



City of Santa Clara

Meeting Minutes

Task Force on Diversity, Equity, and Inclusion

10/15/2020

1:00 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

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.

A motion was made by Vice Chair Datar, seconded by Member Zamora-Marroquin, and unanimously carried, that the Task Force approve the meeting minutes of October 8, 2020.

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

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

2. Review Outline of Task Force Procedures for Conduct of Meetings

The Task Force reviewed the draft bylaws and provided their input. A motion was made by Chair Brown, seconded by Vice Chair Datar, and unanimously carried, that the Task Force approve the skeleton of the draft Task Force bylaws.

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

3. Discussion and Possible Action on Task Force Application

The Task Force reviewed the City application for board and commissions and the draft supplemental questions provided by Chair Brown. The Task Force provided their input and inquired about the application process and timing. A motion was made by Chair Brown, seconded by Vice Chair Datar, and unanimously carried, that the Task Force refer the supplemental questions to staff for inclusion with the application and bring back to the October 22, 2020 meeting.

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

4. Report from Community Communicators on Draft Language for Community Partners

Vice Chair Datar provided the history of the Community Communicators subcommittee and explained the intent of the draft Memorandum of Understanding (MOU) for use with community partners. Vice Chair Datar and Member Zamora-Marroquin provided an overview on the draft MOU and asked that the Task Force provide their input. Markkula Center for Applied Ethics Director of Social Sector Ethics Joan Harrington reported on the MOU work effort and commented that the MOU should clarify the ten (10) community partners referenced would only be an initial starting point. The Task Force discussed the need for consistent communication to the community partners and that the Task Force secretary would be charged with this responsibility. Member Zamora-Marroquin commented that the duties of the secretary should be outlined in the Task Force's member duties. City Attorney Brian Doyle commented that the Task Force could appoint someone to sign MOUs on behalf of the Task Force and that any large changes could be brought back before the Task Force. A motion was made by Member Knaack, seconded by Member Zamora-Marroquin, and unanimously carried, that the Task Force authorize Vice Chair Datar to sign MOUs, substantially in the form of the MOU presented today, with community organizations on behalf of the Task Force.

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

5. Review Email Communications Received from Community Members

Chair Brown reported that the Mayor had received several inquiries about the City's recognition of Columbus Day on the City calendar. Mayor Lisa M. Gillmor commented that she wanted to refer this matter to the Task Force as a first project as it falls within the work that the Task Force has been charged with and that she will continue to forward any other similar matters that have been brought to her by community members. The Task Force provided their input on potentially changing Columbus Day to Indigenous Peoples' Day. City Attorney Doyle commented that Columbus Day is a City-designated holiday. Assistant City Manager Nadine Nader commented that staff is currently working on the 2021 calendar and that a recommendation from the Task Force to the City Council would need to go in November to ensure sufficient staff time for processing and printing. A motion was made by Member Datar, seconded by Member Zamora-Marroquin, and unanimously carried, that the Task Force accept the referral and bring a recommendation to the City Council. Chair Brown asked if staff could please forward the 2020 calendar to the Task Force following the meeting.

Chair Brown discussed the emails received from the community and noted that, while many were positive, there were a few that were negative. Chair Brown commented that it is important for the Task Force to hear from all sides as they undergo their work. The Task Force provided their input on the emails received. Chair Brown inquired if it was possible for the Task Force to be set up with individual City emails to respond to inquiries from the community. City Attorney Doyle commented that it would be advisable for one member to monitor the Task Force's general email account for consistency. A motion was made by Member Datar, seconded by Member Knaack, and unanimously carried, that the Task Force appoint Member Zamora-Marroquin to temporarily respond to communications received in the Task Force's general email account.

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

ADJOURNMENT

The meeting was adjourned at 2:40 p.m.