

AGENDA

Committee on Equity, Diversity & Inclusion AGENDA FOR DECEMBER 14, 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. November 16, 2022
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
 - B. RESOLUTION - Appointment; Raquel Sparkman; 3rd Ward Member Diversity, Equity, and Inclusion Advisory Board; Term to Expire June 30, 2023
 - C. RESOLUTION - Appointment; Emily Sorroche; At-Large Member Diversity, Equity, & Inclusion Advisory Board; Term to Expire June 30, 2026
 - D. DISCUSSION- Committee Report for 2022 and Equity Diversity and Inclusion Priorities for 2023
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.



Minutes
Committee on Equity, Diversity & Inclusion
Wednesday, November 16, 2022 @ 4:30 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Jackson called the meeting to order at 4:40 p.m.

PRESENT

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

OTHERS PRESENT

Sherrie Boak, Council Staff
Lisa Hagen- Lawrence, OCA
Rebecca Kaser, Women's Resource Center

MINUTES

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE MINUTES FROM SEPTEMBER 28, 2022, AS PRESENTED. MOTION CARRIED 3-0.

PUBLIC COMMENT

No public comment at this time.

DISCUSSION

DISCUSSION – Committee Report for 2022 and Equity Diversity and Inclusion Priorities for 2023

Council Member Jackson asked the Committee to propose priorities for 2023 and any additional items the Committee can approach in their future meetings.

Ms. Kaser spoke briefly on concerns she has heard with safety, police presence and equity issues. Council Member Jackson asked what safety concerns the shelter has heard about and Ms. Kaser clarified it was statements from the women who visit the shelter and their safety when leaving their homes. Ms. Kaser also spoke on about an interest of equity in the needs closets located throughout the City.

Council Member Jackson asked the Committee their interest in having the Crisis Intervention Team in to a meeting. It was noted the team has been established but they are not up and running.

Council Member Jackson asked the Committee interest in proposing funding for the needs closets or hosting a space.

Council Member Brown asked to invite the Diversity, Equity and Inclusion Officer; Guadalupe Ayala to provide an update on their progress, and the MRJEA report.

Council Member Hussain asked Council Member Jackson if his interest for the Committee was for budget driven ideas or the progress taken with the legislature. Council Member Jackson emphasized his interest for bringing the year to a close for the Committee but not formally writing a report. He was encouraged by inviting the administration to a meeting for an update on the status of the homelessness in the City and what funds can be applied to more shelters. Council Member Jackson encouraged the discussion on December 14, 2022 to include where the Committee should go in 2023, addressing the increased population of homelessness and investors to open more shelters.

OTHER

No other topics of discussion.

Adjourn

Adjourned at 5:01 p.m.

Submitted, Sherrie Boak

Recording Secretary, Lansing City Council

Approved by the Committee on

Application for Appointment to Board or Commission

Thank you for your interest in serving on a Lansing Board, Commission, or Committee.

Certain boards, commissions, or committees require appointees to be a registered elector in the City of Lansing (Charter Section 2-102) and be a resident of Lansing for one year prior to taking office (Charter Section 2-102).

Appointees to every board, commission, or committee must not be in default to the City at the time of taking office (Charter Section 2-103.2) and not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).

Lansing City Charter, Section 5-104, Ineligibility For Boards, restricts certain City employee activities on some boards: "No person holding another City office or activity employed by the City shall be eligible to be a voting member on any board."

Date	07/05/2022
First Name	Raquel
Last Name	Sparkman
Other name(s) by which you have been known, including maiden names	N/A
Date of Birth	
Address	3930 Gilford Circle
City	Lansing
State	MI
Zip Code	48911
Email	r.sparkman30@gmail.com
Gender	Female

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 3
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Best Phone Number to Contact You	517-927-8710
In what year did you move to Lansing?	1986
Additional Information Regarding Experience and Credentials	1. University of South Florida – Muma College of Business Certificate of Program Completion - Diversity, Equity, and Inclusion in the Workplace Certificate 2. Current Diversity, Equity, and Inclusion Advisory Council Member and Group Leader for various workgroups with Community Mental Health Authority of Clinton, Eaton Counties.
Occupational Background	A passionate healthcare professional with 15 years of extensive health care experience.
Educational Background	1. Western Michigan University Master of Public Administration (MPA) Concentration: Health Care Administration 2. University of Michigan-Flint Bachelor of Science in Health Care Administration Minor in Health Education and Behavior
Previous Appointments	Michigan Association for Healthcare Quality - Former Director-At-Large
Current Appointments	Michigan Association for Healthcare Quality Executive Board Member, Secretary, and Vice-Chair of Communications
Please attach a resume if available.	<i>File(s) attached:</i>  R.Sparkman_Diversity, Equity, and Inclusion Advisory Board_Resume.pdf
First Choice for Board to Serve on	Diversity, Equity, & Inclusion (DEI) Advisory Board
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.	The opportunity to serve on the Diversity, Equity, and Inclusion Advisory Board will allow me to build a rapport with the community and offer innovative ideas for improving DEI efforts throughout the City of Lansing. My experience has allowed me to meet new people and develop a larger network. In this role, I can assist with addressing health equity issues, promote the importance of implicit bias training, and encourage/support others who value the same DEI mission.
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 criteria.	
Agreement to Background Check Authorization	• I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.

