



City of Santa Clara

Meeting Agenda

Task Force on Diversity, Equity, and Inclusion

Monday, November 9, 2020

7:00 PM

Virtual Meeting

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/96307211091>

Webinar ID: 963 0721 1091

Or join by phone: 1 669 900 6833

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

1. **20-1147** [Task Force on Diversity, Equity, and Inclusion Meeting Minutes of October 29, 2020](#)

Recommendation: Approve the Task Force on Diversity, Equity, and Inclusion meeting minutes of October 29, 2020.

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2. **20-1153** [Introduction of Community Partner Organization - African American Community Services Agency](#)
3. Update from Community Communicators Subcommittee on Community Organizations and Community Partner Criteria
4. Update on Subcommittee Work Effort on OpenGov Survey Seeking Community Input on Observance of Columbus Day
5. Verbal Update on Application Status and On-line Engagement
6. Review Email Communications Received from Community Members

ADJOURNMENT



Agenda Report

20-1147

Agenda Date: 11/9/2020

REPORT TO TASK FORCE ON DIVERSITY, EQUITY, AND INCLUSION

SUBJECT

Task Force on Diversity, Equity, and Inclusion Meeting Minutes of October 29, 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>> 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 29, 2020.

Reviewed by: Genevieve Yip, Staff Analyst I

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Task Force on Diversity, Equity, and Inclusion Minutes of October 29, 2020



City of Santa Clara

Meeting Minutes

Task Force on Diversity, Equity, and Inclusion

10/29/2020

1:00 PM

Virtual Meeting

CALL TO ORDER AND ROLL CALL

Present 3 - Chair Darius Brown, Vice Chair Neil Datar, and Member Andrew Knaack,

Absent 1 - Member Dianna Zamora-Marroquin

CONSENT CALENDAR

1. [20-1075](#) Task Force on Diversity, Equity, and Inclusion Meeting Minutes of October 15, 2020

Recommendation: Approve the Task Force on Diversity, Equity, and Inclusion meeting minutes of October 15, 2020.

A motion was made by Vice Chair Datar, seconded by Member Knaack, and unanimously carried, that the Task Force approve the meeting minutes of October 15, 2020.

Aye: 3 - Chair Brown, Vice Chair Datar, and Member Knaack

Absent: 1 - Member Zamora-Marroquin

2. [20-1076](#) Task Force on Diversity, Equity, and Inclusion Meeting Minutes of October 22, 2020

Recommendation: Approve the Task Force on Diversity, Equity, and Inclusion meeting minutes of October 22, 2020.

A motion was made by Vice Chair Datar, seconded by Member Knaack, and unanimously carried, that the Task Force approve the meeting minutes of October 22, 2020.

Aye: 3 - Chair Brown, Vice Chair Datar, and Member Knaack

Absent: 1 - Member Zamora-Marroquin

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

3. Discussion on Frequency of Meetings

Chair Brown gave an overview of available meeting options. The Task Force discussed and considered the options. A motion was made by Vice Chair Datar, seconded by Member Knaack, and unanimously carried, that the Task Force set their regular meeting schedule as the 2nd Monday of the month at 7:00 p.m. beginning on November 9, 2020.

Aye: 3 - Chair Brown, Vice Chair Datar, and Member Knaack

Absent: 1 - Member Zamora-Marroquin

4. Update from Community Communicators Subcommittee on Community Organizations

Vice Chair Datar went over the substantive changes to the Community Partners Criteria and Qualities document based on the Task Force's feedback at the October 22, 2020 meeting. The Task Force provided input on edits to the document. Markkula Center for Applied Ethics Director of Social Sector Ethics Joan Harrington commented that the Task Force may consider getting the perspective from outside organizations on the document. A motion was made by Vice Chair Datar, seconded by Member Knaack, and unanimously carried, that the Task Force refer the item back to the Community Communicators Subcommittee to have the updated Community Partner Criteria and Qualities document reviewed by two community organizations for feedback and continue the discussion at the next meeting.

Aye: 3 - Chair Brown, Vice Chair Datar, and Member Knaack

Absent: 1 - Member Zamora-Marroquin

5. Discussion on Renaming Columbus Day and Presentation on OpenGov for Community Outreach

Staff Analyst Genevieve Yip gave a presentation on using OpenGov for community outreach. The Task Force discussed the aspects and qualities of using the platform. The Task Force also inquired about the status of the Task Force application that was released earlier in the week. City Manager Deanna J. Santana commented that staff will provide an update at the next meeting. A motion was made by Vice Chair Datar, seconded by Chair Brown, and unanimously carried, that the Task Force approve a subcommittee to work with City staff on research for the renaming of Columbus Day, OpenGov questions and methods of engaging the public; and to appoint Chair Brown and Member Knaack to the subcommittee.

6. Review Email Communications Received from Community Members

The Task Force reviewed communications received from community members. No action was taken by the Task Force.

ADJOURNMENT

The meeting was adjourned at 1:58 p.m.



Agenda Report

20-1153

Agenda Date: 11/9/2020

REPORT TO TASK FORCE ON DIVERSITY, EQUITY, AND INCLUSION

SUBJECT

Introduction of Community Partner Organization - African American Community Services Agency

BACKGROUND

At the October 15, 2020 Task Force on Diversity, Equity, and Inclusion (Task Force) meeting, the Task Force approved a draft Memorandum of Understanding (MOU) for use with community partner organizations (Attachment 1) and authorized Vice Chair Neil Datar to sign MOUs, substantially in the form of the MOU presented, with community organizations on behalf of the Task Force.

