



City of Santa Clara

Meeting Minutes

Task Force on Diversity, Equity, and Inclusion

12/02/2020

5:00 PM

Virtual Meeting

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.