



CITY OF  
BAINBRIDGE ISLAND

RACE EQUITY TASK FORCE  
REGULAR MEETING  
THURSDAY, MARCH 5, 2020  
6:30 PM – 8:00 PM  
CITY HALL  
COUNCIL CONFERENCE ROOM  
280 MADISON AVENUE NORTH  
BAINBRIDGE ISLAND, WA 98110

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## AGENDA

1. CALL TO ORDER/ ROLL CALL/ ACCEPT OR MODIFY MINUTES/ ACCEPT OR MODIFY AGENDA / CONFLICT OF INTEREST DISCLOSURE  
6:30 PM
2. PUBLIC COMMENTS - 10 MINUTES
3. NEW RETF MEMBER
4. GARE UPDATE
5. BUDGET COMMITTEE UPDATE AND UPCOMING EVENTS
6. RETF UPDATE FOR CITY COUNCIL
  - A. REALLOCATION OF FUNDS
  - B. SAVING MINUTES IN PERPETUITY
  - C. CALENDAR OF CULTURAL EVENTS
7. BLACK HISTORY MONTH COMMUNITY EVENT RECAP
8. GOOD OF THE ORDER
9. ADJOURNMENT  
8:00 PM

## Scope of Work

1. Develop a series of events through the end of the year designed to promote awareness and raise the community's level of engagement around race and to encourage a dialogue between Bainbridge Islanders and its elected officials on this topic.
2. Task Force will invite the Government Alliance on Race and Equity (GARE) and the People's Institute Northwest to first come and meet with the task force and then we will have a study session discussion.
3. Task Force to provide a series of recommendations to City Council on ways in which the City can help the community become a more inclusive and responsive community when it comes to addressing racial inequities.

## **RACE EQUITY TASK FORCE MEETING MINUTES FEBRUARY 6, 2020**

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

- a. Motion to modify agenda accepted (moving Public Comments to item #3)
- b. Motion to accept minutes as written
- c. No conflicts of interest

**MEMBERS:** JAMES FRIDAY, SUSAN WILMOT, BRENDA FANTROY-JOHNSON, JANNA CHAN, SAVANNA ROVELSTAD, PEGGI ERICKSON

**COUNCILMEMBER LIAISONS:** JOE DEETS, RASHAM NASSAR

### **2. ANNUAL OPEN GOVERNMENT TRAINING WITH DEPUTY CITY ATTORNEY SEPLER**

### **3. PUBLIC COMMENTS**

### **4. ELECT NEW OFFICERS / FILL OPEN ROLE ON TASK FORCE**

- a. Electing new officers
  - i. This is Janna's last meeting as secretary
  - ii. Motion to name Janna as co-chair passes
  - iii. Motion to keep James as chair passes
  - iv. Motion to name Sue as secretary passes
    1. Responsibility for taking notes will rotate
  - v. Council Member Nassar: You could choose not to have the secretary role and have that be a rotating position then the chair is responsible for submitting the minutes.
  - vi. Council Member Deets: There is a lot of value to the secretary role. That person gets to put their personal style on the notes.
  - vii. James: We had talked about a role for a historian. Can we ask the city to save RETF minutes in perpetuity?
    1. Council Member Nassar: We can ask.
- b. Filling open role on RETF
  - i. Brenda: I propose that we open applications again because the previous list is too old; that was a point in time.
  - ii. James: We need to look at the initial list and see if there's someone interested and available now. It will take a long time to recruit again.

#### **c. Action Steps:**

- i. Council Member Nassar will ask the city if they can save RETF minutes in perpetuity
- ii. Council Member Deets will send the initial list of applicants to RETF
- iii. **RETF will make recommendations for consideration to James by 2/13**

### **5. EVENT UPDATES**

- a. MLK Event - takeaways? (Brenda and Peggi)
  - i. Brenda: It was awesome. From beginning to end we had all kinds of public support
  - ii. Peggi: I would like to thank everyone who came out. Ultimately, we need \$400 for the main speaker fee and an additional \$400 to compensate 4 additional speakers. I forwarded the invoice to Council Member Deets and he passed it onto the city.
  - iii. Council Member Deets: I don't know how long it takes the city to process checks, but they did confirm that there were no issues with the invoices.
  - iv. **Action Step:** Peggi will add expenses to the budget tracker.
- b. Pride Festival (Sue and Savanna)

