

**City of Bend
Human Rights and Equity Commission
Governance and Guidelines Subcommittee
January 14, 2021**

The meeting of the Human Rights and Equity Commission (HREC) Governance and Guidelines Subcommittee was called to order at 3:00 p.m. on Friday, January 14, 2021, online and by phone.

- 1. Roll Call:** Crow Crosswhite, Olivia Dudo, Elizabeth Johnson, Jody Saffert, Huong Tran, Kay Vincent, Jasmine Wilder

Absent: Olivia Dudo

- 2. Minute Approval**

Member Crosswhite moved to approve the November 12, 2021 meeting minutes. Member Wilder seconded the motion, the motion passed.

- 3. Review and discussion of the Human Rights and Equity Commission: Guidelines and Policies**

- a. Leadership Position Recommendations**

Members discussed the following changes and updates to section 5 – Leadership of the HREC Guidelines and Policies:

- Section B – Chair and Vice Chair
 - Change to Chair and Vice Chairs
 - Item E – change to “Delegate tasks to other HREC members as appropriate during regular HREC meetings if necessary”
 - Item F – potential new language – both the Chair and Vice-Chair shall work together to facilitate meetings)
- Section B – Communications Lead/Representative/Liaison
 - Make the title Communications Lead
 - Item A and C – change Vice-Chair to Vice-Chairs
- Section B – Safety Lead/Representative/Liaison
 - Make the title Safety/Peer Relations Lead
 - Item A – underline “Manage Public Comment”
 - Add an item B – “Work with Commissioners to support them when safety becomes a concern”

- 4. Staff update**

- a. Onboarding and Exiting Process**

Anna Allen, Equity and Inclusion Director, presented the following on an Onboarding and Offboarding Process for the HREC:

Human Rights and Equity Commission
Governance and Guidelines
Subcommittee Meeting
January 14, 2021

- Welcoming new members (after appointment):
 - One on one with HREC staff member
 - Connected with a peer mentor or support person
 - Training
 - Public meetings
 - Public records
 - What does it mean to be a public official?
- Offboarding members:
 - Exit Interview
 - Acknowledgement of service

Member Saffert volunteered to help with the onboarding and offboarding process.

5. Discussion:

- a. Governance and Guidelines Subcommittee Meeting Next Steps**
- b. Agenda setting**

Member Crosswhite to send out the Decision Matrix to members by Wednesday, January 19, 2022.

Member Crosswhite discussed the following agenda setting items:

- Review sections six, seven and eight of the HREC guidelines and policy – if there is time, the group will review more
- Roberts Rules – make this a priority for the next meeting
- Review the onboarding and offboarding process
- Staff presentations on different meeting structures

6. Adjourn

Respectfully Submitted,

Kayla M. Duddy
Deputy City Recorder