



# City of Santa Clara

## Meeting Agenda

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

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**Monday, January 11, 2021**

**7:00 PM**

**Virtual Meeting**

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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. **21-67** [Approval of Task Force on Diversity, Equity, and Inclusion Meeting Minutes](#)

**Recommendation:** Approve the minutes of the following meetings:

- a. November 9, 2020 Task Force on Diversity, Equity, and Inclusion Meeting
- b. December 2, 2020 Task Force on Diversity, Equity, and Inclusion Meeting
- c. December 9, 2020 Task Force on Diversity, Equity, and Inclusion Meeting
- d. December 16, 2020 Task Force on Diversity, Equity, and Inclusion Meeting

#### **PUBLIC PRESENTATIONS**

#### **GENERAL BUSINESS**

2. Update from Community Communicators Subcommittee
3. Update from Subcommittee on Columbus Day Outreach
4. **21-80** [Review Email Communications Received](#)

#### **STAFF REPORT**

#### **COMMITTEE MEMBERS REPORT**

## **ADJOURNMENT**

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



## Agenda Report

21-67

Agenda Date: 1/11/2021

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

#### SUBJECT

Approval of Task Force on Diversity, Equity, and Inclusion Meeting Minutes

#### 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 minutes of the following meetings:

- a. November 9, 2020 Task Force on Diversity, Equity, and Inclusion Meeting
- b. December 2, 2020 Task Force on Diversity, Equity, and Inclusion Meeting
- c. December 9, 2020 Task Force on Diversity, Equity, and Inclusion Meeting
- d. December 16, 2020 Task Force on Diversity, Equity, and Inclusion Meeting

Reviewed by: Genevieve Yip, Staff Analyst I

Approved by: Deanna J. Santana, City Manager

#### ATTACHMENTS

1. Task Force on Diversity, Equity, and Inclusion Meeting Minutes - November 9, 2020
2. Task Force on Diversity, Equity, and Inclusion Meeting Minutes - December 2, 2020
3. Task Force on Diversity, Equity, and Inclusion Meeting Minutes - December 9, 2020
4. Task Force on Diversity, Equity, and Inclusion Meeting Minutes - December 16, 2020

Draft



# City of Santa Clara

## Meeting Minutes

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

11/09/2020

7:00 PM

Virtual Meeting

#### CALL TO ORDER AND ROLL CALL

**Present** 4 - Chair Darius Brown, Vice Chair Neil Datar, Member Andrew Knaack, and Member Dianna Zamora-Marroquin

**Member Zamora-Marroquin joined the meeting at 7:20 p.m.**

#### CONSENT CALENDAR

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

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

**Off Dias:** 1 - Member Zamora-Marroquin

#### PUBLIC PRESENTATIONS

None.

#### GENERAL BUSINESS

2. [20-1153](#)

Introduction of Community Partner Organization - African American  
Community Services Agency

**Vice Chair Neil Datar reported that he signed a Community Partner MOU with the African American Community Services Agency (AACSA) and introduced Policy and Advocacy Coordinator Helen Kassa as the Task Force's primary contact for the community partner organization. Policy and Advocacy Coordinator Kassa gave a presentation on AACSA's mission, policy and advocacy work, and outreach to the community. The Task Force Members introduced themselves to the Policy and Advocacy Coordinator Kassa. Mayor Gillmor commented that she has worked AACSA Executive Director Milan Balinton in the past that she is excited to have Policy and Advocacy Coordinator Kassa join the Task Force as a community partner.**

**A motion was made by Vice Chair Datar, seconded by Member Knaack, and unanimously carried that the Task Force approve the MOU with the African American Community Services Agency and approve Helen Kassa as the Task Force's community partnership liaison.**

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

**Off Dias:** 1 - Member Zamora-Marroquin

3. **Update from Community Communicators Subcommittee on Community Organizations and Community Partner Criteria**