- i. Sue: We sat down with Derek to talk about partnering. We talked about creating a cultural calendar that perhaps the city can produce. Feb 1 there was a mixer at Camp Yeomalt. We are welcome to host a booth at the Pride festival, but it may conflict with Juneteenth. If so, we can split up. May 9 is the spring mixer, May 2 is the queer prom, March 31 Trans Visibility Day, March 21 will be a gender training at the library. Pride partners with Greater Seattle Business Association (GSBA) to promote the Island as a place to visit. We also talked about signage and having businesses present a decal. We also asked Derek to recommend people to take part in the GARE workshops.
  - 1. Derek: Our goal is to pack the calendar with events; we don't have any queer POC events currently on the schedule; there are a coalition of businesses partnering with the GSBA to draw more tourism (not in the busy season)
  - 2. Savanna: I would love to see a queer POC represented at Pride; there's a lot of crossover here. I'll come up with some ideas.
- c. Night of Poetry - next steps (Brenda)
  - i. Brenda: I have secured 5 poets. I need to talk to the budget subcommittee to discuss budget. Can we reallocate unused funds? BIMA will shoulder more of the costs than anticipated. The whole month of April will be poetry month so BIMA will take on some costs.
  - ii. James: Can we propose an amended budget?
    - 1. Council Member Nassar: I will look into this. Items under \$50k go to the city manager.
  - iii. Council Member Nassar: I need to meet with the subcommittee as I have specific feedback from the city manager on how to implement expenses.
- d. Event and Budget Tracking (Janna) - <http://bit.ly/RETFBudge>
  - i. **Action Step:** Include council approval date and "budgeted and actual" on the form
- e. **Action Steps:**
  - i. Budget subcommittee:
    - 1. Schedule meeting with Council Member Nassar in the next two weeks to discuss Night of Poetry event.
    - 2. Meet and evaluate annual events and expected costs.
  - ii. Council Member Nassar: Will investigate whether or not we can reallocate approved funds.

**6. GARE WORKSHOP UPDATES (Council Member Deets and Council Member Nassar)**

- a. Council Member Nassar: There is no update from Morgan. Nora (GARE) has transferred the Bainbridge Island case file to her supervisor. Morgan is trying to schedule time to speak with the new project lead; she provided questions to GARE. Things are currently on hold.
- b. Janna: I spoke with Nora (GARE) last week and she gave me an update on her last conversation with Morgan. She said that Morgan wants to adjust the proposal to be three separate events. Nora's interpretation of the call was that Morgan believed that the task force did not have the full capacity to do this work. She wants GARE to help the task force to understand how the government works. Morgan's preference for the events:
  - i. GARE training for staff - 20 people, 3 sessions in 4 - 6-month increments
  - ii. Capacity Building for RETF and community so the community doesn't run into blind spots
  - iii. Large community event
- c. Council Member Deets: There needs to be mutual respect here. Morgan is committed to doing this work. We're talking about the "how" now.
  - i. *Council Member Deets requested to add this comment after receiving a draft of the minutes:* Morgan is engaging with GARE to determine how the program can be tailored to the City of Bainbridge Island. I believe that she is, like all of us who are part of RETF, fully committed to doing this work. I have seen her be transparent in these efforts, noting that she has consistently said to me that anything she does will be coming before Council for review.
- d. Council Member Nassar: It's clear that Morgan has suggested amendments to the process. I hope that GARE will smooth over concerns raised by Morgan.
- e. James: I'm baffled to how the city manager can take something approved by the council and change it.

