

**CITY OF MILWAUKEE EQUAL RIGHTS COMMISSION**  
**Committee Meeting Minutes**

<b>Committee:</b>	<b>Governance</b>	
<b>Meeting Date:</b>	<b>Wednesday, February 17, 2021</b>	
<b>Attendees:</b>	Martha Collins, Tony Snell, Nathan Guequierre, Jacqueline Cook, Ben Roovers, Becky Rabatin,	
<b>Agenda Item</b>	<b>Discussion Summary</b>	<b>Action Items</b>
1. Welcome & Call to Order	None	
2. Candidate Appointments – Follow-up	<p>Martha Collins questioned status on commissioner candidate appointments. Nikki Purvis was not in attendance to provide an update from the Mayor’s office.</p> <p>An additional (fourth) commission seat needs to be filed with the departure of Chez Ordonez. Request to place announcement on ERC webpage. Nathan Guiquerre has provide the announcement, which is to be sent via e-notify after the Spanish translation is completed.</p> <p>Tony Snell suggested forwarding the announcement to various publications.</p>	<ul style="list-style-type: none"> <li>• <b>Tony</b> to send an email introducing Martha and Jodie Tabak, the Mayor’s new Chief of Staff.</li> <li>• <b>Martha</b> to reach out to Jodie Tabak or Oscar Tovar of the Mayor’s Office to confirm recommendations of prospective commissioners.</li> <li>• <b>Patricia</b> to translate announcement for fourth commissioner seat.</li> <li>• <b>Becky</b> to send out enotify for the fourth (last) commissioner seta.</li> </ul>
3. Committee Assignment & Leadership	<p>Mayhoua Moua is looking to step down as chair of the Outreach and Education Committee, she would like Jessica Bohling to step in as chair of the committee.</p> <p>Tony Snell asked for status of Compliance and Enforcement Committee meeting, committee needs to establish meeting schedule.</p> <p>Compliance and Enforcement Committee will require support from the Communications and Outreach and Education Committees on getting the word out to the business community specifically at this time the compliance and enforcement of the Crown Act, CEDAW Resolution, and familial status.</p> <p>Compliance and Enforcement will need to be outline support expected of staff, the Office of Equity and Inclusion</p>	<ul style="list-style-type: none"> <li>• <b>Tony</b> to send an email to all committee chairs on regular meetings.</li> </ul>

	<p>and the City Attorney's Office. Also, it was suggested any questions on how to proceed should be written and the Commission itself can identify appropriate outside agency that can help.</p> <p>Becky Rabatin suggested that one staff member be responsible for one committee and the Equal Rights Specialist's responsibilities would be for the Compliance and Enforcement Committee, the Commission, Commission correspondence and the Commission webpage.</p>	
4. Handbook	<p>Handbook has been sent to Nikki Purvis for review and to provide OEI overview and its relationship with the ERC. Finalization of handbook will upon acceptance of edits and OEI additions.</p>	<ul style="list-style-type: none"> <li>• <b>Nikki</b> to provide role of OEI to the handbook.</li> <li>• <b>Governance</b> to finalize handbook upon acceptance of all edits and additions.</li> </ul>
5. On-boarding & Virtual Retreat	<p>Possible summer virtual retreat after seating of the four open commissioner positions. Retreat would provide an opportunity to discuss priorities and how to achieve them.</p> <p>Governance Committee would work on the retreat agenda and OEI would be responsible for logistics.</p>	<ul style="list-style-type: none"> <li>• <b>Martha</b> to setup on-boarding retreat as main agenda item for March committee meeting.</li> </ul>
6. Future Priorities and Closing	<p>Reminder to provide committee annual reports to Nathan.</p>	<ul style="list-style-type: none"> <li>• <b>Martha</b> to provide Nathan with annual committee report.</li> </ul>