

Ad-Hoc Committee	Recommendation Topic/Scope	Description of Recommendation	Justification for Recommendation	Anecdotal Evidence for Recommendations	Key Decision Making Party	Implementation Steps
<b>Recruitment (Kathy)</b>	Look into other ways to recruit / create awareness regarding recruitment	<b>Recommends that City Council and City Staff actively engage with local nonprofit organizations, faith-based organizations, DUSD, to announce/apprise citizens of upcoming vacancies on boards, commissions, task forces, and other city committees.</b>	Broadening the outreach efforts for recruitment for City opportunities, therein increases the pool of diverse candidates to represent their community on various board and commissions.	Not all residents are actively engaged on social media, but many are connected to their community through other local organizations. This would assist in reaching those members of the City of Dublin without regular social media or City of Dublin website engagement.	City Manager / Staff	Utilize Public Information Officer, Community Development staff to reach out and engage with community organizations - pull from CDBG grant applicants and other local nonprofits with a City of Dublin focus.
		<b>Recommends that City Council encourages City Staff, commissioners, task force and committee members, as well as the City Council itself, to actively post, share, engage in social media to share information regarding upcoming vacancies on boards, commissions, task force and other city committees.</b>	Broadening the outreach efforts for recruitment for City opportunities, therein increases the pool of diverse candidates to represent their community on various board and commissions.	Current members can share their experiences with potential candidates and if the 'one-year' hiatus requirement (per Rameet's suggestion) is implemented, there is no political incentive in not doing it as they cannot retaining their seat for an immediate subsequent term. A number of task force members were apprised of task force openings via current commissioners' sharing on social media, not via the City's website or other communications.	City Council / City Manager	Offer "incentives" for active community engagement - sharing of website links, to information regarding upcoming vacancies, including "commentary" regarding their past experience as representatives of the City.
		Recommends that current city staff actively post, share, engage in social media to share information regarding upcoming vacancies on boards, commissions, task force and other city committees.	Broadening the outreach efforts for recruitment for City opportunities, therein increases the pool of diverse candidates to represent their community on various board and commissions.		City Manager	Offer staff "incentives" for active community engagement - sharing of website links, to information regarding upcoming vacancies
		<b>Recommend that City Council instruct City Staff to ensure that all upcoming vacancies are posted with sufficient notice to apply on the new monthly newsletter, "Backyard Brief" as well as all other City publications.</b>	Broadening the outreach efforts for recruitment for City opportunities, therein increases the pool of diverse candidates to represent their community on various board and commissions.	<a href="https://dublin.ca.gov/2298/Backyard-Brief-Newsletter">https://dublin.ca.gov/2298/Backyard-Brief-Newsletter</a>	City Manager	In order for this to be effective, Dublin residents should be able to access this newsletter on a variety of social media as well as hard copies - that can be made available at civic events such as the weekly farmers market - i.e., offering a raffle prize for signing up for its receipt via email.
		Recommend city staff maintain a targeted database of all current, former, and unsuccessful commission applicants, as well as past Dublin 101 graduates, to receive updated notices about additional commission/board/council/task force/ committee opportunities, with links and website details for sharing on social media.	Provides outreach for interested community members to either re-engage and/or share notices to engage with other interested community members.			Work with City Communications staff regarding a database carve-out for these specific individuals. (Add checkbox on new applications to be added to this targeted database)
		Recommend providing the public with realistic expectations of time commitments required for commission/board/task force/committee appointments.	Applicants need to know the time commitment expected to realistically engage as an active community representative	DEI Community Task Force application originally indicated that applicants had to be available for a minimum of a single monthly meeting, however, it has far exceeded that amount.	City staff	City staff to clearly articulate in the announcement the time requirements if selected.
		-ask for demographic data on application	<b>-Recommends that City Council instructs City Staff to request demographic information on all applicants (e.g. race, gender, income level, etc.)</b>			

