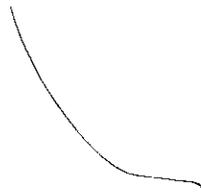


CITY OF MUSKEGON
COMMUNITY RELATIONS MEETING
Monday, October 27, 2014
5:30 p.m.
City Commission Chambers

AGENDA

1. Approval of June 9, 2014 Minutes
2. Upcoming Road Millage Q & A
3. Equal Opportunity Committee
4. Appointments:
- Boards Requiring Members:
Civil Service
5. Any Other Business
6. Adjournment



CITY OF MUSKEGON
COMMUNITY RELATIONS MEETING
Monday, June 9, 2014
5:30 p.m.
City Commission Chambers

MINUTES

The meeting was called to order by Chairman Commissioner Rinsema-Sybenga at 7:28pm.
Present: Commissioners Turnquist, Johnson, Rinsema-Sybenga, German and Hood; Vice Mayor Spataro and Mayor Gawron.

1. Minutes

Moved by Vice Mayor Spataro second by Commissioner Johnson to approve the minutes for the May 20, 2014 CRC meeting, and the minutes for May 20th and June 3rd meetings.
MOTION CARRIED

2. Appointments

Moved by Vice Mayor Spataro, second by Commissioner Hood to concur with the City Manager's appointment of John Belasco as Electrical to the Construction Code Board of Appeals.

MOTION CARRIED

Moved by Vice Mayor Spataro, second by Commissioner Johnson to appoint Clayton Hardiman to the District Library Board.

MOTION CARRIED

3. Other Business

Citizen's Police Review Board:

An update of a recent meeting was given

Meeting adjourned at 7:35pm

Ann Marie Cummings, City Clerk



TO: Community Relations Commission
CC: Frank Peterson
FROM: Dwana Thompson, Affirmative Action & Risk Management Director
DATE: October 22, 2014
RE: Equal Opportunity Committee

At the request of the City Commission, I have been asked to provide a basic understanding of what the previous Equal Opportunity Committee did, what it did not do and the steps it would take to create.

The Previous Equal Opportunity Committee:

PURPOSE

To monitor and recommend hiring practices within the Civil Service Commission to achieve a higher level of minority and female employment in City government.

To monitor and recommend rules and regulations to achieve compliance in meeting Federal and State EEO guidelines.

To investigate and recommend determination(s) of any complaints alleging non-compliance with existing rules, regulations, or policies.

MECHANICS

ENABLING LAW: Equal Opportunity Commission Act of 1986 – Oath not required

APPOINTED BY: Mayor/City Commission

MEETING: Fourth Monday of each month @ 5:15 PM
City Hall-2nd Floor Conference Room #203

TERM: 3 Years

COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	7 Citizens
B	2 City Commissioners (Ex-officio)
	Staff Liaison – Affirmative Action Director

Summary: This committee was designed to primarily follow internal controls for the hiring practices within the Civil Service Commission to ensure that employees are not being discriminated against throughout the hiring process. If barriers are identified within the process, this entity would recommend solutions. The committee would review the Federal and State EEO guidelines to make sure the City was following compliance, and review the EEO-4 Federal Reporting submissions.

This group met monthly to address related concerns; however we rarely had enough business to warrant monthly meetings. If the commission chooses to reinstall an Equal Opportunity Committee, I would recommend that the committee meet quarterly, as the need arises.

The neighboring communities do not have a committee, or an entity to address this concern. The County has an EEO Officer, but doesn't have a committee. Grand Rapids and Holland areas both have a Human Relations Commission. I have attended the one in Grand Rapids years ago, and have recently been invited to attend the one in Holland to see if that might be something we should develop here. Look for an update in my monthly report before the end of the year.

The Holland Human Relations Commission:

- Addresses discrimination complaints & concerns internally, and externally
- Monitors Fair Housing Practices & Tenant/Landlord Rights & Foreclosure Prevention
- Sub Committees for: Education, Employment, Housing, and Government/Community Relations
- Networks: Multicultural Resource Network, Community Network for Education
- International Relations Commission
- Community Access Line
- Limited English Proficiency (LEP)

Grand Rapids Human Relations Commission:

- Addresses discrimination complaints & concerns internally, and externally
- Advisory, operation and quasi-judicial body with a variety of duties relating to civil rights
- Conduct Research
- Educational and programmatic initiatives and activities
- Compliance with City policies
- Affirmative Action Employment of Minorities and Women under City Contracts
- Equal Business Opportunity policies
- Investment Policy
- Tax Abatement Policy
- Rosa Parks Essay Contest

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION:

Staff recommends that we move forward without the reinstatement of an Equal Opportunity Committee at this time.