**The Task Force reviewed the Community Partner Criteria document and made suggested amendments. Director of Social Sector Ethics at the Markkula Center for Applied Ethics Joan Harrington commented that the Task Force may consider sharing the document to potential community partners for their input and feedback. The Task Force expressed their support in sending the document to at least two organizations. A motion was made by Member Knaack, seconded by Vice Chair Datar, and unanimously carried, that the Task Force refer the item back to the Community Communicators Subcommittee to send the amended document to two organizations for feedback and continue the item for further consideration at the next regular meeting.**

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

**Off Dias:** 1 - Member Zamora-Marroquin

**4. Update on Subcommittee Work Effort on OpenGov Survey Seeking Community  
Input on Observance of Columbus Day**

Chair Brown reported that the subcommittee worked with City staff to develop the OpenGov survey that respectfully considers the historical significance of Columbus Day and Indigenous Peoples' Day. Chair Brown also commented that the subcommittee determined that, because they are not subject matter experts, they would reach out to indigenous peoples groups for feedback on the developed survey. Member Knaack reported on the subcommittee's work effort and asked the Task Force for any input. Vice Chair Datar and Member Zamorra-Marroquin provided comments and expressed their support in reaching out to subject matter experts for feedback. Member Knaack commented that the subcommittee will work on the input received and will report back at the next regular meeting. This was informational item only and no action was taken by the Task Force.

**5. Verbal Update on Application Status and On-line Engagement**

Assistant City Clerk Nora Pimentel provided an update on the Task Force applications received. Director of Communications Lon Peterson reported that a press release went out with the application and via the City's social media channels. City Attorney Brian Doyle introduced Luis Haro in the City Attorney's Office who will be serving as an alternate advisor to the Task Force and will be sitting in on the Task Force interviews. This was informational item only and no action was taken by the Task Force.

**6. Review Email Communications Received from Community Members**

Member Zamora-Marroquin reported on email communications received. This was informational item only and no action was taken by the Task Force.

**ADJOURNMENT**

The meeting was adjourned at 8:01 p.m.



# City of Santa Clara

## Meeting Minutes

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

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12/02/2020

5:00 PM

Virtual Meeting

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#### CALL TO ORDER AND ROLL CALL

**Chair Brown called the meeting to order at 5:03 p.m.**

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

**Absent** 1 - Member Dianna Zamora-Marroquin

#### PUBLIC PRESENTATIONS

Susan Hinton made general comments regarding the review of police force policies and using available data.

#### GENERAL BUSINESS

1. [20-1228](#) Discussion and Action on Accepting Late Applicants to Task Force on Diversity, Equity, and Inclusion Vacancies  

**The Task Force discussed accepting late applications received after the November 13, 2020 at 5:00 p.m. deadline and from individuals who inquired about applying on November 24, 2020. The Task Force members expressed that they would be in support accepting the complete application packets received on the date of the deadline.**

**A motion was made by Member Knaack, seconded by Vice Chair Datar, and unanimously carried that the Task Force accept the four complete applications received after the November 13, 2020, at 5:00 p.m. deadline.**

**A motion was made by Vice Chair Datar, seconded by Member Knaack, and unanimously carried that the Task Force decline accepting applications from the two individuals who inquired about applying on November 24th and the individual who submitted the incomplete application. The Task Force asked staff to invite these individuals to participate in future listening sessions when informing them of the Task Force's decision to not accept their applications.**

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

**Absent:** 1 - Member Zamora-Marroquin

2. [20-1229](#) Discussion and Action on Selection Process for the remaining seats of the Task Force on Diversity, Equity, and Inclusion

**The Task Force reviewed and discussed the selection process and voting guidelines for appointment of the three remaining vacancies.**

**A motion was made by Vice Chair Datar, seconded by Member Knaack, and unanimously carried that the Task Force approve the proposed selection process and voting guidelines.**

