

**MINUTES**  
**ST. ALBANS CITY BELONGING, EQUITY, AND INCLUSION COMMITTEE MEETING**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET**  
**6:30 PM TUESDAY, FEBRUARY 14, 2023**

*Approved April 11, 2023*

**Committee Members Present:** Reese Kelly, Co-Chair; Eliana Castro, Co-Chair (Via ZOOM); Mareesa Miles; Clark Sheldon; Preston Fuller (Via ZOOM);

**Committee Members Absent:** NONE

**City Staff present:** Carl Watkins (Minute-taker); Chip Sawyer (Director of Planning and Development, via Zoom)

**Members of the public present:** none

- 1. C. Sawyer opened the meeting to establish new leadership.**
  - a. Introductions
  
- 2. Land Acknowledgement**
  - a. E. Castro reads the land acknowledgement.
  
- 3. Organizational Meeting**
  - a. Discussion of Leadership Model for the Cmte.
    - i. e.g., Chair and Vice Chair vs. Co-Chairs

C. Sawyer notes that it is important to know who runs the meeting and under public meeting law, a chair or co-chair and the next person up can call certain meetings and cancel meetings.

R. Kelly acknowledges that the work of this committee comes with demands, expectations, and difficult situations. R. Kelly is invested in having the committee resonate with the values and is pro co-chair model. That would help more than one person have a voice to make decisions and it would be more of a collective effort.

E. Castro points out that only one person's term ends in 2024 and the rest end in 2023. E. Castro presents the option of adjusting term limits so that they are staggered. E. Castro also would not mind the co-chair model.

C. Sawyer states they typically try to have the committees with term endings for a third of the members at a time. The city council can make changes with a majority vote. That could be brought before the city council, or it could be handled when the open seats are filled in the recommendation. The City Council prefers to know which members would be willing to extend or not extend.

M. Miles thinks the co-chair model sounds like a great model.

P. Fuller affirms the co-chair model.

C. Sheldon asks about the third role that could accompany the co-chair model.

C. Sawyer recommends two co-chairs and a vice-chair.

R. Kelly asks if that is common.

C. Sawyer notes that a board with full officers has a line of succession with their different positions but is just offering a suggestion.

R. Kelly is wondering if any of the roles would be helpful.

C. Sawyer notes that the secretary position is usually the person who takes minutes, however the city staff covers minutes. C. Sawyer is not sure there would be a need for a secretary other than succession.

M. Miles asks if they could add a vice chair later.

C. Sawyer is under the impression that the BEI can change or add officers at any time with a majority vote.

P. Fuller would like to utilize just co-chairs due to the limited number of members and then maybe add later.

C. Watkins noted he wanted to be a member of the committee and wanted to encourage the committee to continue their work and stress the importance of what is being done.

**R. Kelly makes a motion to utilize the co-chair model for the BEI committee.  
Second by E. Castro.**

**Motion approved with all in favor.**

b. Election of Cmte. Leadership, Based on Decision Made for Item 3a Above.

i. Open Nominations

R. Kelly nominated himself and E. Castro for the co-chair position.

P. Fuller echoes both nominations.

E. Castro accepts the nomination.

- ii. Close Nominations
- iii. Motions for Election

**P. Fuller makes a motion to elect the two nominated co-chairs, Eliana Castro and Reese Kelly. Second by E. Castro.  
Motion approved with all in favor.**

**4 R. Kelly calls the meeting to order as new co-chair.**

- a. Agenda Introduction & Review
- b. Additions and Deletions to Agenda  
NONE

**5 Public Comment on Agenda/Non-Agenda Items (limit 2 minutes per person)**

NONE

**6 Consider approval of December 2022 Minutes**

**M. Miles makes a motion to accept the minutes of December 13, 2022, as written. Second by E. Castro.  
Motion approved with all in favor.**

**7. Discuss Process for Appointment of New Cmte. Members**

C. Sawyer notes that the typical process is that the typical process is that notices of board vacancies are placed and those whose terms are up are included in the vacancies but will have the ability to be reappointed. The city council is then told of the candidates and three council members volunteer to be part of an interview committee to interview and make a recommendation to the mayor. The mayor then brings up the appointments at the next council meeting. This is done so people don't have to be interviewed in front of people.

E. Castro asked do members of the existing board have input on the interview committee?

C. Sawyer noted that it hasn't come up, it's just hopeful that there are three volunteers, and they are able to schedule it. Items of this nature can be brought before the mayor.

E. Castro notes they can perform their advisory role as the BEI committee and give recommendations.

M. Miles points out that the goal is not to undermine anyone. The council would still have the final say but it would help navigate challenging situations.

R. Kelly points out that one of the questions that has come up is their role in hiring processes in the city.

E. Castro points out that there are still goals that need to be established and their role and function is still being determined.

C. Sawyer states that if there is any resistance to the suggestions, it could fall back on the city council being the elected body and that the boards are appointed by the elected officials. C. Sawyer asks if the BEI would put them in writing and present them or if he should. C. Sawyer recommends codelivery with one cc'ing the other noting five points.

1. Can the committee influence which city council members are part of the interview?
2. Does there have to be a residency requirement?
3. Can the committee members attend or have a representative attend?
4. Can other stakeholders attend?
5. Can the candidates have a chance to meet with the BEI.
  - a. Already a yes but is the mayor open to requiring the candidates from meeting with the BEI.

R. Kelly thinks we should remove the residency question and feels strongest about having another BEI committee member be part of the process.

E. Castro believes having a BEI member participate or having influence on the city council members would be most important. Having a third party might cause more work.

P. Fuller understands democratic integrity and still feels strongly about a member being a part, even if they don't have voting power.

R. Kelly clarifies that the two main priorities would be for the BEI to influence who is on the interview committee and a board member to be a voting member of committee.

C. Sawyer notes the third would be a board member present but not a voting member.

## **8. Goal setting, Benchmarks & Measurements of Success Brainstorm**

E. Castro opens the floor for a deciding method of how to set goals.

M. Miles states they should start out broad on maybe a shared document and break down the vision into action items.

E. Castro suggested tiered priorities.

R. Kelly asks about open meeting procedures.

## **9. Banner Content & Process Update**

C. Sheldon notes there is no new news to report.

The group thinks this should be revisited after goal setting.

## **10. Public Comment on Agenda/Non-Agenda Items (limit 2 minutes per person)**

NONE

## **11. March 14, 2023 BEI Committee Agenda Items**

Future potential agenda items:

- Preselection of individuals available for weekday daytime engagement (participating in the City's hiring process related to a position, etc.)
- How would the BEI committee like to contribute to the City's hiring process?
- How might the land acknowledgment statement be further integrated in the City?
- Channel 15 Northwest Access
- SAPD autism and other patches – what would the Committee like its role to be, if any?

R. Kelly looks to move this item off the agenda.

**12. Other Business**

- a. R. Kelly would like to try a plus delta to discuss what worked in the meeting or what people would like to change.

**13. Adjourn. The meeting is adjourned by R. Kelly at 8:01pm.**