



CITY COUNCIL

Nominations & Appointments Committee

Monday, June 6, 2022
Meeting Report

Attendance: W. Butler (electronically)

Others Attending: M. Smith, B. Rivera, K. Miller (in person), F. Lachat, D. Martinez, BCTV (electronically)

The meeting was called to order at 4:02pm by Mr. Butler.

I. Review Pending Applications Memo, BAC Openings & Board, Authority, and Commission Membership

Ms. Smith stated that Ms. Goodman-Hinnershitz was going to try to make it but she is running late and she was unsure of Ms. Cepeda-Freytiz.

Mr. Butler questioned who the first interview would be and Ms. Smith stated that there are no interviews today, just other business. She stated that in going over the pending applications, there are openings on Boards that are of priority level and the discussion of recruitment is necessary in order to fill those vacancies. She introduced Mr. Ken Miller who is the Training Coordinator in the Human Resources division, who is also present to discuss topic two on the agenda for today's meeting.

- **Applications waiting for Mayoral Approval**

Ms. Smith stated that Ms. Martinez delivered four of them and will begin to process these:

1. Lee Olsen - Planning Commission
2. Steven Thompson - EAC
3. Chad Milligan - Mechanical Board
4. Steve Symon - Mechanical Board

- **Applications not yet sent to the Mayor**

Ms. Smith stated that she has just received an application for appointment to the Redevelopment Authority which is currently in the background process, there is another application who requires clearances for the Youth Commission due to that individual being over the age of 18.

She stated that there is another applicant who has an issue that came up during the background check; she is working with the individual to clear that up prior to sending the application to the Mayor's office.

- **Priority Recruitment for Vital Vacancies**

Ms. Smith shared her screen to display a document entitled Volunteer Opportunities which is updated monthly on the City's website and outlines the vacancies by priority and then in its totality.

Mr. Butler questioned if this is also posted on our social media pages. Ms. Smith stated that she can get in contact with Communications Coordinator, Mr. Crespo to include this in our social media outlets. Mr. Butler stated that social media is very effective with outreach and then perhaps posting something in the local newspaper. Ms. Smith stated that the City used to post in the newspaper but unfortunately, there would be numerous applications remitted that did not even meet the general requirements so the City discontinued that practice.

II. Diversity Training for Board, Authority and Commission Members

Ms. Smith stated that Ms. Goodman-Hinnershitz had suggested that our diversity training be extended to members of our boards, authorities and commissions in light of recent events involving the removal of a member.

Mr. Butler questioned who would be in charge of the training. Ms. Smith stated that she has invited Mr. Miller as he is our Training Coordinator to work with him on how this can be implemented. She stated that she would work closely with him.

Mr. Butler questioned Mr. Miller how he would plan this training for members. Mr. Miller stated that he is confident that working with Ms. Smith this will be a successful endeavor. He stated that he would need to be clear on several factors such as how many individuals would be taking this training and what type of diversity training we are looking to include. He stated that there is the standard diversity training that is given to new employees which runs approximately two hours in duration, at most. He can also create a diversity training more specific to our needs.

Mr. Butler questioned how many members there are in total from all the boards, authorities and commissions. Ms. Smith stated that in giving a rough estimate, she believes the number is somewhere around 200 to 250 members. She also questioned if this would be a training that all members were required to have or just the members of certain boards. She stated that it would not be an effective training to have all members in one session because it would be too large a group and would not allow for an effective "Q&A" portion and would also cause time issues.

Mr. Butler opined that every member should have this training but was not aware that the number of members is so large. Ms. Smith agreed adding that training sessions with smaller groups would be more impactful and beneficial in terms of fully processing the information of

the training. Ms. Smith stated that she and Mr. Miller could work on brainstorming some ideas of how to plan these trainings and report to Council at a meeting in the near future.

Mr. Butler suggested that perhaps having the chair of each board attend the training and having two to three a year to accommodate more members. Ms. Smith agreed that it would be a very good idea to start with the chair of each board and work from there. She questioned if that chair person would then take the knowledge from the training back to his/her board and implement the information that way. Mr. Butler concurred stating it is something to think about and could possibly work. Mr. Miller was agreeable to this.

Mr. Butler questioned if anyone wanted to add anything else; there was nothing further. Mr. Butler adjourned the meeting at 4:15pm

Respectfully submitted by,
Bea Rivera, Legislative Aide