

AGENDA

Committee on Equity, Diversity & Inclusion AGENDA FOR NOVEMBER 15, 2023 AT 3:00 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.
view on: <https://www.youtube.com/@lansingcitycouncil4446/streams>

Council Member Garza, Chairperson
Council Member Spitzley, Vice Chairperson
Council Member Brown, Member

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. September 6, 2023
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Presentations:**
 - B. Update from Diversity, Equity and Inclusion Advisory Board
6. **Discussion/Action:**
 - C. RESOLUTION - Reappointment; Raquel Sparkman as the 3rd Ward member of the Diversity, Equity, and Inclusion Advisory Board for a term to expire June 30, 2027
7. **Other**
8. **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, September 6, 2023 @ 3:30 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Garza called the meeting to order at 3:30 p.m.

PRESENT

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

OTHERS PRESENT

Renee Richmond, Council Administrative Assistant
Emily Linden, Internal Auditor
Jim Smiertka, OCA
Lisa Hagen-Lawrence, OCA
Joe Abood, OCA
Alex Pedraza, OCA Intern

MINUTES

MOTION BY COUNCIL MEMBER BROWN TO APPROVE THE MINUTES FROM JULY 19, 2023 AS PRESENTED. MOTION CARRIED 3-0.

PUBLIC COMMENT

No public present.

DISCUSSION

DISCUSSION /ACTION: Budget Priorities for Fiscal Year 2024/2025- Committee Priorities

The Committee reviewed the priorities from the previous year and agreed on the following.

1. The City of Lansing will include in their FY2024/2025 Budget public safety planning, a commitment, support, and a partnership with Advance Peace which will help lives and reduce the life altering trauma experienced by people living in the impacted communities and by the service providers who support them, including law enforcement. Council asks the Administration to focus the budget allocations to fully fund the City portion for FY2024/2025.
2. \$80,000: (1) FTE Human Resources Employee; RE: Focus on DEI in the hiring process to work towards having a workforce that reflects the diversity of the City of Lansing.

There was a discussion on item 2 and if this would be a separate position from the vacant one in HRCS. It was agreed this person would work within HR and with the Hiring Specialist focusing on diverse and qualified applicant pools.

Other

No other topics.

Adjourn

Adjourned at 3:39p.m.

Submitted, Renee Richmond

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
------	--------

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 Council 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 recommendation for reappointment of Raquel Sparkman as the 3rd Ward member of the Diversity, Equity, and Inclusion Advisory Board for a term to expire June 30, 2027; and

WHEREAS, the Mayor's office has confirmed with this resolution, that they have vetted the applicant based on the original application and believe that the applicant meets the qualifications as required by the City Charter; and

WHEREAS, the Committee on Equity Diversity & Inclusion met on November 15, 2023 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the reappointment of Raquel Sparkman as the 3rd Ward member of the Diversity, Equity, and Inclusion Advisory Board for a term to expire June 30, 2027.