

SUBJECT: **APPOINTMENT OF MEMBERS AND SELECTION OF FACILITATOR FOR SOCIAL JUSTICE TASK FORCE**

INITIATED BY: **COMMUNITY & LEGISLATIVE AFFAIRS DIVISION**  
(John Leonard, Manager)  
(Andi Lovano, Supervisor)  
(Jasmine Duckworth, Community Affairs Coordinator)

**ADMINISTRATIVE SERVICES DEPARTMENT**  
(Yvonne Quarker, Acting Director)  
(Melissa Crowder, Acting City Clerk)  
(Alyssa Poblador, Administrative Specialist IV)

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**STATEMENT ON THE SUBJECT:**

The City Council will consider making appointments to the Social Justice Task Force and will receive an update from staff, including the selection of a facilitator for the Task Force.

**RECOMMENDATIONS:**

- 1) Each Councilmember to make one (1) direct appointment to the Social Justice Task Force.
- 2) The City Council will make four (4) at-large appointments to the Social Justice Task Force.
- 3) Confirm staff's selection of Diane Burbie, with the Aspire Group, to act as a facilitator for the Social Justice Task Force.
- 4) Authorize the Director of Finance & Technology Services to allocate \$15,000 from budgeted funds in the Special Council Programs account number 100-1-01-00-531003 for costs associated with the task force facilitator.

**BACKGROUND / ANALYSIS:**

On February 1, 2021, the City Council approved the framework and guidelines for the Social Justice Task Force. The Task Force will consist of nine members – one direct appointee from each Councilmember and four at-large appointees. On February 8, 2021, the City opened a fourteen-day application period for the Task Force. Applications were posted to the City's website and interested community members were encouraged to submit an application by February 22, 2021, to be considered for an appointment. At the start of the application period, the City issued a press release announcing the application period and encouraging community members to apply. The information in the press release was reported on several local news sites. The City also posted similar information

on its website and social media platforms. During this period, the City received twenty-seven applications for the nine task force seats. A full list of the applicants is included as Attachment A. Diversity and representation is a key component of the Task Force, and the demographic make-up of the applicants represents that. The demographic information for the submitted applications is listed below.

Of the applications received, 36% of the applicants identify as female, 53% of the applicants identify as male, 4% identify as transgender, and 7% chose not to answer. The applicant pool is racially diverse, with 30% identifying as African American, 30% identifying as Hispanic, and 23% identifying as Asian or Pacific Islander. Finally, 48% of the applicants identify as Gay or Lesbian, 41% identify as Straight or Heterosexual, and 7% identify as Bisexual.

As a part of this item staff is requesting the City Council make appointments to the Task Force. If the Council is unable to make all of the appointments to the Task Force at the March 15<sup>th</sup> City Council meeting, the item will be brought back at the April 1<sup>st</sup> meeting for final appointments. After Council makes appointments, the Social Justice Task Force will convene its first meeting and adopt a work plan and goals for approximately the next twelve months, with opportunities for extensions or adaptations, as necessary. The Task Force will convene once a month, at a date and time to be determined. In order to protect the public health and prevent the spread of COVID-19 (Coronavirus), Task Force meetings will take place via videoconference until the public health emergency period ends.

Staff recommends that the meetings of the Task Force, particularly the first several meetings, be led by a facilitator who will assist the members in outlining the goals and objectives of the Task Force and developing a work plan. After receiving a list of recommended candidates from the City's Government Advancing Race & Equity (GARE) team leaders, during the month of February staff researched and conducted interviews with candidates for the role of facilitator. At this time, staff recommends that Diane Burbie from The Aspire Group be utilized as the facilitator for the Task Force. The Aspire Group has more than 25 years of service to a wide array of clients, and their focus is in four key areas of practice: 1) diversity, equity, and inclusion (DEI); 2) strategic planning; 3) leadership development/coaching; and 4) conflict resolution. Ms. Burbie will bring a breadth of experience to the Task Force, including addressing issues related to diversity, equity, and inclusion, as well as her years of experience working with municipalities, commissions and advisory boards, and experience drafting strategic plans and policy recommendations. Specific to West Hollywood, Ms. Burbie has worked with the City's Arts and Cultural Affairs Commission and the Disabilities Advisory Board. In addition to Ms. Burbie, a team of consultants with the Aspire Group will also assist with the Task Force, as necessary. These individuals include Evonne Gallardo, Senior Associate, and Lise Ransdell, Senior Associate. Biographies for Ms. Burbie, Ms. Gallardo, and Ms.

Ransdell are included as Attachment B. Staff recommends entering into a contract for the full twelve meetings with The Aspire Group at a total amount of \$15,000, which will include attendance and preparation for all of the meetings.

**CONFORMANCE WITH VISION 2020 AND THE GOALS OF THE WEST HOLLYWOOD GENERAL PLAN:**

This item is consistent with the Primary Strategic Goal(s) (PSG) and/or Ongoing Strategic Program(s) (OSP) of:

- OSP-5: Support People through Social Services.
- OSP-6: Value and Encourage our Broad Diversity of Cultures.

In addition, this item is compliant with the following goal(s) of the West Hollywood General Plan:

- HS-1: Maintain and pursue humane social policies and social services that address the needs of the community.
- HS-3: Promote a community with strong social networks and cross-cultural interaction.

**EVALUATION PROCESSES:**

N/A

**ENVIRONMENTAL SUSTAINABILITY AND HEALTH:**

N/A

**COMMUNITY ENGAGEMENT:**

The Social Justice Task Force will include a diverse group of residents, business owners, and community members in West Hollywood. Staff will ensure information about Task Force meetings is posted on the City's website and promoted through social media channels. The Task Force meetings will be open to the public and individuals are encouraged to make public comment during the meetings.

**OFFICE OF PRIMARY RESPONSIBILITY:**

CITY MANAGER'S DEPARTMENT / COMMUNITY & LEGISLATIVE AFFAIRS  
DIVISION

**FISCAL IMPACT:**

This item approves the use of \$15,000 from budgeted funds in the Special Council Programs account number 100-1-01-00-531001 for costs associated with the Task Force facilitator.

**Special Council Programs  
Fiscal Year 2020-21**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
6/15/2020	Budget Appropriation for Special Council Programs	\$ 80,000
<b>Total Budgeted Amount</b>		<b>\$ 80,000</b>
<b>Approved Allocations</b>		
6/15/2020	Hand Sanitation Stations	\$ 5,000
7/6/2020	Juneteenth Programming	\$ 2,000
9/21/2020	Noticing for COVID-19 Health Orders	\$ 10,000
12/21/2020	Mailer: Business Roundtable	\$ 4,000
1/19/2021	Human Trafficking Community Training	\$ 2,500
2/16/2021	Los Angeles Regional Food Bank Drive-Through	\$ 2,500
3/1/2021	LGBTQ+ Suicide Memorial	\$ 7,500
<b>Total Approved Allocations to Date</b>		<b>\$ 33,500</b>
<b>Proposed Allocations</b>		
3/15/2021	Social Justice Task Force Facilitator	\$ 15,000
<b>Total Proposed Allocation</b>		<b>\$ 15,000</b>
<b>Budgeted Amount Remaining</b>		<b>\$ 31,500</b>

**ATTACHMENTS:**

- A) List of Task Force Applicants
- B) Biographies for The Aspire Group (Diane Burbie, Evonne Gallardo, and Lise Ransdell)