Irene Dempsey

From: Linda Traylor <jim.maurer@shorelinecity.com>
Sent: Thursday, September 18, 2014 5:01 AM
To: HelpDesk; Ann Cummings; Dan Rinsema-Sybenga; Frank Peterson; Irene Dempsey
Subject: Talent Bank Application was just Filled out

The Talent Bank Application was just filled out.

Name

Linda Traylor

Home Address

1669 burton rd
Muskegon, Michigan 49442
United States
[Map It](#)

Email

Ltsgmuskegon@gmail.com

Home Phone

(231)855-4788

Work Phone

(231)747-7795

Date of Birth

11/24/1955

Occupation

Self employed

Employer

Social graces

Education

Graduate of reeths puffer school and mccje

Personal References

Name of Reference #1

Jennie. Farrell Farrell

Reference #1 Phone Number

(231)719-1791

Name of Reference #2

Henrietta Hadley

Reference #2 Phone Number

(267)322-9835

Name of Reference #3

Zanetta Adams

Reference #3 Phone Number

(847)212-1098

Organizational Involvement

Personal & Community Activities

Community social events. With gbcs . Choir director ,

Neighborhood Association Member?

Yes

Select which those you wish to serve on?

- Citizen's Police Review Board
- Civil Service Commission
- Election Commission
- * I am willing to serve on any of the above

Of the Boards, Commissions and Committees above, which is your first choice?

Civil Service Commission

Are you a member of one of the following minority coalition groups?

- No, I am not a member of any of these groups

Why should you be selected and what will you bring to the group(s) for which you may serve?

Because I need to bring the best judgement to the community , and I believe I can do this.

Date of Application

09/18/2014

IP Address

98.250.81.9

Browser

Mozilla/5.0 (iPad; CPU OS 7_1 like Mac OS X) AppleWebKit/537.51.2 (KHTML, like Gecko) Version/7.0 Mobile/11D167 Safari/9537.53

Referred From

<http://www.muskegon-mi.gov/services/business-services/bid-opportunities/>

Linda Traylor's Signature:



The Talent Bank Application was just filled out.

Name
Jessica Cook
Home Address
476 W Muskegon Avenue Muskegon, Michigan 49440 United States Map It
Email
elseyjc@gmail.com
Home Phone
(231)329-0764
Work Phone
(231)329-0764
Date of Birth
07/27/1979
Occupation
Research Associate
Employer
Nonprofit Professionals Advisory Group
Education
Bachelor of Arts, Communications, Central Michigan University
Personal References
Name of Reference #1
Greg Borgman
Reference #1 Phone Number
(231)206-1938
Name of Reference #2
Marcia Hovey-Wright
Reference #2 Phone Number
(231)740-8492
Name of Reference #3
David Klemm
Reference #3 Phone Number
(231)343-2817
Organizational Involvement
Personal & Community Activities

Jessica Cook

Former member of the Muskegon DDA and BRA (as Jessica Elsey)
Former Michigan Irish Music Festival Board of Directors
Nelson Neighborhood Improvement Association past member

Neighborhood Association Member?

No

Select which those you wish to serve on?

- Board of Canvassers
- Housing Code Board of Appeals
- Housing Commission
- Local Development Finance Authority
- Planning Commission
- Zoning Board of Appeals
- * I am willing to serve on any of the above
- Board of Review
- **Civil Service Commission**
- CDBG-Citizen's District Council
- District Library Board
- Downtown Development Authority / Brownfield Board
- Election Commission

Of the Boards, Commissions and Committees above, which is your first choice?

Downtown Development Authority / Brownfield Board

Why should you be selected and what will you bring to the group(s) for which you may serve?

I am a proud downtown Muskegon resident who would love to get involved in my city again. I was deeply invested in downtown development and civic activities before I became a parent, then took several years off to focus on my children. They're getting older now and I have a flexible work schedule that allows me more time to devote to my community. I would be honored to serve on the DDA/BRA again, or in another capacity as you see fit.

My professional history includes four years of work at Neighborhood Investment Corporation, a former downtown business where I began as an AmeriCorps member and worked my way up to Assistant Director. I followed career opportunities from there to a regional nonprofit in Fremont, then served as a program officer at the Fremont Area Community Foundation. After I became a parent, I found a part-time job at the MAISD where I worked for three years in a grant-funded position that ended last fall. I now work from home for a recruiting firm that recruits executives for lead positions at national nonprofits.

