



**AGENDA**  
**AD HOC COMMITTEE ON DIVERSITY AND INCLUSION**  
**Friday, February 9, 2018 @ 11:30 a.m.**  
**Council Conference Room, 10<sup>th</sup> Floor, City Hall**

Councilmember Carol Wood, Chair  
Councilmember Brian Jackson, Vice Chair  
Councilmember Patricia Spitzley

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes
  - January 19, 2018
5. Discussion
  - A.) Presentation - City Boards/Commission Developing policies for inclusion on Boards Mayor Schor and Mayoral Staff
6. Other
  - Updates on Participants in the Committee
7. Adjourn

Pending Opioids information from Sparrow Hospital



**MINUTES**  
**AD HOC COMMITTEE ON DIVERSITY AND INCLUSION**  
**Friday, January 19, 2018 @ 11:30 a.m.**  
**Council Conference Room, 10<sup>th</sup> Floor, City Hall**

**Call to Order**

The meeting was called to order at 11:32 a.m.

**Committee Members**

Council Member Carol Wood, Chair  
Council Member Brian T. Jackson, Vice Chair  
Council Member Patricia Spitzley - excused

**Others Present**

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

**MINUTES**

**MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM December 15, 2017 AS PRESENTED. MOTION CARRIED 2 - 0**

**Discussion:**

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

Council Member Wood advised that the Mayor would like to create a Commission on Diversity & Inclusion. We would like prepare suggestions to the Mayor on a mission and vision for the Commission.

Council Member Wood gave Council Member Jackson a brief description of what had been previously discussed within the Ad Hoc Committee.

Council Member Wood advised the group that January 26, 2018 that Mayor Schor, Chief of Staff Samantha Harkins, and Marilyn Plummer were invited in to go over the policy we had been discussing during the last several meetings.

Council Member Wood asked the group to look over the draft policy to see if any other changes/suggestions are needed. We have included conflict of interest and disclosure statement for people to fill out. And paper applications as some do not have computers but we want them to have the opportunity with the paper application.

Council Member Jackson asked what the end result of the policy is. Council Member Wood stated we will ask the Mayor to adopt this policy as part of his procedures. We ask that he make it part of the application process, and webpage so the public can see the policy that is out there.

Ms. Rodocker asked is there a time frame on when positions are to be filled. Council Member Wood stated yes the Charter requires ninety days, if not filled within ninety days Council has the ability to make up a three person committee.

Mr. Lopez asked if Boards ask for consumers as part of requirement.

Ms. Locke asked would the Mayor elect or nominate someone with a disability or would he question their skills to discuss the detailed policies. Council Member Jackson asked should we have a clause or section to consider the current sitting Board when adding to members. Also do we want to make Boards diverse. Ms. Rodocker stated we are replacing people on Boards with the same person that left that position. Council Member Jackson asked should we consider the current make-up of the board when considering a new person.

Mr. Waddell advised the legal problem would be if the decision is based on race/gender. Mr. Rivers asked will council play a role in the decision? Council Member Wood advised that Council reviews and could send it back to the Mayor if we believed it was not the right fit. In the past the Mayor would reach out to the Ward Council Member and ask their opinion. However the last twelve years council has not been asked their input. This topic should be brought up next Friday January 26, 2018 when the Mayor is here.

Council Member Wood advised to remove #10 on Application.

#### Discussion

#### Inclusion training January 22, 2018

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

Council Member Wood started the meeting with explaining to Council Member Jackson what inclusion training is and how it all came about.

Ms. Lemmer spoke about what her presentation will consist of January 22, 2018.

Ms. Womboldt asked if copies of the presentations will be available for the public. Council Member Wood advised yes and also advised if any material you feel is necessary please make sure all departments have copies as well.

Ms. Harris spoke about what her presentation will consist of January 22, 2018.

Ms. Locke and Mr. Carpenter both spoke out what their presentation will consist of January 22, 2018.

Council Member Wood asked whether you are explaining what it takes for refugees to come to this country. Ms. Harris advised she will add a slide explaining this information

Mr. Carpenter stated he would like to see everyone engaging citizens. As this would make it an inclusive process.

Ms. Locke explained October is National Disability Employment Awareness Month.

Council Member Wood advised Mr. Carpenter during their presentation they should speak on crossing the street and the issues it causes being so close to the Disability Network building.

Council Member Jackson asked if Peckham still has flag football team. Ms. Locke advised they have a basketball team.

Mr. Lopez asked how Peckham decides if someone is disable to get a job. Ms. Locke advised their intake team members all have Master's Degrees and they ask certain questions to make that determination. They must have documentation, and a barrier to employment. Peckham has eligibility requirements at the federal level and they have case workers that speak many different languages. Based on statistics forty five percent of the workforce has mental illness (something you can't see).

Mr. Rivers asked does the public get to speak during discussion/action during COW meeting or only during public comment. Council Member Wood advised that no only Council gets to speak but they will provide information as to where they can attend the Ad Hoc on Diversity and Inclusion Meetings if they have additional questions.

Ms. Womboldt suggested that everyone doing a presentation January 22, 2018 should provide business cards to make sure the public can contact them.

Next meeting January 26<sup>th</sup>, 2018  
February Meeting Dates: February 9<sup>th</sup> and 23<sup>rd</sup>

Still working on Opioids issues

#### OTHER

##### Updates on Participants in the Committee

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

Cesar Chavez event March 29<sup>th</sup> at 12:00 p.m. – City Council Chambers 10<sup>th</sup> Floor. Time??

#### Adjourn

Adjourn at 12:47 p.m.

Submitted by,

LaSondra Crenshaw, Administrative Assistant

## Policy for Boards & Commission (DRAFT) 01/19/2018

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.

- Applications should be available online and via paper copies.
- Applications should be available in City-owned or leased buildings such at 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
- Applicants will be required to fill out a Conflict of Interest Form as part of the process.

Board or Commission Membership

- Board or Commission membership should be limited to two full terms (8 years) to allow for a variety of citizens with various ideas and skill sets to hold seats. Individuals are also only allowed to sit on a maximum two boards/commissions simultaneously.
- Board or Commission membership should take into effect the following for each applicant:
  - Knowledge of the Board or Commission;
  - Passion for the topic/issue of the particular Board or Commission;
  - Desire to help shape policy;
  - Ability to offer one's professional and personal skills;
  - Willingness and plan as a citizen representative to engage with the City of Lansing's diverse population for their input in helping to 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 (i.e. attend neighborhood meetings, etc.);
  - Participate in Ethics and Inclusion training, Open Meetings Act Training, and any training recommended by the specific Board or Commission;
  - Generate an annual report to Council by February 1<sup>st</sup>

**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  
9<sup>th</sup> 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 \_\_\_\_\_