- f. Council Member Nassar: I'm concerned about conversations happening behind closed doors. If changes are proposed it will need to be brought back to the council and discussed openly. You have my personal commitment that this will continue to move through the proper channels

## 7. AGENDA ITEMS FOR 3/5 MEETING

- a. **Action item:** Email agenda items to Sue

## 8. COMMENTS FOR THE GOOD OF THE ORDER

- a. Ann Lovejoy: I would love to create a stronger relationship with GARE and the Senior Center. We'll be doing a film festival and series of multi-cultural field trips. We have a four-track plan to create diversity in services and offerings. We have some budget and were given a grant exclusively for cultural programming. The next meeting of a new Inclusion Study Group (ISG) we created will be on March 6. We're reviewing past programming and upcoming programming with a DEI lens.
  - i. James: I will be touching base with you.
  - ii. Motion to create a subcommittee to engage with the ISG passes: Sue and Brenda
- b. Michael Pollock: New city council member. I want to support this organization with whatever you need. I am very interested to hear about this work because it's important to take action on these issues as early possible.
  - i. Peggi: I recommend that you look at the original footage of the meeting where community members testified to the racism they've experienced on Bainbridge. That meeting triggered the creation of this task force.
- c. Bob Hessinger: If you're interested in having a permanent record you should talk to the BI Historical Museum. I can connect you with them.

## 9. ADJOURNMENT – 8:23 PM

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Chair

03/05/20



## Guidance for committees and liaisons planning events

January 8, 2020

### City-sponsored events

Events sponsored by City committees, such as the recent workshops planned and conducted by the Climate Change Advisory committee, are a valuable part of City outreach to the community. As City events, the following guidelines apply:

- In general, all persons shall exercise prudent judgement to avoid unnecessary City expenses
- Only City staff may commit City funds, for example arranging for rooms, buying supplies, ordering food and providing for copies of materials;
- City staff must review all written materials;
- City staff will provide tech support on the day of the event;
- City staff must review and approve all invoices for payment;
- Committee members may assist with outreach;
- Committee members conceive of the event and present to Council liaison for Council concurrence;
- City staff update City website, add to City Manager's Message, include in COBI Connects, if appropriate;
- If held in City Hall, City staff set up and clean up.

### Guidelines for committees:

The City Council approved support for an event to be planned by a committee. The following information documents the approach to be followed.

Only City staff may make financial commitments on behalf of the City and the expenses must be preapproved and reasonable in amount. As committee members work with members of the public, they can share the following information:

In order to comply with our financial policies, the City must receive an invoice no later than 30 days after the services have been provided to the public. The payment from the City is for services rendered, it is not an honorarium or grant, and in no way should be construed or implied as a gift of public funds.

The invoice should provide the following information:

- Organization/person providing the services, with address, phone number and email
- Date of services performed for the City
- Description of goods or services provided
- Amount
- Attached receipts as applicable if requesting reimbursement of an expense

Eligible expenses include, but are not limited to:

- Speaking fee
- Supplies, materials, advertising, etc. directly related to the event
- Travel, meals, lodging, parking, etc.

Ineligible expenses include, but are not limited to:

- Alcohol, tobacco, or prohibited substances
- Gifts
- Honoraria
- Any expense not related to the event
- Fines, forfeitures, tickets or penalties incurred while performing committee work
- Theft or loss of personal items or property while performing committee work
- Expenses for any individual other than the speaker (family members, associates, etc.)
- Any expense that has a real or perceived conflict of interest.

If you have any questions about the use of City funds, please contact Finance Director DeWayne Pitts at 206-780-8626.

**Additional detail on City expense policy:**

Only City staff should commit City funds or make arrangements on behalf of the City. This protects the public, City and committee/task force members:

- Public: accountability in the use of public funds.
- City: ensures that City policies and procedures (e.g., procurement, documentation, approval process, eligible/ineligible expenses) are followed; maintains vendor relations; makes sure that appropriate fees are paid; depending on the type of item or service, adheres to labor agreements; mitigates risk in procurement, one of the areas of municipal business most likely to result in audit items.
- Committee/task force members: ensures that members do not accidentally buy or arrange for ineligible items or services; does not require committee/task force members to pay for items and wait to be reimbursed; does not require committee/task force members to submit personal records, such as credit card statements, as part of City financial records.

While it is best for City staff to make arrangements and purchases, council members may choose to support City committees and task forces, for example by reserving locations or making inquiries on behalf of the City, in accordance with the approved work plan of the relevant group.