Date of Application

02/05/2014

Irene Dempsey

From: William Springstead <jim.maurer@shorelinecity.com>
Sent: Tuesday, September 09, 2014 8:50 PM
To: HelpDesk; Ann Cummings; Dan Rinsema-Sybenga; Frank Peterson; Irene Dempsey
Subject: Talent Bank Application was just Filled out

The Talent Bank Application was just filled out.

Name

William Springstead

Home Address

271 catawba ave
muskegon, Michigan 49442
United States
[Map It](#)

Email

cirocmartel@gmail.com

Home Phone

(989)316-5243

Work Phone

(989)316-5243

Date of Birth

11/01/1977

Occupation

shipping

Employer

N/A

Education

Associates degree in criminal justice, working on bachelors. I graduated from Western Michigan Christian High.

Personal References

Name of Reference #1

Bobbie Mayfield

Reference #1 Phone Number

(231)903-4279

Name of Reference #2

Gabrielle Price

Reference #2 Phone Number

(231)720-0876

Name of Reference #3

Chris Farr

Reference #3 Phone Number

(931)266-1638

Organizational Involvement

Personal & Community Activities

I coach youth athletics.

Civic Organizations

NAACP

Neighborhood Association Member?

No

Select which those you wish to serve on?

- * I am willing to serve on any of the above

Of the Boards, Commissions and Committees above, which is your first choice?

Citizen's Police Review Board

Why should you be selected and what will you bring to the group(s) for which you may serve?

I bring a new and fresh viewpoint. I am an advocate for people in my community and would like to do more.

Date of Application

09/09/2014

IP Address

71.205.7.51

Browser

Mozilla/5.0 (Windows NT 6.3; Trident/7.0; Touch; rv:11.0) like Gecko

Referred From

<http://www.muskegon-mi.gov/>

William Springstead's Signature:





CITY OF MUSKEGON
TALENT BANK APPLICATION

DATE: 2-5-14

Please Type or Print. Applications will be kept on file for one year. All applicants subject to a background check.

NAME: William Springstead HOME PHONE #: 231 220-0826

HOME ADDRESS: 271 Catawba Ave ^{ward 2} WORK PHONE #: _____

DATE OF BIRTH: 11-1-77 E-MAIL ADDRESS: _____

OCCUPATION: Shipping/receiving EMPLOYER: Profab
(If retired, give former occupation)

EDUCATION: Western Michigan Christian High
Fort Hay State Univ; Assoc. in Justice Studies

PERSONAL REFERENCES: (Please list the name and phone numbers of three personal references)

- Name: Bobbie Mayfield Phone: 231 903-4279
- Name: Gabrielle Price Phone: 231 343-1955
- Name: John Goodman Phone: 231 218-2201

PERSONAL & COMMUNITY ACTIVITIES: Youth baseball coach 4 years

CIVIC ORGANIZATIONS: _____

NEIGHBORHOOD ASSOCIATION MEMBER: Yes: _____ No:

MARK BOARDS/COMMISSIONS/COMMITTEES YOU WISH TO SERVE ON – MARK FIRST CHOICE WITH #1

- | | |
|---|--|
| <input checked="" type="checkbox"/> Board of Review | <input type="checkbox"/> Housing Commission |
| <input checked="" type="checkbox"/> Citizen's Police Review Board | <input type="checkbox"/> Income Tax Board of Review |
| <input checked="" type="checkbox"/> Civil Service Commission | <input checked="" type="checkbox"/> Local Develop. Finance Authority |
| <input checked="" type="checkbox"/> CDBG-Citizen's District Council | <input type="checkbox"/> Local Officer's Compensation Committee |
| <input type="checkbox"/> Construction Board of Appeals | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> District Library Board | <input type="checkbox"/> Zoning Board of Appeals |
| <input checked="" type="checkbox"/> Downtown Development Authority/Brownfield Board | |
| <input checked="" type="checkbox"/> Election Commission | |
| <input type="checkbox"/> Historic District Commission | |
| <input type="checkbox"/> Housing Code Board of Appeals | |

Why would you be a good member of this committee? What do you bring to the committee? I have a real point of view, not a yes or no guy. Ideals, communication

Are you willing to serve on any other boards/committees not marked? Yes: No: _____

If applying for the Citizen's Police Review Board, are you a member of one of the following minority coalition groups?

- | | | |
|--|--|---|
| <input type="checkbox"/> Muskegon Urban League | <input type="checkbox"/> NAACP – Muskegon Chapter | <input type="checkbox"/> Latinos Working for the Future |
| <input type="checkbox"/> Nation of Islam | <input type="checkbox"/> Ad Hoc Committee for Equality and Justice | |

Attach Additional Sheets or Resume if Desired.

Return this form to: City Clerk's Office, 933 Terrace St., Muskegon, MI 49440