



# City of Santa Clara

## Meeting Agenda

### Task Force on Diversity, Equity, and Inclusion

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Thursday, October 15, 2020

1:00 PM

Virtual Meeting

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#### **CALL TO ORDER AND ROLL CALL**

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented methods for the public to participate remotely.

Via Zoom:

<https://santaclaraca.zoom.us/j/99629085482>

Webinar ID: 996 2908 5482

Or join by phone: 1 669 900 6833

#### **CONSENT CALENDAR**

1. **20-1017** [Task Force on Diversity, Equity, and Inclusion Meeting Minutes of October 8, 2020](#)

***Recommendation:*** Approve the Task Force on Diversity, Equity, and Inclusion meeting minutes of October 8, 2020.

#### **PUBLIC PRESENTATIONS**

#### **GENERAL BUSINESS**

2. **Review Outline of Task Force Procedures for Conduct of Meetings**
3. **Discussion and Possible Action on Task Force Application**
4. **Report from Community Communicators on Draft Language for Community Partners**
5. **Review Email Communications Received from Community Members**

#### **ADJOURNMENT**



Agenda Report

20-1017

Agenda Date: 10/15/2020

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**REPORT TO TASK FORCE ON DIVERSITY, EQUITY, AND INCLUSION**

**SUBJECT**

Task Force on Diversity, Equity, and Inclusion Meeting Minutes of October 8, 2020

**ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

**FISCAL IMPACT**

There is no fiscal impact to the City other than administrative staff time.

**PUBLIC CONTACT**

Public contact was made by posting the Task Force on Diversity, Equity, and Inclusion meeting agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the Task Force on Diversity, Equity, and Inclusion meeting minutes of October 8, 2020.

Reviewed by: Genevieve Yip, Staff Analyst I

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Task Force on Diversity, Equity, and Inclusion of October 8, 2020



# City of Santa Clara

## Meeting Minutes

### Task Force on Diversity, Equity, and Inclusion

10/08/2020

1:00 PM

Virtual Meeting

#### CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:03 p.m. Mayor Lisa Gillmor opened the meeting by clarifying that she will facilitate the meeting until a Chair has been appointed, at which time she will turn the meeting over to the Chair. Mayor Gillmor provided a summary on the work effort on the Mayor and Police Chief's Ad Hoc Committee in support of former President Obama's "Commit to Action" Initiative, which led to the formation of the community-based Task Force Diversity, Equity, and Inclusion (Task Force). Police Chief Nikolai expressed his enthusiasm and willingness to help the Task Force in any way he can.

**Present** 4 - Member Brown, Member Datar, Member Knaack, and Member Zamora-Marroquin

#### PUBLIC PRESENTATIONS

None.

#### GENERAL BUSINESS

##### 1. Discussion and Potential Action on Initial Organization and Possible Action on the Appointment of a Chair and Vice-Chair Pro Tempore

A motion was made by Member Knaack, seconded by Member Zamora-Marroquin, and unanimously carried, that the Task Force appoint Member Brown as Chair and Member Datar as Vice Chair Pro Tempore and set the appointment term for one year.

**Aye:** 4 - Member Brown, Member Datar, Member Knaack, and Member Zamora-Marroquin

##### 2. Overview of the Brown Act

City Attorney Brian Doyle provided a presentation of the Brown Act and answered general inquires from the Task Force. This item was an informational report only, and no action was taken by the Task Force.

### 3. Discussion and Potential Action on Task Force Procedures for Meetings

Chair Brown recommended respectful communication as there will be controversial topics for discussion moving forward and that the discussions should always align with agenda items. Clarification was provided that City staff will be responsible for taking minutes.

Member Zamora-Marroquin inquired about time limits for public speakers. City Attorney Doyle recommended that the time limits could be established while developing the Task Force's bylaws, which can be voted on at a future meeting. He further recommended that a basic rule can be established but that the Task Force can modify time limits at the beginning of a meeting based on number of speakers, such as shortening the allotted time per speaker or establish an overall time limit for all speakers (e.g., one hour). Task Force members agreed that the same rule is applied to all speakers at a meeting and should not change in the middle of the meeting.

Chair Brown opened the floor to discuss individual member responsibilities. Member Knaack suggested that sub-committees be appointed to take on larger tasks such as outreach for listening sessions, but that smaller tasks could be done on a voluntary basis. The Task Force agreed to table this discussion until the full Task Force was appointed.

### 4. Discussion and Potential Action on Meeting Days/Times

The Committee discussed holding meetings later in the afternoon to better accommodate participation from the community. The Task Force decided that the frequency and meeting times would be discussed and modified after the full Task force was appointed.

A motion was made by Chair Dater, seconded by Member Knaack, and unanimously carried, that the Task Force hold weekly meetings for the next three weeks on Thursdays at 1:00 p.m. to address housekeeping items.

**Aye:** 4 - Member Brown, Member Datar, Member Knaack, and Member Zamora-Marroquin

#### **5. Discussion and Potential Action on Method of Soliciting and Appointing Remaining Task Force Members**

Chair Brown thanked City staff for establishing the Task Force email address. It will be determined at a future date how email messages will be communicated with the Task Force, either by forwarding or by a standing agenda report of communications received. Other options included the appointment of a Task Force member as Secretary to receive email.

The discussion moved to the application process. City staff will forward the City's standard Boards and Commissions application to the Task Force as a starting point. The Task Force will be interviewing potential appointees and will make recommendations to the City Council for formal appointment.

Member Zamora-Marroquin suggested that the Task Force membership include one high school student and one college student. The student members may or may not be voting members, to be decided by the Task Force. Chair Brown referred this discussion to the next meeting.

#### **6. Discussion and Potential Action on Potential Dates and Locations of Community Listening Sessions**

Chair Brown brought up the format of the listening sessions, whether they should be virtual, in-person (as possible due to County orders) or a hybrid. It was suggested that in-person sessions be held at City Hall Council Chambers so they can be broadcast to the community

Member Knaack suggested to hold off on this discussion until after all Task Force members have been appointed. No formal action was taken by the Task Force.

#### **7. Discussion of Community Partner Relationships**

The Task Force discussed two agencies to explore for potential partnerships. It was further discussed that expectations should be defined in a Memorandum of Understanding (MOU) and a communications sub-committee should be established. Vice Chair Datar and Member Zamora-Marroquin volunteered to lead the Community Communicators sub-committee, which will focus on Community Partner communications and will work on the draft MOU for community partners.

**8. Information on Commit to Action Letter sent by Santa Clara City Council to Community**

**Mayor Gillmor reported on the Santa Clara City Council's letter to the community regarding the establishment of the Task Force, which featured the four initial members appointed.**

**ADJOURNMENT**

**The meeting was adjourned at 2:42 p.m.**