

Recruitment			
Recommendation	Rationale	Progress	Next Steps
1.1: Conduct an annual demographic questionnaire of existing Board and Commission members	Ensure our Boards and Commissions membership reflects the diversity of our community and the City's goals related to equity and inclusion.	Not started	Refine questionnaire before next recruitment period; expect all members to complete
1.2: Review and update recruitment process, including messaging, materials and targeted outreach	Improve diversity of applicants for Board and Commission openings by conducting targeted, culturally responsive outreach, as identified in the Boards and Commissions questionnaire.	In progress	Develop communication plan and materials
1.3: Develop a flow chart and timeline that clearly and concisely describe the application, interview, and appointment process to applicants.	Provide clarity and expectations to potential applicants.	Not started	Flow chart and timeline development

Application			
Recommendation	Rationale	Progress	Next Steps
2.1: Incorporate demographic questionnaire into applications	Compare the demographic representation of applicants to Board and Commission membership to analyze if and where we lose subsets of people through the application process.	Not started	Software purchase
2.2: Adopt recommended changes to Boards and Commissions application.	The scope of work undertaken by this subcommittee included analyzing the Boards and Commissions application using an equity lens to remove any potential barriers to participation.	Not started	Update application (see Appendix F in report)
2.3: Replace member applications in AIS with relevancy biographies.	While Councilmembers will receive the entire application to review, the relevancy biography provides the public information as to the candidate's qualifications while protecting the safety of the candidate by limiting the release of their personally identifiable information.	Not started	Execute if approved

Interview			
Recommendation	Rationale	Progress	Next Steps
3.1: Develop list of standardized interview questions.	Ensures transparency and reduces risk to Council by ensuring all applicants are asked the same questions.	In progress	Develop interview questions
3.2: Include staff liaison in applicant interviews.	As a subject matter expert and main contact for support throughout Board members' tenure, the staff liaison may provide an additional point of view for Council to consider.	Removed	Determine structure of participation

Ongoing Participation			
Recommendation	Rationale	Progress	Next Steps
4.1: Allocate \$5,000 to support interpretation/translation services, transportation, and childcare for Board and Commission members, as needed.	The Boards and Commissions questionnaire found that the majority of members are White, homeowners, have household incomes exceeding \$75,000, and are over 50 years of age. To expand membership, we must work to remove some of the most common barriers residents may have to participation. Spending will be analyzed to adjust for future needs; as board membership barriers and needs fluctuate, spending will need to remain flexible and responsive.	Not started	Determine who/how funding will be administered
4.2: Provide an annual training for staff liaisons.	Raise level of awareness regarding existing barriers to participation and provide support to staff regarding City's use of an equity lens in its work. (Consider including training related to the assessment of a prior conviction record – what is the relevancy and/or concern of the conviction.)	Not started	Training development and implementation
4.3: Council liaison provides more in-depth feedback and comments on input received from the Board or Commission.	The Boards and Commissions questionnaire found that members strongly believed they would benefit from greater feedback from Council as to the usefulness of their input and how it is used.	Not started	Identify input process and structure
4.4: Provide alternative methods for participation, such as the ability to remote into meetings while retaining voting status, as well as allowing phone interviews or scheduling applicant interviews outside of the workday schedule.	The Boards and Commissions questionnaire identified the inability to be physically present as a potential barrier to participation. Exploring alternative methods for participation may improve access for community members with barriers to being physically present as well as allow the City to remain innovative in our participatory strategies.	Not started	Identify potential code changes
4.5: Offer board members opportunities for public engagement and involvement in recruitment activities.	The Boards and Commissions questionnaire found that members identified a specific interest in engaging with the public to promote broader participation.	Not started	Development and implementation of key strategies