

**CITY OF MILWAUKEE EQUAL RIGHTS COMMISSION**

**Committee Meeting Minutes**

**Committee:** Executive and Governance

**Meeting Date:** Wednesday, December 15, 2021, 4:30PM (Virtual)

**Attendees:**

<input checked="" type="checkbox"/> Tony Snell	<input type="checkbox"/> Jessica Boling	<input checked="" type="checkbox"/> Nikki Purvis
<input checked="" type="checkbox"/> Martha Collins	<input type="checkbox"/> William (Bill) Crowley	<input checked="" type="checkbox"/> Edwin Huertas
<input checked="" type="checkbox"/> Mayhoua Moua	<input type="checkbox"/> Shelley Gregory	<input type="checkbox"/> Rebecca Rabatin
<input checked="" type="checkbox"/> Nathan Guequierre	<input type="checkbox"/> Jacqueline Cook	<input checked="" type="checkbox"/> Patricia Ruiz-Cantu
<input type="checkbox"/> Jennifer Bennett	<input type="checkbox"/> Jamal Washington	

\* Chair

\*\* Vice Chair

**Guests:**

Agenda Item(s)	Discussion Item(s)	Action Item(s)
<b>EXECUTIVE COMMITTEE</b>		
1. Welcome / Call to Order	<ul style="list-style-type: none"> <li>➤ 4:38PM</li> <li>➤ Commissioner Jennifer Bennett unexcused.</li> </ul>	➤
2. Commissioner/Staff Roles, Responsibilities, and Efficiencies	<ul style="list-style-type: none"> <li>➤ Need to work smarter, not harder – Work that focuses on higher quality, not necessarily quantity.</li> <li>➤ Commissioner Snell met w/ Nikki &amp; Edwin RE: ERC/OEI relationship, staff roles, how to collaborate more, and increase accountability.</li> <li>➤ OEI Staff (Equal Rights Specialist) drives work, commissioners drive ERC vision and mission.</li> <li>➤ ERC and OEI staff have to lean on procedures and deadlines to ensure work is done at a higher quality</li> <li>➤ Consideration for Lunch n’ Learns to be on an ‘every other month’ schedule when full commission does not meet and for consent agendas to move work more expeditiously.</li> <li>➤ Gratitude to Nikki, Patricia, and Rebecca for their OEI/ERC-related duties.</li> </ul>	

3. 2022 Priorities and Timeline	<ul style="list-style-type: none"> <li>➤ Edwin sent 2022 Timeline to Executive and Governance for review.</li> <li>➤ City dept. presentations may shift, &gt;2 might be a lot of info in a single meeting. Can departments to present in a uniform way (just the facts)? **See notes below after minutes.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Edwin to add back committee meetings in January 2022.</li> <li>➤ Edwin and Nikki to examine how city departments present.</li> <li>➤ Edwin to schedule meeting w/ Commissioners Moua and Cook RE: O&amp;E Committee Chair position.</li> </ul>
4. 2021 Annual Report – Design, content, format, etc.	<ul style="list-style-type: none"> <li>➤ Reports should be short and brief, highlight successes and goals, the relationship b/c the ERC and OEI. Past ERCs have had 20,30-sum page reports, may not work out for your average reader.</li> <li>➤ Nikki encourages the ERC to consider a 'rolling' annual report (a website that is frequently updated w/ report segments). Example <a href="#">here</a>.</li> <li>➤ Annual Report can be guided by Executive &amp; Governance, Communications can finesse product, OEI Staff will draft.</li> </ul>	
<b>GOVERNANCE COMMITTEE</b>		
5. Welcome / Call to Order	<ul style="list-style-type: none"> <li>➤ 5:27PM</li> </ul>	
6. ERC Commissioner Handbook	<ul style="list-style-type: none"> <li>➤ Handbook near completion, has to go through committee before full commission.</li> <li>➤ There are some questions in the handbook, Governance will have to do a final review before going to commission.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Edwin and Nikki to go through handbook and clear up questions by January full commission meeting.</li> </ul>
7. Spring Retreat Planning - New potential dates	<ul style="list-style-type: none"> <li>➤ Commissioner Collins can open her board room for the onboarding, will need a larger space for the retreat.</li> <li>➤ Onboarding – ½ day Friday (12PM-4:30PM) – catch-up, talk about roles, responsibilities for commissioners, etc. Nikki would like to see a 2-hour onboarding, possibly pre-recorded.</li> <li>➤ Edwin reminded committee that onboarding and retreat will need to</li> </ul>	<ul style="list-style-type: none"> <li>➤ Edwin to create a Doodle poll for Fridays or Saturdays in January (Friday and then the following Saturday).</li> <li>➤ Commissioner Collins will forward retreat planning committee notes to Edwin and Nikki.</li> </ul>

	be noticed, and that if facilitators are brought in, we'll need a scope and agenda.	
8. Adjournment	➤ 5:49PM	

**Other Notes**

- Edwin to touch base w/ Oscar RE: Commissioner recruitment.
- Commissioner Guequierre would like to have the following questions considered when City Departments are presenting their racial equity, diversity, and inclusion reports to the ERC:
  - How does your work specifically affect the city's protected classes?
  - What accomplishments have you made in the last 12 months to advance the city's racial equity goals?
    - Staff inclusion?
    - Service delivery?
    - Departmental resource allocation?
  - What are your racial equity priorities for the coming 12 months?
    - Staff inclusion and diversity?
    - Service delivery?
    - Equity in department resource allocation?
    - Key performance indicators?