

**DRAFT MINUTES**  
**RACIAL EQUITY AD HOC COMMITTEE**  
**Tuesday, May 4, 2021**

In accordance with shelter in place order by the Marin County Health Officer for COVID-19, the Town of San Anselmo did not offer an in-person meeting location and this meeting was held via webcast and teleconference by Zoom.

**COMMITTEE MEMBERS PRESENT:** Bayley Bauer, Emma Auer, Frank Gomez, Heidi Weller, Larry Organ, Navruz Avoloni, Tiffany McElroy.

**OTHERS PRESENT:** Council Member Alexis Fineman, Council Member Steve Burdo, Town Manager Dave Donery, Assistant Town Manager Linda Kenton, Planning Director Elise Semonian

**1. CALL TO ORDER**

Vice Mayor Fineman called the meeting to order at 6:30 p.m.

**2. COMMITTEE MEMBER INTRODUCTIONS**

The committee members introduced themselves.

**3. OVERVIEW OF TOWN STRUCTURE AND GOVERNANCE**

Town Manager Donery presented an overview of Town Operations and Governance. He briefly described the primary responsibilities for building, planning, public works, finance & administrative, library, recreation, fire, and police departments. Town Manager Donery then went on to review and explain the roles of Town Council and Planning Commission. He finished his presentation by reviewing town Standing Advisory Bodies and Volunteer Boards and Commissions as well as Short-Term, Ad Hoc, or Council Subcommittees.

**4. COMMITTEE MEMBERSHIP REQUIREMENTS (Brown Act and Ethics Training)**

Town Manager Donery reviewed the Committee Membership Requirements and informed the committee about the Brown Act and Ethics Training. He answered committee member questions.

Vice Mayor Fineman opened the public comment period.

There were no public comments.

Vice Mayor Fineman closed the public comment period.

**5. REVIEW AND AGREE ON MEETING “GROUND RULES”**

Vice Mayor Fineman presented the Ground Rules.

There were no questions or comments from committee members.

Vice Mayor Fineman opened the public comment period.

There were no public comments.

Vice Mayor Fineman closed the public comment period.

M/s Gomez/Organ to approve the ground rules. Motion passed 8-0.

## **6. REVIEW CHARGE OF COMMITTEE**

Council Member Burdo reviewed the charge of Committee. As “homework,” he asked all committee members to conduct research into: a) Explore options and implement anti-bias or other appropriate training for staff, b) Policy Audit Conduct an audit of the Town’s rules, policies, ordinances and other areas to be sure that they are fair, equitable and free of biases of any kind; and c) Explore additional opportunities to examine and/or address racial equity, social justice, systemic racial bias, and diversity issues that are within the Town’s control, and bring back trainings that would be compelling. Planning Director Semonian will share resources she has collected with Committee.

Weller asked about using Google Docs to share resources and findings.

Council Member Burdo and Planning Director Semonian did not have a definitive answer regarding using a shared file such as Google Docs but were concerned it may constitute a “meeting” under the Brown Act.

Committee members will email research to staff by May 27, 2021 for compilation and posting.

Avloni asked what staff are included in the trainings and what policies to review.

Donery added that there are 34 full time staff members with the town and a few seasonal and part-time employees. He said they may implement annual training that all staff members would partake in. Council Member Burdo described that there are many different trainings based on each staff member’s position and that there is not a set amount of money set aside for the committee that they need to work from. The council is ready to allocate funds to the Racial Equity Ad Hoc Committee.

Semonian added that the policies they review will be broader than the municipal code and some may not be in writing.

Avloni asked if the committee is just reviewing San Anselmo ordinances. Council Member Burdo answered that it is not just ordinances but also administrative policy.

Gomez asks if hiring process is included in charge of the committee. Council Member Burdo answered yes, the hiring process is included.

McElroy asked about finding the town code. Council Member Burdo answered that staff will help the committee members find town code.

Weller discussed the importance of interviewing and recommended volunteers take part in the training.

Gomez asked if the town of San Anselmo has ever addressed any of these action items. Donery answered that they have never addressed these items directly.

Vice Mayor Fineman opened the public comment period.

There were no public comments.

Vice Mayor Fineman closed the public comment period.

**7. FUTURE AGENDA ITEMS**

At the next meeting, the committee will elect Chair, Vice Chair, and Secretary.

**8. OPEN TIME FOR PUBLIC EXPRESSION**

There were no public comments.

**9. ADJOURN.**

Vice Mayor Fineman adjourned the meeting at 8:17 p.m.