



MONROVIA AD HOC COMMITTEE ON EQUITY AGENDA REPORT

DEPARTMENT: City Manager's Office

MEETING DATE: August 27, 2020

PREPARED BY: Dylan Feik, City Manager
Jackie Tran, Communications Analyst

AGENDA LOCATION: AR-1

TITLE: Selection of Officers for Monrovia Ad Hoc Committee on Equity, Resolution No. 2020-01

OBJECTIVE: To affirm the selection of three officers – Chair, Vice Chair, and Secretary – from among the members of the Ad Hoc Committee

BACKGROUND: On July 7, 2020, the Monrovia City Council established the Ad Hoc Committee on Equity ("Committee"). The Committee's sole function is to review with the community to determine whether any policies, practices, and procedures of the City of Monrovia are unjust or unfair; create structural barriers to diversity, equity and inclusion in City governance, employment or enforcement; or perpetuate systemic racism in City government and provide a report back to the City Council with any recommendations for change the Committee deems advisable for consideration.

ANALYSIS: As a formality, Staff is recommending that the Committee establish certain roles to help better facilitate meeting decorum. The officers' roles include Chair, Vice Chair, and Secretary:

- The Chair shall be responsible for managing the periodic meetings and leading the proceedings.
- The Vice Chair shall be responsible for performing the duties of the Chair in his or her absence.
- The Secretary shall be responsible for reviewing and approving the minutes taken by Staff for each quarterly meeting.

Each position will be held until January 2021, or until the final report with recommendations are presented to the City Council.

For the selection of Officers, Staff is recommending that the members have the opportunity to nominate themselves for the available positions and finalize the positions through discussion to reach consensus. Given the lack of the Chairperson, Staff will facilitate the selection of the Chair. Then, the newly-selected Chair will conduct the remainder of the meeting, including selection of the Vice Chair and Secretary as the next orders of business.

Please note, if consensus is not reached through this process, a majority vote of the five-member Committee may be held, which would require three (3) affirmative votes to select each contested position.

OPTIONS: The following options are presented for the Ad Hoc Committee's consideration:

1. Approve the selection of officers for the Monrovia Ad Hoc Committee on Equity and the policies and procedures governing the Committee as outlined in Resolution No. 2020-01.
2. Request additional information from Staff before taking action.

RECOMMENDATION: Staff recommends Option 1; affirming the selection of officers for the Monrovia Ad Hoc Committee on Equity.

COMMITTEE ACTION REQUIRED: If the Ad Hoc Committee concurs, the appropriate action would be a motion to adopt Resolution No. 2020-01.

RESOLUTION NO. 2020-01

A RESOLUTION OF THE MONROVIA AD HOC COMMITTEE ON EQUITY AND INCLUSION OF THE CITY OF MONROVIA, CALIFORNIA, AFFIRMING THE SELECTION OF OFFICERS PURSUANT TO RESOLUTION NO. 2020-62 OF THE MONROVIA CITY COUNCIL

WHEREAS, the City of Monrovia recognizes its obligation to lead a community conversation about eliminating the structural barriers to equal opportunity that exist, and to improve community relations among Monroviaans; and

WHEREAS, on July 7, 2020, the City Council adopted Resolution No. 2020-62 establishing a Monrovia Ad Hoc Committee on Equity composed of five members appointed by the City Council; and

WHEREAS, pursuant to Resolution No. 2020-62, this Committee shall discharge its oversight duties by:

- (a) Meeting periodically to review: city policies, practices and procedures with a primary focus on enforcement, employment, and community relations;
- (b) Through the Committee Chair, provide a progress report to the City Council and community at the second regular City Council meeting in October, 2020 and a final report with recommendations to the City Council and community no later than a regular City Council meeting in January, 2021.

WHEREAS, this Committee has been formed and the initial meeting has occurred on August 13, 2020; and

WHEREAS, at its initial meeting, the Committee members have been sworn in as public officials;

WHEREAS, the Chair, Vice Chair, and Secretary have been selected by a majority vote of the Ad Hoc Committee on Equity and Inclusion; and by this Resolution the Committee affirms its actions.

NOW, THEREFORE, BE IT RESOLVED BY THE MONROVIA AD HOC COMMITTEE ON EQUITY:

SECTION 1. The Chair of the Committee is _____.

SECTION 2. The Vice Chair of the Committee is _____.

SECTION 3. The Secretary of the Committee is _____.

SECTION 4. This Resolution shall be effective immediately upon adoption.

SECTION 5. The Secretary of the Committee shall certify to the adoption of this Resolution.

APPROVED AND ADOPTED this 27th of August, 2020.

_____, Chair
Monrovia Ad Hoc Committee on Equity

ATTEST:

_____, Secretary
Monrovia Ad Hoc Committee on Equity