

### SC REPORT IMPLEMENTATION MATRIX

<i>Streamlining the process</i>					
Recommended Action	Responsible Entity	Individual Assigned	Evaluation Metrics	Priority	Status
Review website to insure up-to-date materials are available relative to each board and committee	Mayor's office			I	
Circulate sample handbook to committees with request to complete	Mayor's office			ST	
Verify the activation of automatic emails acknowledging submission of an application	Mayor's office			ST	
Review and update appointment process timeline if necessary	Mayor's office			ST	
Explore new options for communicating public service opportunities to the greater community, including but not limited to providing multilingual materials and tabling	City Services Committee			MT	
Proactively facilitate access for those who don't have or have limited access to internet connection	City Services Committee			MT	
Adopt processes to insure new members of boards and commissions are thoughtfully onboarded, welcomed and set up to succeed and that the service of all members is valued					
<u>Creation of a rubric that will standardize the questions asked to each candidate, as well as the evaluation process. This rubric should be included with the agenda of the committee for discussion, so that all members of the committee can meaningfully engage and participate when a candidate's interview is reported back.</u>	<u>City Services Committee</u>				<u>Standardized questions drafted</u>
<i>Government Transparency</i>					
Create data collection process for tracking progress for increasing diversity. Specific recommendation is to produce a report of those serving on boards and commissions twice a year (January and July) to be put on the City Council agenda and discussed.	Mayor's office				

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Establish official communication between staff person in the mayor's office charged with processing applications and City Services Committee.	Mayor's office				
<del>There should be a clearer process for considered review of all applicants. (?)</del>	?				
The mayor and/or person in charge of applications should work hand-in-hand with committee chairs and vice chairs looking for feedback, recommendations and guidance when an opening is created.	Mayor's office				
Chairs/vice chairs should be involved from the early stages of the process to the point that a candidate is confirmed by City Council. (How?)					
<b>Inclusion</b>					
Perform a needs assessment to create a viable system for paying for childcare and other needs, which at this point is one of the main factors preventing community members from engaging in the city process. This may involve payment of a per diem for committee service or another	Mayor's office				
Advocate for hybrid meetings so those who are interested and able to attend city meetings can do so. Access to reliable community internet and Universal Design considerations and accommodations should be a priority.	Mayor's office/City Council				
Reimagine the attainment of diversity of voices, recognizing that inclusion of voices that see things differently has value for democracy and the community.	Mayor's office/City Council				