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Title: Discussion and Action on Appointment of Member Vacancy

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Attachments: 1. Applications of Individuals on Council-approved Eligibility List

Date	Ver.	Action By	Action	Result
9/13/2021	1	Task Force on Diversity, Equity, and Inclusion		

REPORT TO TASK FORCE ON DIVERSITY, EQUITY, AND INCLUSION

SUBJECT

Discussion and Action on Appointment of Member Vacancy

BACKGROUND

On June 7, 2021, Chair Darius Brown submitted the attached letter of resignation from the Task Force, effective July 31, 2021, which created one (1) member vacancy on the Task Force on Diversity, Equity, and Inclusion (Task Force).

At the August 9, 2021 Task Force on Diversity, Equity, and Inclusion (Task Force) meeting, the Task Force directed staff to come back with the options that the Task Force has for appointing the current vacancy, with respect to established eligibility list approved by the City Council (Council) at their January 12, 2021 meeting. The Council approved the Task Force's recommendation to establish an eligibility list to fill future vacancies that would remain active for one (1) year. The applicants recommended to the eligibility list are those who made it to the last round of voting, but were not selected: Innæe Park, Kevin Landis, and Gustavo Rangel. The applications of those on the Council-approved Eligibility List are included with this report as Attachment 1.

The purpose of establishing the eligibility list was to enable the Task Force to fill a vacancy, whether by automatically appointing or inviting applicants back to interview for a vacancy, without having to conduct a new recruitment knowing that there was a qualified pool to fill an unanticipated vacancy. The eligibility list streamlines the overall process and help with staff resources and timeframes to appoint to a member vacancy.

Staff reached out to the three applicants on the established eligibility list to inquire if there was still an interest to serve on the commission. Two of the three applicants, Kevin Landis and Gustavo Rangel, expressed an interest to continue in the process of being re-interviewed. Innæe Park withdrew her name from consideration.

DISCUSSION

The Task Force must determine how to proceed with filling the one (1) member vacancy.

Consistent with the City Council's practice of interviewing those on established eligibility lists to fill vacancies, staff recommends that the Task Force invite Kevin Landis and Gustavo Rangel to re-interview for the current member vacancy.

Once the Task Force determines who they would like to recommend for appointment to the vacancy, staff will forward the recommendation to the Council for formal appointment. Following Council's appointment to the Task Force, the new member will take the Oath of Office with the City Clerk's Office.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environment 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 was no fiscal impact associated with the preparation of this report.

COORDINATION

This report was coordinated with the City's Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Task Force on Diversity, Equity, and Inclusion 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 or at the public information desk at any City of Santa Clara public library.

ALTERNATIVES

1. Invite applicants on eligibility list back for an interview.
2. Review the application packets of applicants on eligibility list to determine who the Task Force would like to appoint on the member vacancy.

RECOMMENDATION

Invite applicants on the Council-approved eligibility list back to re-interview for fill the current member vacancy.

Reviewed by: Genevieve Yip, Staff Analyst I

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Applications of Individuals on Council-approved Eligibility List