

Committee:	Governance	
Meeting Date:	Wednesday, June 16, 2021	
Attendees:	Martha Collins, Tony Snell, Mayhoua Moua, Nathan Guequierre, Nikki Purvis, Odalo Ohiku, Amy and Becky Rabatin	
Agenda Item	Discussion Summary	Action Items
1. Welcome & Call to Order	None	
2. On-boarding Toolkit	<p>On-boarding toolkit to be finalized. On-boarding would include introduction of :</p> <ul style="list-style-type: none"> *OEI, DOA and staff and their roles with the ERC and OEI. *Committee chairs and their charges *Commission and expectations of the commission <p>It was suggested on-boarding for new commissioners be incorporated in fall retreat.</p> <p>New commissioners will be asked which committee(s) they would wish to serve.</p> <p>It was suggested to set up a mentor protégé for new commissioners.</p> <p>Request to have the on-boarding handbook/toolkit finalized by August 1st. OEI needs to complete review and provide any changes.</p>	<ul style="list-style-type: none"> • Nikki and City Attorney's Office to complete review of the on-boarding handbook.
3. Candidate Appointments – Follow-up	<p>Martha Collins questioned status on commissioner candidate appointments and Equal Rights Specialist position.</p> <p>Nikki Purvis is looking at referrals to fill this position, the potential candidate had accepted a position with another organization.</p> <p>Tony Snell asked Nikki Purvis to forward the Equal Rights Specialist job description and application requirement to the commissioners from them to distribute within the network. Application are to provide a cover letter, current resume and college transcripts.</p>	<ul style="list-style-type: none"> • Nikki to check with Mayor's Office on possible fourth candidate. • Nikki to forward Equal Rights Specialist job description to commissioners. • Nikki to verify where confirmation of commissioner candidates is Jud/Leg Committee meeting agenda. (June or July) • Tony Snell will reach out to directors from Sixteenth Street Health Center, UMOS, Latino Chamber of Commerce and Hispanic Chamber of Commerce on the need to fill the open commissioner seat with a

	<p>Awaiting confirmation that the three commissioner candidate have received notification letters from the Mayor's Office. Need to verify if confirmation of commissioner candidate is on the agenda for the next Judicial/Legislative Committee meeting.</p> <p>Who will be available to appear at the Judicial/Legislative Committee meeting when the commissioner candidates are to be approved? Commissioner Chair and Nikki Purvis will be present.</p> <p>Currently there has been no applicants to fill the fourth outstanding commissioner position. Existing commissioners are asked to send out the notice to the Latin Chamber of Commerce and the Hispanic Chamber of Commerce.</p>	<p>candidate of the Latinx/Hispanic community.</p> <ul style="list-style-type: none"> • Martha Collins will reach out to directors from Voces de la Frontera and Southside Organizing Center on the need to fill the open commissioner seat with a candidate of the Latinx/Hispanic community. • Nathan Guequierre to review and edit notice of commissioner seat opening.
4. Retreat	<p>Martha Collins asked to set up a work group to determine: Virtual or in-person Date Facilitator Scope – Charge of ERC, ERC handbook, roles as commissioners, external guests?</p> <p>Include Asst. City Attorney Pete Block on retreat agenda to address obligations under the open meeting laws.</p>	<ul style="list-style-type: none"> • Martha to prepare a request for commissioners to participate in a planning work group for the fall retreat.
5. Committee Hearing Process	<p>Tony Snell noted committee chairs should consider hearings within their committees, especially Compliance and Enforcement following the same format used in the full Commission meeting in May for the AAPI Community. Also each commissioner should be provided the opportunity to speak at the committee meetings.</p>	
6. AAPI Hearing Report and Recommendations	<p>Tony Snell had prepared a model resolution for language inclusion within MCO 109 and requested the Compliance and Enforcement Committee to hold public hearing from the community in which English is a second language.</p>	<ul style="list-style-type: none"> • Jennifer Bennett advised to request public testimony at an upcoming Compliance and Enforcement Committee meeting on preferred language.

