

**MINUTES OF LACEY COMMISSION ON EQUITY
MONDAY, JUNE 28, 2021
VIA ZOOM WEBINAR**

EQUITY COMMISSIONERS PRESENT: Cliff Brown
Annie Clay
Makieda Hart
Thelma Jackson
Kim Sauer
Kristine Stolberg
Jon Hegwood

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager (ACM)
Kelly Adams, Management Analyst (MA)
Peri Edmonds, City Clerk (CC)
Dave Schneider, City Attorney (CA)

WELCOME: ACM Shannon Kelley-Fong, opened the meeting at 5:33 p.m. and welcomed the Commissioners. Commissioners and staff introduced themselves.

TRAINING: ACM Kelley-Fong provided an overview of the purpose, structure, and procedures of the Commission on Equity, established by Ordinance 1581.

The Commissioners received Open Government Training Lessons 1-3 using the videos from the Attorney General's Office.

CA Schneider and CC Edmonds provided guidance and answered questions from Commissioners regarding the Open Government Training.

CA Schneider recommended using Deputy City Clerk Elissa Fontaine and CC Edmonds as subject matter experts available to the Commission for guidance on record retention and open public meetings.

CA Schneider recommended that the Commissioners use the official city issued email address for all communications to ensure that messages are captured and retained for public access.

STAFF RECOMMENDATIONS:

ACM Kelley-Fong reviewed the Commissioner terms of service and the Advisory Boards and Commissions Standards, Protocols, and Ground Rules Handbook.

Term Offsetting

Commissioner terms are currently three years. ACM Kelley-Fong presented a staff recommendation to offset the terms of the commissioners. Commissioner Jackson asked to bring the term offsetting issue back to next meeting to allow Commissioners time to consider.

Official Email Accounts

ACM Kelley-Fong asked the Commissioners to send test emails from their official email accounts.

Robert's Rules of Order

ACM Kelley-Fong discussed parliamentary procedures with the recommendation to adopt Robert's Rules of Order at the next meeting.

Chair and Vice Chair Elections

ACM Kelley-Fong recommended the election of a chair and vice chair.

Opportunities for Public Comment

ACM Kelley-Fong recommended the Commission provide opportunities for public comment at Commission on Equity meetings.

Commissioner Stolberg asked if the meeting information would be shared on the City's website. ACM Kelley-Fong confirmed that the Commission's meeting are advertised on the City's website.

Commissioner Sauer asked if Commissioners are considered part of the public making comments. ACM Kelley-Fong clarified that the public comment period would be for members of the public to share information.

Commissioner Jackson strongly supported public comment.

Meeting Frequency

ACM Kelley-Fong asked the Commission if they would want to consider meeting more frequently than once a month.

Next Meeting

The next meeting will be on July 26th at 5:30 p.m.
Staff will prepare draft procedures and rules.

ADJOURN:

Commissioner Brown moved to adjourn the meeting.
Commissioner Hart seconded.

ACM Kelley Fong adjourned the meeting at 7:41 PM.

DRAFT