Raquel M. Sparkman

Date & Time 07/05/2022 3:57 PM (EDT)

Receive an email copy of this form. Yes

RAQUEL M. SPARKMAN, MPA

(517) 927-8710

r.sparkman30@gmail.com

Objective: I have a demonstrated ability to build effective relationships with a team to ensure quality and equity outcomes are supported. The Diversity, Equity, and Inclusion Advisory Board position will allow me to utilize my skills to enhance the success of the City of Lansing and ultimately benefit the well-being of the population it serves.

Education:

Western Michigan University

Master of Public Administration with a concentration in Health Care Administration

University of Michigan-Flint

Bachelor of Science in Health Care Administration with a Minor in Health Education and Behavior

Affiliations:

- American College of Healthcare Executives *1/2013 – Present*
- Executive Board Member – Michigan Association for Healthcare Quality *8/2020 – Present*

Certifications:

- Diversity, Equity, and Inclusion in the Workplace Certification – University of South Florida, Muma College of Business
- Certified Kidney Health Coach – American Kidney Fund
- Management Mentorship Program – CMHA-CEI
- Certified Mental Health First Aid – National Council for Mental Wellbeing
- Certified Critical Incident Stress Management – International Critical Incident Stress Foundation (ICISF)
- Certified Recipients Rights Advisor – State of Michigan

Experience:

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI)– Lansing, MI

Senior Environmental Safety and Compliance Officer, Properties & Facilities *3/2020 – Present*

- Implements compliance measures in accordance with governing bodies: Michigan Occupational Safety and Health Administration, Occupational Safety and Health Administration, and the Commission on Accreditation of Rehabilitation Facilities.
- Leads strategic planning for the safety committee and oversees departmental safety officers to ensure compliance.
- Manages a multi-site system for the crisis communication plan, the mass notification system, and incident reporting system.
- Facilitates training for Crisis Management, Workplace Violence, Personal Safety, Active Shooter, De-escalation, Therapeutic Options, and Victim Avoidance Awareness.
- Actively participates in the Diversity, Equity, and Inclusion Council, serving as Team Lead for workgroup initiatives.
- Ensure all quality measures including peer review and core measures are identified and reported to the appropriate department

Compliance Specialist, Quality, Customer Service & Recipient Rights *11/2018 – 3/2020*

- Maintained expertise of federal, state, and local laws, rules, and guidelines as they pertain to managed care, healthcare finance, privacy, accreditation, and quality.
- Processed Appeals, Grievances, Privacy Violations, Freedom of Information Act requests, and Administrative Fair Hearings. Substantiated concerns with complainants and referred to external mediation as required.

- Gathered, analyzed, and interpreted data using evidenced-based practices to identify variations in processes and outcomes to inform data-driven quality improvement initiatives.
- Developed strategies and facilitated the implementation of quality improvement initiatives with a focus on process improvement, performance measurement and management, and other key subjects critical to the support of clinical performance improvement.

St. Mary Mercy Hospital – Trinity Health System – Livonia, MI

Patient Relations Specialist, Outcomes Management

5/2017 – 11/2018

- Oversaw the hospital's Patient Relations program and investigated complaints, grievances, and appeals to reach resolutions and/or identify training needs.
- Collaborated with Risk Management to determine root causes and provided analysis.
- Analyzed patient safety trends and conducted customer-focused service recovery practices.
- Member of the Quality Committee focusing on preparation for the Joint Commission survey.
- Chair-person for the Patient Complaints and Grievances Committee.
- Partnered with a multi-disciplinary team for routine safety observations.
- Utilized Cerner – Electronic Medical Records software, when analyzing patient information.

TIC International Corporation – Lansing, MI

Healthcare Manager, Healthcare and Human Resources Department

7/2016 – 4/2017

- Served as the HIPAA Privacy/Compliance Officer and Human Resources liaison. Ensuring the department was in compliance with accreditation standards and regulatory standards.
- Supervised a unionized team on day to day operations to ensure client health insurance claims were managed appropriately.
- Conducted interviews, facilitated new hire orientation, conducted performance reviews, processed payroll for five departments, and oversaw the corrective actions/terminations.

Sparrow Health System – Lansing, MI

Recruitment Coordinator, Talent Acquisition

6/2015 – 6/2016

- Led the IT recruitment process through interviews, screening and background checks of potential applicants.
- Coordinated new hire orientation and onboarding through facilitated trainings.
- Conducted annual audits to ensure compliance with regulating bodies.
- Oversaw the job shadow program by developing partnerships with educational institutions to foster recruitment needs.

Health Unit Coordinator, Post Anesthesia Care Unit

8/2014 - 6/2015

- Oversaw the post-surgical consent forms and verified required authorizations for patient care.
- Coordinated schedules and prepared patient records for discharges and/or transfers.
- Managed department payroll and tracked day to day operations of the unit.

