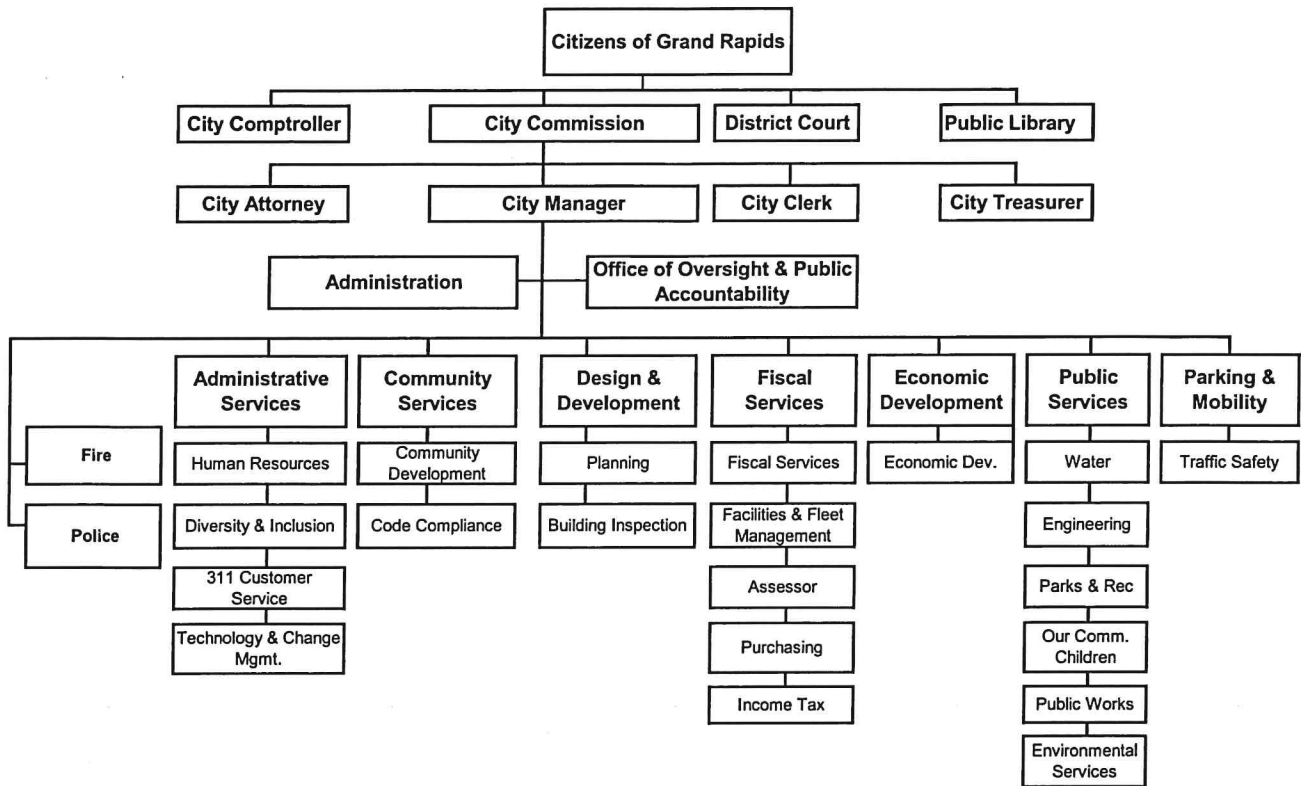


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Communications Department
Updated September 22, 2021