Pursuant to the Task Force's authorization to enter into a MOU with substantially the same language as approved at the October 15, 2020 meeting, on November 2, 2020, Vice Chair Datar signed a MOU on behalf of the Task Force with the African American Community Services Agency (AACSA) (Attachment 2).

DISCUSSION

Vice Chair Neil Datar will introduce Helen Kassa, African American Community Services Agency Policy and Advocacy Coordinator, who will serve as the Task Force's primary contact for the community partner organization.

ENVIRONMENTAL REVIEW

This is an information report only and no action is being taken by the City Council and no environmental review under the California Environmental Quality Act ("CEQA") is required.

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>> or at the public information desk at any City of Santa Clara public library.

Reviewed by: Genevieve Yip, Staff Analyst I

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Community Partner MOU
2. MOU Between Task Force and AACSA

Memorandum of Understanding Between City of Santa Clara Task Force for Diversity, Equity,
and Inclusion and [Organization] as a Community Partner

The City of Santa Clara formally approved the Task Force for Diversity Equity and Inclusion (“TFDEI”) through a unanimous City Council vote on September 29, 2020. TFDEI will, on behalf of the City, conduct outreach to the Santa Clara community, determine areas of city governance to review including police reform, and make recommendations to the City Council on specific reforms to promote the inclusive values of the City. In carrying out its mission, TFDEI seeks to establish partnerships with local organizations and identify certain Community Partners.

1. Goals of Collaboration. TFDEI seeks to engage directly with organizations that actively serve members of the Santa Clara community and to partner with them. The framework for the Community Partner relationship is outlined below. TFDEI will request collaboration and support on conducting outreach to the community and consult with [Organization] on its proposals for City governance reform.
2. Liaisons. Each party shall designate a person or office to serve as liaison for implementing this MOU. These liaisons will exchange information regularly.
 - a. For City of Santa Clara TFDEI, the liaison shall be [name] at [email]
 - b. For [Organization] the liaison shall be [name] at [email]
3. TFDEI Commitment to Community Partners. The Task Force will strive to maintain the following commitments to its Community Partners.
 - a. Community Partners to the City of Santa Clara Task Force for Diversity, Equity, and Inclusion will be consulted regularly on our progress and will be asked for input from Task Force members
 - b. Each Community Partner will have a “liaison” assigned to them from the Task Force. The Task Force liaison will be, at all times, an official member of the TFDEI who has been confirmed by the City Council.
 - c. Community Partners should direct most communications to their official liaison. Liaisons will work with the City to get Community Partners on the official agenda for special presentations to the Task Force and to engage with partners on issues of policy and community outreach.
4. Requests and Expectations of TFDEI for Community Partners. The Task Force makes the following requests of its Community Partners.

- a. Community Partners will assist the Task Force in engaging the Santa Clara community in dialogue on issues of police reform, diversity, and inclusiveness in the City.
 - b. The Task Force will consult with the partners and request feedback and assistance on which groups and organizations we should direct outreach to for prospective listening sessions.
 - c. The Task Force will request the assistance of Community Partners with promoting and structuring of the listening sessions. The Task Force requests that Community Partners assist the Task Force in reaching out to underrepresented communities and raising awareness of the listening sessions to increase attendance and dialogue.
5. Effective Date and Termination.
- a. This MOU shall have effect from the last date that the document has been signed by both parties
 - b. This MOU shall terminate automatically after the completion and winding up of TFDEI by the City of Santa Clara, expected to occur in 2022 or 2023.
 - c. Either party may terminate this MOU by delivering one month written notice to the other party.

For the Task Force:

For [**Organization**]:

Signature

Signature

Printed Name & Title

Printed Name & Title

Date

Date

Memorandum of Understanding Between City of Santa Clara Task Force for Diversity, Equity, and Inclusion and **African American Community Service Agency** as a Community Partner

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1. Goals of Collaboration. TFDEI seeks to engage directly with organizations that actively serve members of the Santa Clara community and to partner with them. The framework for the Community Partner relationship is outlined below. TFDEI will request collaboration and support on conducting outreach to the community and consult with the **African American Community Service Agency (AACSA)** on its proposals for City governance reform.
2. Liaisons. Each party shall designate a person or office to serve as liaison for implementing this MOU. These liaisons will exchange information regularly.
 - a. For City of Santa Clara TFDEI, the liaison shall be **Neil Datar** at **ndatar@alumni.scu.edu**
 - b. For AACSA the liaison shall be **Helen Kassa** at **helen.kassa@sjaacsa.org**
3. TFDEI Commitment to Community Partners. The Task Force will strive to maintain the following commitments to its Community Partners.
 - a. Community Partners to the City of Santa Clara Task Force for Diversity, Equity, and Inclusion will be consulted regularly on our progress and will be asked for input from Task Force members
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- b. This MOU shall terminate automatically after the completion and winding up of TFDEI by the City of Santa Clara, expected to occur in 2022 or 2023.
- c. Either party may terminate this MOU by delivering one month written notice to the other party.

For the Task Force:



Signature

Neil Datar, Vice Chair, TFDEI
Printed Name & Title

11/2/20
Date

For AACSA:



Signature

Helen Kassen Policy & Advocacy Coordinator
Printed Name & Title

11/2/20
Date