Patient Care Technician, Cardiac Intensive Care Unit

6/2010 – 8/2014

- Assisted in selecting and leading cross functional teams new hire orientation and managed staffs work schedules.
- Responsible for inputting patient vitals and verifying appropriate documentation was in patient charts.
- Provided education and support on Accu Check (blood glucose) to colleagues.

Fresenius Medical Care – Lansing, MI

Certified Clinical Hemodialysis Technician

8/2008 - 7/2010 & 4/2012 - 1/2015

- Monitored patient treatments, audited charts, input vitals and attended to patient needs.
- Educated patients on treatment schedules, medications, fluid intake, safety and emergency procedures.
- Initiated appropriate actions when assessing patient adequacy status.

BY THE COMMITTEE ON EQUITY DIVERSITY & INCLUSION
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor has made the appointment of Raquel Sparkman as a 3rd Ward member of the Diversity, Equity, and Inclusion Advisory Board with a term to expire June 30, 2023; and

WHEREAS, the nominee has been vetted by the Mayor's Office and meets the qualifications as required by the City Charter; and

WHEREAS, the Committee on Equity Diversity & Inclusion met on December 14, 2022 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the Raquel Sparkman as a 3rd Ward member of the Diversity, Equity, and Inclusion Advisory Board with a term to expire June 30, 2023.

Application for Appointment to Board or Commission

Thank you for your interest in serving on a Lansing Board, Commission, or Committee.

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Lansing City Charter, Section 5-104, Ineligibility For Boards, restricts certain City employee activities on some boards: "No person holding another City office or activity employed by the City shall be eligible to be a voting member on any board."

Date	06/10/2022
First Name	Emily
Middle	A
Last Name	Sorroche
Date of Birth	
Address	219 Strathmore Rd
City	Lansing
State	MI
Zip Code	48910
Email	sorroche@msu.edu
Gender	Female

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 4
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Precinct	31
Best Phone Number to Contact You	5172142514
In what year did you move to Lansing?	2017
Additional Information Regarding Experience and Credentials	I currently work in DEI field and have been for majority of my career within the University and higher education. I've worked a variety of positions within the City of Lansing with the promise scholarship and health department.
Occupational Background	I am currently Associate Director of Diversity, Equity and Inclusion with the College of Agriculture and Natural Resources at Michigan State University. I'm also a academic staff member of the American Indian and Indigenous Studies program and Adjunct Professor with the Saginaw Chippewa Tribal College.
Educational Background	Bachelor of Arts, Social Work, Michigan State University Masters of Arts, Higher, Adult & Lifelong Education, Michigan State University Doctorate of Educational Leadership, Michigan State University Diversity, Equity and Inclusion in the Workplace Certificate, University of South Florida
Previous Appointments	Coordinator, Office of Cultural and Academic Transitions, Student Affairs Division, Michigan State University
Current Appointments	Associate Director, Office of Diversity, Equity and Inclusion, College of Agriculture and Natural Resources, Michigan State University
Please attach a resume if available.	<i>File(s) attached:</i>  Resume.Sorroche.pdf
First Choice for Board to Serve on	Diversity, Equity, & Inclusion (DEI) Advisory Board
Second Choice of a Board to Serve on	Mayor's Diversity Advisory Council
Fourth Choice of a Board to Serve on	Other
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.	Simply, I want to help make Lansing a more inclusive place and provide an environment for diversity to thrive. I'd like to help also with implementing the initiatives listed in the report and contribute ideas to the board that would work for Lansing. I believe in building relationships to help understand how the work will be best received and cultivating change through dialog. I'm ready to get to work on building a better Lansing with the DEI Advisory Board, to find ways to be more inclusive, celebrating diversity and finding best practices for Lansing to demonstrate it's commitment to equity.

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.	I'd like to know more on how to become better aligned with eligibility requirements, if there are more certificates or programs to be part of I'm open to hearing more about this.
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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 criteria.

Agreement to Background Check Authorization	☒ I agree
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Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.	Emily Sorroche
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Date & Time	06/10/2022 1:00 PM (EDT)
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Receive an email copy of this form.	Yes
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Agenda Item 5 C.

Pending Resume from Mayor's Office
Please continue to check back for updates.



BY THE COMMITTEE ON EQUITY DIVERSITY & INCLUSION
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor has made the appointment of Emily Sorroche as an At-Large member of the Diversity, Equity, & Inclusion (DEI) Advisory Board for a term to expire June 30, 2026; and

WHEREAS, the nominee has been vetted by the Mayor's Office and meets the qualifications as required by the City Charter; and

WHEREAS, the Committee on Equity Diversity & Inclusion met on Decemer 14, 2022 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment Emily Sorroche as an At-Large member of the Diversity, Equity, & Inclusion (DEI) Advisory Board for a term to expire June 30, 2026.

Agenda Item D)

Committee Report for the 2022 Equity Diversity & Inclusion Priorities for 2023

PENDING

Continue to watch for updates

