

**MINUTES OF THE REGULAR MEETING OF THE
AD HOC COMMITTEE ON EQUITY AND INCLUSION
HELD THURSDAY, DECEMBER 3, 2020 AT 6:00 P.M.**

CONVENE: Chair Yuille convened the Regular Meeting of the Ad Hoc Committee on Equity and Inclusion on Thursday, November 19, 2020, at 6:05 p.m. Staff in attendance: City Manager Dylan Feik, Assistant City Manager Lauren Vasquez, Administrative Services Director Buffy Bullis, and Communications Analyst Jackie Tran. In accordance with Executive Order N-29-20, the meeting was conducted via video conference.

PLEDGE OF ALLEGIANCE: Committee Member Ling led the Flag Salute.

ROLL CALL: Committee Members Elizalde, Ling, Olivas, Tadken, and Yuille were present.

PRESENTATIONS: None.

CONSENT CALENDAR: It was moved by Committee Member Tadken, seconded by Committee Member Ling to approve the consent calendar. The motion carried unanimously. The Consent Calendar consisted of the following Agenda item:

CC-1 Unadopted Minutes of the November 19, 2020, Regular Meeting: The Committee adopted the Minutes of the November 5, 2020, Regular Meeting, with amendments.

REPORTS FROM STAFF:

- a. **Overview of the Administrative Services Department:** Buffy Bullis, Administrative Services Director, addressed the Committee. Ms. Bullis provided an overview of the Administrative Services Department's operational areas, race/ethnicity, gender, age, employment status, and additional background information on the staff members, such as education levels and where they reside. Following the template provided by the Committee, Ms. Bullis provided insight on how the department creates a safe work environment, what trainings are provided, who the department serves, how the department address marginalized groups, any boasts or concerns that the department has, and recommendations to make the department more diverse, equitable and inclusive. During the presentation, Ms. Bullis received feedback and comments from the Committee.

ADMINISTRATIVE REPORTS: None.

PUBLIC INPUT: None.

REPORTS FROM COMMITTEE MEMBERS / DIRECTION TO STAFF:

Discussion ensued between the Committee. At the next meeting, the Committee agreed on reviewing and identifying potential recommendations made for Human Resources, Police, and Administrative Services.

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NEXT SCHEDULED MEETING: The next Regular Meeting of the Monrovia Ad Hoc Committee on Equity and Inclusion was scheduled for Thursday, December 17, at 6 p.m.

AJOURNMENT: Chair Yuille adjourned the meeting at 7:24 p.m.

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