



Diversity and Inclusion Task Force

Minutes

The DITF (Diversity and Inclusion Task Force) met for a meeting at 6:30 p.m. on Thursday, June 10, 2021 at the Murray City Center Council Chambers, 5025 South State Street, Murray, Utah.

Members in Attendance:

Kat Martinez - Council Member - District #1
Mindy Ball
Katie Gardner
Daniel Haas
Josceline Mascarenhas
Jessica Miller
Justin Powell – Absent
Sara Pickett
Brian Prettyman – Arrival 6:55 p.m.
Jaleel Roberts

Others in Attendance:

Jennifer Kennedy – City Council Director
Pattie Johnson – Council Office Admin

Ms. Martinez began the meeting at 6:30 p.m.

Discussion Items:

Open and Public Meetings Act Training – Ms. Martinez conducted the required training. She explained the legal standards and guidelines for holding public meetings.

The DITF decided upon a collaborative form of leadership for conducting meetings. Month by month the chairperson would rotate alphabetically for the remainder of the year as noted:

- July - Mr. Haas
- August - Ms. Gardner
- September – Ms. Mascarenhas
- October – Ms. Miller
- November – Ms. Pickett
- December – Mr. Roberts

Approval of Minutes for May 13, 2021: One correction was noted regarding attendance. Ms. Ball made a motion to approve the minutes as corrected. Mr. Haas seconded. None opposed. Ms. Miller abstained due to her absence. Approved as corrected 7-0.

Overview of Americans with Disabilities Act (ADA) and its Requirements: Ms. Martinez stated that a more in-depth discussion about ADA would occur in a future meeting - along with the topic of community events. A link for ADA best practices was provided to the DITF for review.

Different types of meetings held in Murray City: Ms. Martinez explained the various meetings that are held throughout the City. For example, meetings with elected officials and public involvement and other meetings held by voluntary boards and commissions. The DITF reviewed the current process for selecting board members and how often vacancies are filled. Ms. Martinez confirmed there was no specific protocol for filling board positions other than the Mayor appointing someone. The DITF questioned why vacancies are not publicly announced or posted in public areas. There was a thought to list advisory board openings under the “What’s Happening” link on the City website.

To provide better outreach they discussed whether it was necessary to democratize the current process and create new protocols. There was a conversation about human resources having a hiring practice, but no standard operating procedure or policy for boards and commissions; specifically publicly posting openings and providing more clear directions about how and when to apply for vacancies. They agreed that to bring new energy and new ideas - old antiquated systems that allow people to be appointed only by the Mayor should be changed to allow for opportunity based on interest and qualification and not just word of mouth. There was a conversation about announcing long-term opportunities in public schools.

Standardizing the application process was suggested to bring in new people, including youth to add new perspectives and provide new voices. Ms. Martinez thought having an alert system might be helpful for those who cannot follow up on vacancy deadlines. A conversation followed regarding outreach for those who are not text savvy or active on social media. The Task Force considered the importance, benefits, and challenges of utilizing JAWS, which is a computer screen reader that creates either a text-to-speech output or Braille display that is easy for online learning. Other barriers for accessing opportunities and activities within the City were discussed. A number of ideas and suggestions were realized as follows:

In-Person Meetings, Virtual Meetings and Barriers to Accessing Meetings: Highlights from various conversations included the following elements:

- Accommodations: Microphones, headsets, and cameras for blind and deaf.
- *Accessibility* link: Evaluate the location of the link on the City Website.
- Pros and Cons about virtual meetings, recorded meetings and translated meetings.
- Prioritize collected ideas and create phases for making future recommendations.
- Create family-friendly meeting environments.
- Change or alternate days and times of meetings.
- Translation obstacles.
- Youth outreach.
- Survey Demographics: Find out who is attending meetings, who is streaming meetings, and who is missing from meetings.
- Create more volunteer opportunities.

Review of Takeaways and Wrap Up: In summary, the DITF concluded the meeting discussion was not so much about how to improve City policy and procedures, but rather how the DITF can be proactive in improving community outreach. Their hope is to understand who is in charge of community outreach in the City and fill in the gap to improve it. There was suggestion to hire a new community outreach coordinator to make needed changes to improve accessibility. In addition, the DITF could collaborate with other groups and organizations like the Murray Chamber of Commerce to attain additional community outreach methods.

Ending remarks, next steps: Ms. Martinez affirmed that after a hard look into logistics the task force was naturally

led to a conversation regarding outreach. With City divisions handling their own outreach the DITF could advise better ways of using the practices that are in place. The DITF will continue to build upon their ideas and suggestions and analyze more City issues in future meetings. The next meeting will be held in person on July 8, 2021.

Adjournment: 8:00 p.m.

Pattie Johnson
Council Office Administrator II