



CITY OF
BAINBRIDGE ISLAND

RACE EQUITY TASK FORCE
STUDY SESSION/RETREAT
THURSDAY, APRIL 11, 2019
6:30 PM – 8:00 PM
CITY HALL
COUNCIL CONFERENCE ROOM
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

AGENDA

1. CALL TO ORDER / ROLL CALL / ACCEPT OR MODIFY AGENDA / CONFLICT OF INTEREST DISCLOSURE
6:30 PM

MEMBERS: JAMES FRIDAY, CHAIR
SUSAN WILMOT, VICE-CHAIR

KIAN ASHABI
JANNA CHAN

BRENDA FANTROY-JOHNSON
SAVANNA ROVELSTAD

COUNCILMEMBER LIAISONS:

JOE DEETS RASHAM NASSAR MATTHEW TIRMAN

2. APPROVE MINUTES FROM MARCH 7, 2019 MEETING – 5 MIN.
3. UPDATES/FEEDBACK SINCE MARCH 7, 2019 MEETING – 10 MIN.
4. SUB-COMMITTEE REPORTS – 10 MIN.
5. SUB-COMMITTEE NEXT STEPS – 5 MIN.
6. MISCELLANEOUS – 10 MIN.
 - A. MEETING ADJUSTMENT PROPOSAL– 2 PER MONTH / 2 HOURS EACH
 - B. PUBLIC COMMENTS PROPOSAL – WRITTEN ONLY
7. RACE EQUITY CHARTER DEVELOPMENT – 30 MIN.
 - A. WHAT IS A CHARTER? CONVERSATION
 - B. MISSION STATEMENT
 - C. NEXT STEPS
8. COLLECTION OF CULTURAL / RACE INCIDENT REPORTING – 15 MIN.
9. COMMENTS FOR THE GOOD OF THE ORDER – 5 MIN.
 - A. APRIL 18 AGENDA PROPOSALS
10. ADJOURNMENT
8:00 PM

**For special accommodations, please contact Roz Lassoff
206-780-8624 or at rlassoff@bainbridgewa.gov**

MINUTES

Task Force Members: Kian Ashabi, Vvette Bronalenior, Janna Chan, Brenda Fantroy-Johnson, James Friday, Savanna Rovelstad, Susan Wilmot

Councilmember Liaisons: Joe Deets, Rasham Nassar, Matthew Tirman

Meeting called to order at 6:30 pm.

Committee received public comment.

The Task Force unanimously elected the following members:

Chair - James Friday

Vice Chair - Susan Wilmot

Secretary - Janna Chan

Meeting notes must be approved at the following meeting. Send to Roz for posting.

Councilmember Deets disclosed a potential conflict of interest, owing to a request from a citizen that he step down from the Task Force.

Open Government training was provided by Deputy City Attorney Sepler.

Ethics Board training was provided by Board Member Scott Wilder.

Overview and Vision for Task Force:

- Introductions of task force members
 - Vvette prefers to be called Nicki
- Proposal to create a subcommittee to look into tools on Government Alliance on Race and Equity website and make recommendations on tools to explore and actions to take. Committee members to be:
 - Brenda
 - Nicki
 - Janna
- Proposal to create a Youth Outreach Committee to look into incidents of harassment on the island as well as broader issues before determining whether or not to dedicate more focus strictly to youth. Committee members to be:
 - Savanna
 - Kian
 - Sue



- Notes: Savanna gave an update about the Bainbridge Island Facebook Page. A parent shared that her child was being harassed and more people started speaking out.
- Part of the Youth Outreach Committee will be Information gathering - meet with the police, fire department, broad information collecting.
- Would the city be willing to invest in a citizen outreach survey or small online poll? Councilmember Tirman responded: There are small council funds available but requires rationale and “meat around the bones.”

Comments for the Good of the People:

- Sue recommends the task force create a code of conduct.
- Councilmember Tirman will provide a city code of conduct.
- Committee members should be in contact with the chair to submit agenda items.

Public Comment

- Can the public email the task force? Yes
- What can the council do in response to requests or directives from the task force when they intersect with other jurisdictions? The council can legislate to solve problems, help move things along, and work with other jurisdictions to work on governmental issues.
- How can the public interact with the task force?
 - Email
 - Subcommittees are welcome to meet and engage with members of the public.
- Can we have presentations from the public? Yes - that is at the discretion of the task force.

The meeting adjourned at 8:13 pm.



PROJECT CHARTER

1. General Project Information				
Project Name:				
Executive Sponsors:				
Department Sponsor:				
Impact of project:				
2. Project Team				
	Name	Department	Telephone	E-mail
Project Manager:				
Team Members:				
3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)				
4. Project Scope Statement				
Project Purpose / Business Justification Describe the business need this project addresses				
Objectives (in business terms) Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy				
Deliverables List the high-level "products" to be created (e.g., improved xxxx process, employee manual on yyyy)				



New York University Project Charter Template

Scope List what the project will and will not address (e.g., this project addresses units that report into the Office of Executive Vice President. Units that report into the Provosts Office are not included)

Project Milestones Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones

Major Known Risks (including significant Assumptions) Identify obstacles that may cause the project to fail.

Risk	Risk Rating (Hi, Med, Lo)

Constraints List any conditions that may limit the project team's options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).

External Dependencies Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?

5. Communication Strategy (specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.

6. Sign-off

	Name	Signature	Date (MM/DD/YYYY)
Executive Sponsor			
Department Sponsor			
Project Manager			

7. Notes