7. OEI Updates	<p>Nikki Purvis reported the OEI is currently busy with the ARP funding request process which is a priority along with the disparity study.</p> <p>Public hearings will be held in August to gather information for the disparity study.</p> <p>Survey for public input on ARP funding is open until June 30th, please participate and help reach out to others to participate.</p>	
8. Committee Reports	<p><u>Outreach and Education</u> – June Lunch N Learn topic will be LGBTQ+ Legal Rights: Beyond Bostok with Shelly Gregory and former US Attorney James Santelle.</p> <p>July Lunch N Learn topic will focus on disabilities in light of the 31st anniversary of the ADA.</p> <p>ERC will participate in Juneteenth, Mayhoua Moua will be bringing chairs, a table and tent and Tony Snell will provide ice, a cooler and bottle water. Commissioners who have not signed up for a time slot are asked to do so.</p> <p><u>Communication Committee</u> – committee worked on provide a one page Who is the ERC? flyer for Juneteenth.</p> <p>Work to continue on a social media plan.</p> <p>Nathan Guequierre would like the committee and ERC to formally move forward on Community Listening Sessions. Nathan suggested the listening sessions run on the ERC off months. ERC Communication Committee and the Outreach and Education Committee would work with key partner organizations.</p> <p>Community participant Amy stated she has contacts with various venues and</p>	<ul style="list-style-type: none"> • Nathan and Becky to work with a graphic designer on the ERC’s 11 page slide deck to be utilized in Community Listening Sessions. • Jennifer to contact Nikki Purvis on OEI’s reporting format for department to verify if there is overlap and/or pertinent shared data.

	<p>could help with secure a venue. Amy's contact info is luciddreamer1975@gmail.com.</p> <p>Tony Snell suggested to define partners working to have the sessions in the community.</p> <p>Nathan Guequierre stated the 11 slide deck on the ERC could be improved with better graphic design.</p> <p><u>Compliance and Enforcement Committee</u> – Deputy City Attorney Ohiku is to review the Complaint and Appeal Policy and Procedures and any necessary changes. Commissioner Jennifer Bennett's hope is to provide the finalized policy and procedures to full commission for approval at the July meeting.</p> <p>Jennifer Bennett is to reach out to Nikki Purvis on OEI's reporting format, there may be some overlapping in reporting.</p>	
<p>9. Budget Update</p>	<p>ERC has \$40,000 available for 2021 from CDGA.</p> <p>Nikki Purvis provided abbreviated spreadsheet for each commission committee to utilize in accounting for their budget expenses. Personnel, fringe, equipment rental and other costs are not to be included in the ERC budget.</p> <p>Contractual Services would include consultants for fall retreat, student intern, etc. Contracts would need to be executed through City Purchasing.</p> <p>General Services would include speaker fees, honorariums, etc. dependent on dollar amount. Fees more than \$5,000 is considered professional services and would require a contract.</p> <p>Other forms to be completed include: Activity & Outcome Measurement Workplan – work for remainder of 2021; and Project Activity</p>	<ul style="list-style-type: none"> • Nikki Purvis to email each committee chair budget forms for their completion. • Committee chairs to prepare a budget detailing committee expenses and return to Nikki Purvis <u>NO LATER THAN JULY 7th</u>.

	<p>Worksheet – detail activities of the ERC.</p> <p>Items to be considered: translation funding; social media; twitter; banners; business cards; Zoom account; training; membership to International Human Rights Campaign; International Human Rights Day; printing; etc.</p> <p>Forms to be sent out to each committee chair for their completion within two weeks.</p> <p>2022 budget will need to be completed by committee chairs by the end of 2021.</p>	
<p>10. July Full Commission Meeting Items</p>	<p>Tony Snell noted this is an opportunity for committee to bring items to the Governance and Executive Committee for inclusion on the full Commission meeting agenda.</p> <p>The July full Commission meeting will include a racial disparities hearing. Reggie Jackson will be a panelist, the Milwaukee Health Department Commissioner will be present or appropriate designee who can answer questions on behalf of MHD. Additional panelist would be individuals from community health organization working with communities of color. Possible additional panelists: Dr. Tito Azard of Sixteenth Street Health Center; Chair of Health Commission; and Wanda Montgomery of Black Child Development.</p> <p>Nathan Gueguierre would like to add listening session ramp up to the July Commission meeting agenda.</p> <p>Proposed budget for the remainder of 2021 to be included as an agenda item for full formal Commission vote.</p> <p>Nikki Purvis suggested to provide timelines for each agenda item to help departments when there are to be available for any particular item.</p> <p>Committee chairs are to get their agendas to the Equal Rights Specialist</p>	<ul style="list-style-type: none"> • Commissioners to reach out to community leaders who would be appropriate as a panelist on Racism is a Health Crisis hearing. Coordinate with Tony Snell.

	(or staff) no later than five (5) business days prior to the committee meeting.	
11. Adjournment		