



Commission for Diversity & Inclusion

Needs Assessment and Issue Identification Working Committee

ACTION LETTER

Wednesday, November 17, 2021

Call to order:

Chairperson Schuler called the November 17, 2021 Needs Assessment and Issue Identification Working Committee meeting to order at 3:39 p.m.

Roll Call:

Members Present

Chairperson Schuler
Commissioner Mahmood
Commissioner Wilson

Staff

Steve Arbo
Stacy Lombardo

3. Approval of the Agenda

A motion was made by Commissioner Wilson, seconded by Commissioner Mahmood to approve the agenda as published. The motion carried by unanimous 3-0 vote (Commissioner Harrison "Absent").

4. Public Comments

There were no Public Comments

5. Discussion – Update on the Assessment Request for Proposal process

Mr. Steve Arbo, City Manager, reported there were nine responses to the City's Request for Proposal. Of those, some had previous client's names still in the proposals and several only responded to the city organization assessment and didn't mention the community assessment so they were not selected for interviews. Three proposals were selected for interviews which were conducted Wednesday, November 10, 2021. The three person interview panel consisted of Dana Cutler, Anita Dickey and Stacy Lombardo (Steve Arbo was absent due to a family emergency). One firm was ranked as the top choice by two of the interview team and ranked second by the remaining team member. Mr. Arbo will contact the team lead from that firm and begin discussions. He will also ask the Law Department to begin drafting an agreement to go before the Commission and City Council.

There were no questions from committee members or the public in attendance.

6. Roundtable

All three committee members agreed it is exciting to get this process moving and it is a major milestone.

7. Adjourned:

There being no further business, Chairperson Schuler adjourned the November 17, 2021 meeting at 3:54 p.m.