

DIVERSITY AND EQUITY COMMITTEE APPLICATION, INFORMATION, AND INSTRUCTIONS

Attached is an application for appointment to the City of Ukiah Diversity and Equity Committee. Please review the application questions carefully, use one or more separate sheets of paper to answer the questions in Section B. Applications submitted after the submittal deadline will not be accepted. Please check with the Management Analyst to the City Manager's Office at 707-467.5720. If you have questions about the membership requirements for the vacant position(s).

The Diversity and Equity Committee aims to be diverse and to represent the community it serves. Specifically, membership will aim to represent: (1) Persons with lived experience of poverty (currently or formerly living at or below the poverty level); (2) Persons with physical or mental disabilities; (3) Persons from the LGBTQA community; (4) the Native American tribes and communities in Mendocino County; (5) Persons from the Hispanic/Latino community; (6) Persons of color; (7) People whose primary language is not English; (8) Youth 21 years and younger; (9) Seniors 65 years or older.

A person is qualified to serve on the Committee if he or she satisfies the following qualifications: 1) member of an organization representing or self-identifies with any of the demographic groups identified above; and 2) living or employed by a business with a City of Ukiah business license.

The City of Ukiah Diversity and Equity Committee consists of eleven members who are appointed by the Ukiah City Council to serve two-year teams. Two (2) members will represent the Ukiah City Council. Appointments will be considered and decided at a regular City Council meeting.

The Committee acts in an advisory capacity to the Mayor and City Council in matters pertaining to equity, diversity, and inclusion within the agency. The Committee also aids and advises the City Manager and Executive Staff in the development of processes and procedures consistent with the Committee's mission, goals, and objectives.

The City of Ukiah Diversity and Equity Committee membership has the following responsibilities: 1. Adopt and follow a written Action Plan to address diversity, equity, and inclusion processes and procedures to be used by the City to improve equity and diversity within the City workforce and in providing municipal services that are consistent with the Committee's written objectives and action plan; 2. Collaborate with other Committee members to work toward the Committee's mission, goals and objectives; 3. Abide by the Brown Act; 4. Regularly attend Diversity and Equity Committee meetings.

The Committee meets monthly for regular meetings. The Management Analyst to the City Manager's Office is the liaison to the Committee and prepares the agenda for the meetings.



Office of the City Clerk

300 Seminary Avenue
Ukiah, CA 95482

APPLICATION FOR DIVERSITY AND EQUITY COMMITTEE

NAME: _____
First Last

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: Home _____ Work/Cell _____ Email: _____

Please list the organizations(s) you serve as a member of, and **clearly identify the demographic group you wish to represent:**

Please attach a resume or description outlining your educational background and/or experience, and complete all questions on this application (*If there is not enough room in the field, please use an attached page. Incumbents that are applying for reappointment need not fill out the questionnaire.*) Applications can be submitted in person or mailed to: City of Ukiah, Attn: City Clerk, 300 Seminary Ave., Ukiah, CA 95482.

1. What is your understanding of the purpose, role, and responsibility of the Diversity and Equity Committee?

2. What is your understanding of/and ability to meet the responsibilities of committee members in regards to meeting attendance? (Can you attend regular committee meetings? Do you have any scheduling conflicts or are there any other circumstances that would prevent you from regular attendance?)

3. How do you believe your own skills, experience, expertise, and perspectives will be beneficial to the work of the Diversity and Equity Committee?

4. Diversity, Equity, and Inclusion are priorities for the City of Ukiah. Tell us about your experience working with diverse groups and how you would work to create an environment that is welcoming, inclusive, and increasingly diverse?

5. Are you interested in serving on any other Boards or Commissions of the City? If so, which one(s)?

6. Diversity, Equity, and Inclusion are priorities for the City of Ukiah. Tell us about your experience working with diverse groups and how you would work to create an environment that is welcoming, inclusive, and increasingly diverse?

7. Is there anything you would like to add?

I declare under penalty of perjury under the laws of the State of California that I am a resident of the City of Ukiah, California, registered to vote in the City of Ukiah, and that all information stated in this application and all attached pages are true, correct and complete. I also acknowledge that if appointed, I will be subject to filing a Form 700 Statement of Economic Interest, and I have read and understand the City's Code of Ethics and Conduct.*

Signature of Applicant

Date

**[Form 700](#) – Every elected official and public employee who makes or influences governmental decisions is required by State Law to submit a Statement of Economic Interest, also known as the Form 700. The Form 700 provides transparency and ensures accountability in two ways:*

- 1. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.*
- 2. It serves as a reminder to the public official of potential [conflicts of interest](#) so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.*