



Minutes
Committee on Equity, Diversity & Inclusion
Wednesday, July 19, 2023 @ 3:00 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Garza called the meeting to order at 3:00 p.m.

PRESENT

Council Member Garza, Chair
Council Member Spitzley, Vice-Chair – excused
Council Member Brown, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Jim Smiertka, OCA
Elizabeth O’Leary, HR
Kim Coleman, HRCS
Muhammad Qawee II, Diversity, Equity and Inclusion Advisory Board Chairperson

MINUTES

MOTION BY COUNCIL MEMBER BROWN TO APPROVE THE MINUTES FROM APRIL 5, 2023 AS PRESENTED. MOTION CARRIED 2-0.

PUBLIC COMMENT

No public comment at this time.

DISCUSSION

DISCUSSION – Update from the Mayor’s Diversity, Equity & Inclusion Advisory Board

Ms. Coleman and Mr. Qawee introduced themselves, and Ms. Coleman then detailed that the Board has had 2 meetings, they held an orientation, election of officers, approval and recommendation of rule and procedures. The next meeting will be is August 4th, where they will have their day long retreat. This will include the MRJEA Plan, infrastructure discussion and plans to carry out the plan they approved.

Council Member Garza acknowledged their attendance at this meeting and providing updates.

Mr. Qawee spoke briefly on what work has already been occurring in the faith-based areas and Sparrow Hospital, and their hopes to work with those organizations and start their programs up again.

Council Member Brown there would be work on a strategic plan on how they plan address the MRJEA plan over the next two years. Mr. Qawee confirmed the facilitator the board is working with is addressing that as well, and as a new board they will address what was initially done and making sure they are meeting needs of community first. Ms. Coleman added that there will be a

“plan of work” implementation plan, approved by the Board and it will outline who is responsible, timelines, resources needed, if there is a need for sub committees. The plan speaks to what needs and issues, as for determine resources and man power, it would be what the implementation would be.

Council member Garza asked for their meeting schedule and Mr. Qawee stated they determined they will meet the 1st Tuesday of the Month at Foster Community Center at 3:30 p.m. (After the meeting Ms. Coleman confirmed the time slot is 5:30 p.m.). Council Member Garza invited them to the September meeting of this Committee to report on their ideas on their strategic plan. Mr. Qawee confirmed they could, but Ms. Coleman requested October so they could have September to finalize the plan after their August retreat.

DISCUSSION – Human Resources – City Employee (new & current) Trainings on Equity Diversity & Inclusion

Council Member Garza asked Ms. O’Leary for any updates on steps taken and processes for the City employees.

Ms. O’Leary provided details on what is provided to new employees; including the DEI welcome introduction and the 1st video in a 5 part series. They are currently in the works of developing training for online training for employees, and there are 5 DEI videos in that, along with the Mayor’s Introduction. There are expectations of the inclusive culture in the City. They have participated in best practices training subject to the MRJEA, connection dots between DEI and the law, and the cabinet has participated in trainings as well. Council Member Garza asked for the links to the videos mentioned once they are developed and Ms. O’Leary clarified that the videos will be launched on the City Employee platform and Council is a part of that.

Council Member Brown asked what had been done before she took over as HR Director in February, 2023. Ms. O’Leary confirmed she had been working with Davenport well before February on developing these trainings specific to the City of Lansing policies in mind.

There was a brief discussion on the hiring process.

Council Member Brown asked if there was an outline on what the training videos address, and Ms. O’Leary admitted they do not have an outline. She added that there is an introduction video, then one on key concepts, culture, discrimination, manage reactions. The intent is to continue these, ongoing and they will not launch at the same time but grow as they add more. This is the first step and will continue to grow and shift and expand.

Other

No other topics.

Adjourn

Adjourned at 3:17 p.m.

Submitted, Sherrie Boak

Recording Secretary, Lansing City Council

Approved by the Committee on September 6, 2023