



AGENDA
AD HOC COMMITTEE ON DIVERSITY AND INCLUSION
Friday, January 19, 2018 @ 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
 - December 15, 2017
5. Discussion
 - A.) Review of City Boards and Commission Developing policies for inclusion on Boards
 - B.) Inclusion training January 22, 2018
6. Other
 - Updates on Participants in the Committee
7. Adjourn

Pending Opioids information from Sparrow Hospital



**MINUTES
AD HOC COMMITTEE ON DIVERSITY
Friday, December 15, 2017 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall**

Call to Order

The meeting was called to order at 11:34 a.m.

Committee Members

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

Others Present

LaSondra Crenshaw, Council Staff
Tammy Lemmer – TCOA
Stephen Purchase - PCAC
Griffin Rivers
Julee Rodocker – Consumers Energy
Dax Carpenter, Disability Network
Brandon Waddell – Attorney's Office
Stacey Locke – Peckham
Guillermo Lopez, LLEAD/LSD
Elaine Womboldt – Rejuvenating South Lansing

MINUTES

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

Discussion:

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

Councilmember Wood advised the group she talked with Mayor Elect Andy Schor's Chief of Staff Samantha Harkins about the Ad Hoc on Diversity Committee and what we are currently working on. She provided Ms. Harkins with a tentative date of Jan 26th as the date Committee want to make a presentation to the Administration regarding Boards & Commissions that would include: term limits, training, etc. Ms. Harkins seemed very enthusiastic about this. Councilmember Wood asked the group to look over the policy paper for Boards & Commission for changes. She advised there will be a number of openings of various Boards/Commissions as of June 30th and the importance of having a new policy in place as soon as possible. Councilmember Wood advised the group of the changes that were made. Under applications we added: information readily available required filling out conflict of interest form as part of the application. On the back side Ethics & Inclusion training/Open Meeting Act Training. Along with Board or Commission recommended training.

Mr. Lopez asked if Board and Commissions give Council a report every month. Councilmember Wood stated minutes are provided to Council and they are placed on file and put on the website. Under the Open Meetings Act they are required to have written minutes, not just recorded minutes. Mrs. Womboldt stated that even if audio it is necessary to have a hard copy. Mr. Waddell added that as long as audio is accessible, minutes must be on paper.

Councilmember Wood advised the group we are looking at another bullet point to add. It would talk about an annual report that would be given to Council by Feb 1st that includes any budget priorities. Council does not receive the budget until the end of March so that would allow time for Council to review the material. Councilmember Wood asked the group how they want to address the staffing concern. We have Directors and/or staff people that work well and provide information but you have some that do not provide enough information to a particular Board or Commission.

Ms. Rodocker stated there are some Boards that seem to be run by the Director and some that use the Departmental person as resource.

Councilmember Wood stated the Board should have Chairperson and Staff should not take over the meeting. Under expectations we need to add: make sure they understand the rules. Ms. Locke asked if there is a clause that a member of Board has concerns they can contact someone. Councilmember Wood stated she was not sure as she has not seen each of the Boards rules. She then asked Mr. Waddell to get the rules for the different Boards, and find out when they were last updated.

Councilmember Washington stated that many boards are run by the staff and that anything we can do to clean this up will help. Someone needs to go in at beginning of the year to explain how it should be done.

Mrs. Womboldt stated she has attended a lot of meetings and has noticed they have changed over the years. She agrees the rules and training are needed.

Councilmember Washington asked how we encourage Council Members to be more thoughtful when doing appointments.

Mr. Purchase added that it is more form driven than policy driven. We should provide more through descriptions of the Board and what qualifications they are seeking, and meeting with Mayor Schor is a critical first step

Mr. Rivers asked should the Council Member of that Ward pay a role in that appointment. Council Members should have a say in the person that is appointed.

Ms. Locke asked are they looking at background/passion. Is the possible to add question number sixteen on the application that reads – How are you engaging? Councilmember Wood advised we look at the resume provided.

Mr. Lopez asked how we are going to accomplish making sure our boards reflect the City's diverse population. Mr. Waddell stated as long as a decision is not made based on race, color, gender, etc you are covered. He would suggest making gender/race optional or removing it all together. If it does not start out being discriminatory it could end up that way. He added to clear it up I'm giving the legal point.

Councilmember Washington added it is important that everyone remain involved in this Committee, as it is important to hear from different races.

Ms. Lemmer added she thinks we should add gender/race as open ended.

Ms. Rodocker added that everything should be written down; if it's not written down it did not happen. Every person appointed should have a file.

Ms. Locke commended Dax Carpenter on his part in Snow Sergeants she stated that he is exceptional and very committed while doing a lot of the work himself.

Councilmember Wood asked the group to please get all corrections to LaSondra.

Discussion

Inclusion training January 22, 2018

Inclusion Training will take place Jan 22, 2018 at 5:30 - 7:00 p.m during the Committee of the Whole Meeting

Next Meetings: January 19th, 2018

Still working on Opioids issues

OTHER

Updates on Participants in the Committee

HRCS MLK Event is Jan 12th at 12pm

Prayer Vigil Dec 21st at 7pm – Mt. Hope United Methodist Church

Screening of documentary Wounded Places Sunday January 21, 2018 at Unitarian Universalist Church of Greater Lansing 5509 S. Pennsylvania Ave 6-8pm

Adjourn

Adjourn at 12:42 p.m.

Submitted by,

LaSondra Crenshaw, Administrative Assistant

Approved Jan 16, 2018

Policy for Boards & Commission (DRAFT) 01/16/2018

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.

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, within 20 years of taking office, or a violation of the election law or any felony (Charter Section 2-103.1)

An application process is required.

- The application should be available online as well as paper copies.
- Applications should be available in City owned or leased buildings such as City Hall, Community centers, and libraries
- Once a referral from the administration is made to City Council information about the applicant will be readily available for the public
- Required to fill out Conflict of Interest Form as part of the application

Board or Commission Membership

- Board or Commission membership should be limited to two terms (8 years) to allow for a variety of citizens with various ideas and skill sets to hold seats. Also only allowed to sit on two boards maximum.
- 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 as a citizen representative to engage the public for their input;
 - A desire to help shape policy;
 - Desire to donate one's professional and personal skills;

Your willingness and plan to engage with the City of Lansing's diverse population to help form inclusive policies.

- Expectations of Board or Commission 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.
 - Engage with the public; neighborhood mtgs, etc.
 - Ethics and Inclusion training/Open Meeting Act Training
 - Any Board or Commission recommended training

CITY OF LANSING
Conflict of Interest Policy & Disclosure Statement

A conflict of interest is any situation in which Board or Commission member interferes with or influences the City of Lansing 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: _____

In the past 12 months, have you worked as an employee, independent contractor or consultant for any organization doing business with the City of Lansing? If so, please list them here:

Do you or any member of your immediate family have a relationship with the City of Lansing as a vendor, contractor, consultant, 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 the City of Lansing immediately should any of my above answers change in between each annual update.

Signature

Date



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 _____