



# City of Santa Clara

## Meeting Minutes

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

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10/22/2020

1:00 PM

Virtual Meeting

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#### CALL TO ORDER AND ROLL CALL

**Present** 3 - Member Andrew Knaack, Chair Darius Brown , and Member Dianna Zamora-Marroquin

**Absent** 1 - Vice Chair Neil Datar

#### PUBLIC PRESENTATIONS

None.

#### GENERAL BUSINESS

1. [20-1039](#) Action on Approving Task Force Bylaws

Chair Brown presented the Task Force bylaws. City Attorney Doyle commented that the Chair's duties in the bylaws should be updated to include calling regular and special meetings, instead of only regular meetings. A motion was made by Member Knaack, seconded by Member Zamora-Marroquin, and unanimously carried, that the Task Force approve the bylaws with the City Attorney's amendment incorporated.

**Aye:** 3 - Member Knaack, Chair Brown, and Member Zamora-Marroquin

**Absent:** 1 - Vice Chair Datar

2. [20-1040](#) Action on Approving Task Force Application and Supplemental Questions

The Task Force reviewed the application and supplemental questions, and discussed the timeline for the application process and the application process itself. Assistant City Clerk Nora Pimentel and Deputy City Clerk Simrat Dhadli provided a brief overview on the application and recruitment process and suggested a potential timeline. A motion was made by Member Knaack, seconded by Member Zamora-Marroquin, and unanimously carried, that the Task Force approve the application and supplemental questions so that it can be released on October 26, 2020.

**Aye:** 3 - Member Knaack, Chair Brown, and Member Zamora-Marroquin

**Absent:** 1 - Vice Chair Datar

3. Update from Community Communicators Subcommittee on Community Partner Organizations

**Member Zamora-Marroquin presented the Community Partner Criteria and Qualities that was drafted by the Community Communicators Subcommittee with Markkula Center for Applied Ethics Director of Social Sector Ethics Joan Harrington's assistance. Member Zamora-Marroquin clarified that the Community Partner Criteria and Qualities is to be used as a roadmap and that community organizations that didn't meet all of the criteria outlined could still be eligible to be a community partner. Member Zamora-Marroquin inquired if the City could assist with any translation services. City Manager Deanna J. Santana commented that the City could assist with translation services and would ask that advance notice be provided to ensure sufficient time for processing. Chair Brown asked the Task Force to review the Community Partner Criteria and Qualities and report back any other suggested edits at the next meeting.**

4. Discussion of the Naming of Columbus Day

**Chair Brown opened the item. Staff Analyst Genevieve Yip gave a verbal report on localities in California that celebrate Indigenous Peoples' Day instead of Columbus Day. Member Knaack inquired if how other cities have changed Columbus Day could be applicable to the City. City Attorney Doyle commented that staff will need to determine how Columbus Day was designated as a City holiday before making a recommendation to the City Council. Chair Brown asked that the research conducted on localities be forwarded to the Task Force and inquired how the City could conduct community outreach. Chair Brown referred the discussion to the next meeting.**

5. Review Email Communications Received from Community Members

**The Task Force reviewed communications received from community members. Chair Brown commented that emails received should be responded to within 3 business days and inquired where non-Task Force related inquires could be forwarded. City Manager Santana commented that these inquires can be referred to the City Manager general email. Chair Brown thanked staff for setting up the Task Force with their individual City email accounts. No action was taken by the Task Force.**

**ADJOURNMENT**

The meeting was adjourned at 1:53 p.m.