

The meeting of the Human Rights and Equity Commission (HREC) was called to order at 4:30 p.m. on Wednesday, January 26, 2022, online and by phone.

Roll Call: Crow Crosswhite, Adrian De La Rosa, Olivia Dudo, Elizabeth Johnson, Mo Mitchell, Jody Saffert, Huong Sherry Tran, Kay Vincent, Jasmine Wilder, Delayne Skuse

1. Welcome and Land Acknowledgement

2. Approval of Minutes from 12/20/2021 HREC Meeting

Member Dudo moved to approve the December 20, 2021 meeting minutes. Member Saffert seconded the motion, the motion passed unanimously (10-0).

3. Director Update

a. Vacancies

b. Priority Setting

Anna Allen, Equity and Inclusion Director, presented the following Director updates:

- Vacancies
 - Members Soliman and Kamanya have resigned
 - Will open the application process for the three open HREC vacancies
- Create an onboarding and offboarding process – take to the Governance and Guidelines Subcommittee
- City staff is looking into demographics
- Send a survey on HREC commitment to members
- Priority Setting
 - Strengths Finders
 - DiSC Assessment

Members discussed the following:

- Look into what the time commitment is for future candidates – what would be a realistic preview of what this would look like
- Commissioners not supporting each other – what should the support look like
- DEI Task Force recommendations – removing barriers (add to survey)
- Applicant selection process – HREC members to review applications and make recommendations to Council
- Make applications process more accessible – have paper copies of the application, have an iPad available for people to use
- Reducing harm in a public forum
- Look into the interview process – what are the questions being asked
- Age demographics – have young voices on the commission

HREC members are supportive of taking the DiSC Assessment and the survey.

4. Public Comment

No public comment.

5. Subcommittee Update

a. Governance & Guidelines Subcommittee

Member Wilder presented an introduction on Martha's Rules.

Members discussed the following on Martha's Rules:

- Members to receive a brief one pager of information – Member Wilder to present at next HREC meeting
- Have the Governance and Guidelines and the Communications Subcommittees review – schedule meetings in February
- Important to look at how the systems (Robert's Rules and Martha's Rules) are created and what their stories are

Member Crosswhite and Wilder presented an update on the following from the the January 14, 2022 HREC Governance and Guidelines Subcommittee Meeting:

- Section V – Officers
 - Item A. – Discuss change of the word “Officer”
 - Item B – Duties of Officers
 - City Council Liaison
 - Safety Lead
 - Communications Lead

Members discussed the following:

- Council Liaison
 - Should rotate members to not overburden – have an alternate or possibly two people
 - Have meetings with the Councilors (who support the HREC) before taking to full Council – will help with navigation
- Safety Lead
 - Add Public Comment Facilitator and Peer to Peer Support to responsibilities
 - Turn Internal Communications into Interpersonal Communications
 - Add “works with Legal team” after the Public Comment Facilitator
- These are distinct roles that require more accountability
- See that action is taken first then have the Subcommittee better define the three new positions
- Write into each leadership position description that they will offer support to the other positions

Member Mitchell moved to remove the word Officer and replace it with Leader or Leadership. Member Dudo seconded the motion, the motion passed unanimously (10-0).

Member Crosswhite move to begin the process of creating the City Council Liaison, Safety Lead, and Communications Lead positions. Member Tran seconded the motion, the motion passed unanimously (10-0).

6. Agenda Setting for February Meeting

Members discussed the following agenda items for the February HREC meeting:

- Possible vote on the three new positions
- Possible vote on the HREC Guidelines and Policies
- Black History Month and Chinese New Year – Father's Group events
- Create a training for the public on how to be a bystander – Communications Subcommittee

Adjourned at 6:33 p.m.

Respectfully Submitted,

Kayla M. Duddy
Deputy City Recorder