



## **Anti-Racist & Discrimination and Pro Inclusion & Equity (ARDPIE) Task Force Selection Process**

*The Task force will be comprised of approximately nine members, and potentially more or less depending on qualifications. The goal is to select members of the community who represent a diverse cross section of protected characteristics to:*

- *Assist with selecting a facilitator and recommending a facilitated work plan that can be accomplished within allocated resources;*
- *Evaluate City programs, policies, and procedures related to implicit bias, diversity and inclusion; and*
- *Conduct one or two community listening meetings related to race, LGBTQ, and other personal circumstances or characteristics that impact a sense of inclusion for all community members.*

### Community Panel:

Consistent with Council direction, the first step entailed the City Manager selecting a panel of six community members to assist with evaluating ARDPIE applications for the Mayor and Council's consideration. The Panel represents a diverse range of interests and racial and ethnic backgrounds, including Black, Japanese, Armenian, and Hispanic as well as LGBTQ.

- The Panel's role is to help evaluate ARDPIE applicants and make a recommendation to the City Council regarding finalists for Council consideration (mayor appointment / council ratification).
  - All applications will be sent to the Panelists for review. Each Panelist will return a list of twelve applicants for the Panel to interview. Staff will aggregate the scores and the top 12-16 applicants will be identified and scheduled for an interview with the Panel.
  - Suggested evaluation factors:
    - Demonstrated community engagement, in a public or organizational setting, particularly related to supporting others, social justice, racial equality, and / or advocacy for under or unrepresented people. Demonstrated community engagement in Martinez is preferred.
    - Represent a protected class under State or Federal law either by familial relationship, advocacy or self-identification.
    - Direct experience with discrimination.
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- Demonstrated thoughtfulness to evaluating issues and seeking opportunities to address in a respectful manner.
- Demonstrated understanding of the Task Force's mission.
- To ensure consistency, all applicant interviews will be conducted in a manner similar to public sector recruitment standards, i.e. all applicants will be asked the same questions during the interview process to ensure everyone is treated equally and the same information is evaluated for each candidate.
- The panel will interview all the candidates so identified and then rank them into tiers based on the following categories: 1 = highly qualified / strongly recommended; 2 = very qualified / recommended; and 3 = meets qualifications / appoint if space available so that roughly the same number of applicants are in each category. (The applicants not selected for an interview will automatically be categorized as Tier 4.)

#### Council Consideration of the Task Force Members

- Staff will aggregate Community Panel scores to create a single list of Tier 1, 2, and 3 applicants and forward all applications, including Tier 4, (with personal contact information redacted) in a list to the City Council for discussion, consideration, appointment and ratification.
- The Mayor has appointment authority for all advisory bodies. The Mayor will work with the City Manager to determine the Council evaluation method needed to finalize the appointment and ratification by the City Council.
- Task Force appointments and Council ratification will be conducted in a noticed Council meeting.

#### Public Information Considerations:

- The Community Panel and ARDPIE applicant information is ultimately public information, except for personal contact information (home address, email, phone).
  - In order to respect the deliberative process, the City does not intend to publicize the names of the Community Panel or the applicants or the aggregate ranking and tier assignments prepared by staff until such time as the Task Force appointments are presented to the City Council for discussion. At that time the City will make that information public.
  - Applicant interviews with the Community Panel will not be in public. Should the Council wish to conduct applicant interviews, those interviews would be in public at a duly noticed Council meeting.
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