Application/Selection Process (Cliff)	-look into questions for bias						
	-look at applications through dei lens	<b>-Recommends that City Council instruct City Staff to add a DEI focused weighted scoring system to evaluating all applications (e.g. demographics, underserved communities, etc.)</b>			<a href="https://us.openforms.com/Form/c65ab6ea-d65b-4c62-8bf3-35b6ee3e49ba">https://us.openforms.com/Form/c65ab6ea-d65b-4c62-8bf3-35b6ee3e49ba</a>		
	-consider rounds of applications/selections						
	-consider an independent commission to give a dei score to applicants and recommend to city council				<a href="https://www.lynnwoodwa.gov/Government/Boards-and-Commissions/Diversity-Equity-Inclusion-Commission">https://www.lynnwoodwa.gov/Government/Boards-and-Commissions/Diversity-Equity-Inclusion-Commission</a>		
	-expand commissions	<b>-Recommends that City Council expand all commissions to no less than seven members to allow for more opportunities for residents to serve on commissions.</b>					
	-for some commissions divide up geographically/demographically				<a href="https://bend.granicus.com/MetaViewer.php?view_id=9&amp;event_id=487&amp;meta_id=41298">https://bend.granicus.com/MetaViewer.php?view_id=9&amp;event_id=487&amp;meta_id=41298</a>		
	-rec city council releases to the public reasons why each applicant was selected						
	-Create database of all those who apply for boards/commissions/committees/task forces	<b>-Recommends City Council direct City Staff to review the current process to collect, store and disseminate information of all current, former, and unsuccessful commission applicants, as well as past Dublin 101 graduates, and determine if the process needs to be revised to ensure that updated notices about additional commission/board/council/task force/ committee opportunities are being shared with all current/former/unsuccessful applicants.</b>	-To ensure that there exists a growing pool of residents across the City that the City Council who can easily be contacted by City officials to continue keep them interested and engaged in participating in activities to better the City of Dublin.			City Council	City Council directs City Manager to scope out costs to set up and maintain database.
	-set up a certification program/feeder system/mentor program	<b>-Recommends that City Council instruct City Staff to create a formal certification and mentor program that prepares Dublin residents to serve on commissions and similar bodies. This could include taking the Dublin 101 course and similar training sessions. The certification would "fast track" these individuals through the application process and have them ready to serve as seats open up. The mentor program portion will be voluntary and enlist former/current commissioners and similar appointees to volunteer their time to educate and share experiences with Dublin residents interested serving. All sessions (classes, mentor meetings, etc.) should have a virtual option to attend to make it more equitable to Dublin residents. The City should focus on recruiting both former applicants and residents from under-served and underrepresented communities within the City to participate in the program.</b>	-To ensure that future board/commission/committee/task force members stay engaged and are ready to hit the ground running if they are selected to serve. It also provides the City with a pool of ready-to-serve residents to select from. The mentor piece ensures that there is continuity between former, current and future board/commission/committee/task force members and enables future members to stay engaged and hit the ground running if they are selected to serve.			City Council	City Council directs City Manager to set up the program.

<p><b>Pipeline of Qualified Candidates (Rameet)</b></p>	<p>-create more volunteer opps (e.g committees, task forces, etc.)</p>	<p>-Recommends that the City Council assess on an annual basis the need to create more volunteer opportunities in the form of boards/commissions/committees/task forces for former applicants who are deemed qualified to serve in those roles. All seats will still be open to the general population to apply for based on current City rules and guidelines.</p>	<p>-This is a way to keep interested and engaged residents involved.</p>		<p>City Council</p>	
	<p>-revisit term durations and term limits/rotate seats on commissions/boards/task forces more frequently</p>	<p><b>-Recommends that City Council limit the duration of a term that a commissioner serves on a commission to be no more than a period of four years. Commissioners will not be allowed to serve successive terms on the same Commission but will have the opportunity to reapply for non-successive terms. Commissioners will also have the opportunity to apply to be placed on another commission once their term ends. This allows for more equity by providing an opportunity for more citizens to be placed on commissions.</b></p>	<p>-This allows more residents to get a chance to serve.</p>		<p>City Council</p>	
<p><b>Communications (All of us)</b></p>	<p>-messaging/content might need to be revised (testimonials by current/former appointees, make it less scary to apply, etc.)</p>					