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

**Absent:** 1 - Member Zamora-Marroquin

3. **Discussion and Action on Interview Questions**

**The Task Force discussed potential questions for the Task Force interviews and provided their input. A motion was made by Vice Chair Datar, seconded by Member Knaack, and unanimously carried that the Task Force approve the five interview questions discussed and ask staff to provide the interview questions to the applicants and to inform the applicants of the 10-minute time limit for interviews and of the structure of the 10 minutes allowed (e.g., 2 minutes for opening statement, 7 minutes for questions, and 1 minute for closing statement).**

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

**Absent:** 1 - Member Zamora-Marroquin

### **ADJOURNMENT**

**The meeting was adjourned at 6:28 p.m.**





# City of Santa Clara

## Meeting Minutes

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

12/09/2020

5:00 PM

Virtual Meeting

#### CALL TO ORDER AND ROLL CALL

**Chair Brown called the meeting to order at 5:05 p.m.**

**Present** 4 - Chair Darius Brown, Vice Chair Neil Datar, Member Andrew Knaack, and Member Dianna Zamora-Marroquin

#### PUBLIC PRESENTATIONS

None.

#### GENERAL BUSINESS

1. [20-1233](#) Interviews for Appointments to Task Force on Diversity, Equity, and Inclusion Vacancies  
  
**Staff reported that one applicant scheduled on Day 1 of interviews had withdrawn from consideration. The Task Force interviewed a total of 19 applicants. The remaining applicants will be interviewed on Day 2 of interviews scheduled on December 16, 2020.**

#### ADJOURNMENT

The meeting was adjourned at 9:30 p.m.



# City of Santa Clara

## Meeting Minutes

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

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12/16/2020

5:00 PM

Virtual Meeting

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#### CALL TO ORDER AND ROLL CALL

**Chair Brown called the meeting to order at 5:45 p.m.**

**Present** 4 - Chair Darius Brown, Vice Chair Neil Datar, Member Andrew Knaack, and Member Dianna Zamora-Marroquin

#### PUBLIC PRESENTATIONS

None.

#### GENERAL BUSINESS

1. [20-1298](#) Interviews and Appointments to Task Force on Diversity, Equity, and Inclusion Vacancies

**The Task Force interviewed the 11 remaining applicants.**

**A motion was made by Vice Chair Datar, seconded by Member Zamora-Marroquin, and unanimously carried that the Task Force recommend Joyce Davis, Mark Gilley, and Dorothy Ma for formal appointment to the three remaining Task Force vacancies by the City Council.**

**A motion was made by Member Knaack, seconded by Vice Chair Datar, and unanimously carried that a Task Force create an eligibility list made up of the applicants who made it to the last round of voting, but were not selected: Innae Park, Gustavo Rangel, and Kevin Landis.**

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

#### COMMITTEE MEMBERS REPORT

**Chair Brown provided a brief update on outreach to Native American organizations. Vice Chair Datar provided a brief update on the Community Communicators Subcommittee's work effort.**

**STAFF REPORT**

Staff Analyst Genevieve Yip reported that staff will be reaching out to prepare for the next regular meeting scheduled on January 11, 2021 and that the Task Force's recommended appointments would be brought to the Council at their next regular meeting scheduled on January 12, 2021.

**ADJOURNMENT**

A motion was made by Vice Chair Datar, seconded by Member Knaack, and unanimously carried that the meeting be adjourned. The meeting was adjourned at 9:36 p.m.

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



## Agenda Report

21-80

Agenda Date: 1/11/2021

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

#### **SUBJECT**

Review Email Communications Received

#### **DISCUSSION**

There has been no incoming email correspondence in the Task Force on Diversity, Equity, and Inclusion general inbox since the November 9, 2020 regular meeting through January 8, 2021 at 12:00 p.m.

Any emails received by January 11, 2021, at 3:00 p.m. will be provided as post-meeting material.

#### **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**

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Reviewed by: Genevieve Yip, Staff Analyst I

Approved by: Deanna J. Santana, City Manager