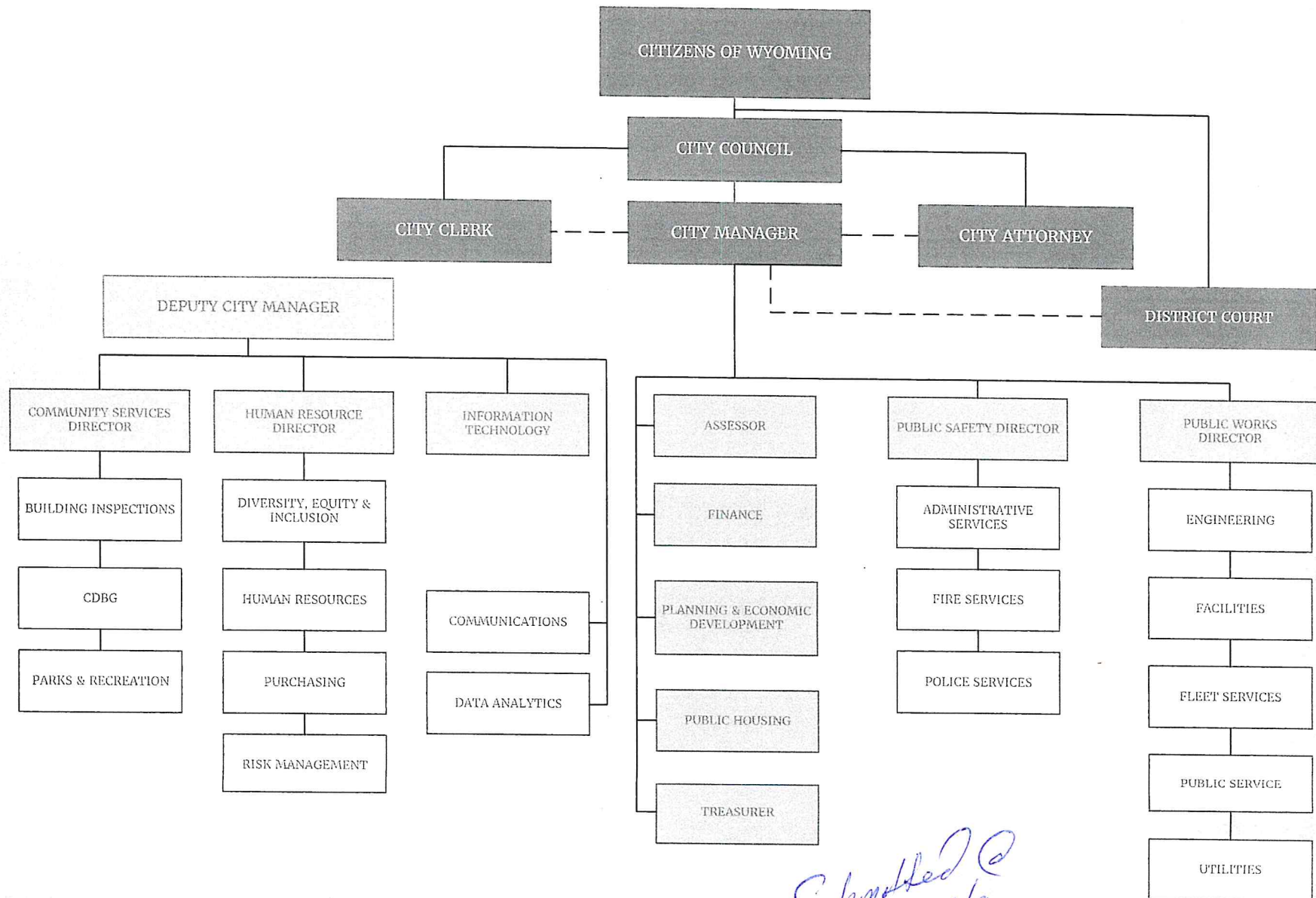
*Submitted @
mtg.*

**City of Grand Rapids
Organizational Chart
FY 2021**



Submitted @ mtg

City of Wyoming Organization Chart



Submitted @ mtg.

RESOLUTION #2022-

**BY THE COMMITTEE ON EQUITY, DIVERSITY, AND INCLUSION
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING**

WHEREAS, the Mayor's Inclusion and Diversity Advisory Council was created in 2018 to address equity issues across the city; and

WHEREAS, meetings of the Inclusion and Diversity Advisory Council were suspended in 2021; and

WHEREAS, City Council wishes to express its appreciation for the time and effort spent and the willingness to serve the City by members of the Inclusion and Diversity Advisory Council; and

WHEREAS, City Council has passed an ordinance creating a Diversity, Equity, and Inclusion Advisory Board; and

WHEREAS, the goals and objectives of the Diversity, Equity, and Inclusion Advisory Board are similar to the former Inclusion and Diversity Advisory Council; and

WHEREAS, City Council wishes to encourage the Mayor to consider former members of the Inclusion and Diversity Advisory Council when selecting appointments to the newly created advisory board; and

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council hereby encourages Mayor Schor to first consider members of the former Inclusion and Diversity Advisory Council as appointments are made to the newly created Diversity, Equity, and Inclusion Advisory Board.