



# Wake County

301 South McDowell Street  
Raleigh, NC

## Meeting Minutes Board of Commissioners

---

Monday, February 22, 2021

3:30 PM

Meeting Held Remotely

---

### Great Government Committee

#### Great Government Committee Meeting Materials

Committee Members Present: Commissioner Thomas, Chair;  
Commissioner Evans, Vice-Chair

Committee Member Absent: Commissioner Cervania

Others Present: Commissioner Calabria, Commissioner Hutchinson, and  
Commissioner West, David Ellis, County Manager, Yvonne Gilyard, Deputy  
Clerk, Ben Canada, Assistant to the County Manager, Chris Dillon,  
Assistant County Manager, Trinija Martin, Deputy Human Resources  
Director, Jennifer Jones, Deputy County Attorney, and Portia Johnson,  
Executive Assistant.

#### Meeting Called to Order: Commissioner Shinica Thomas

Commissioner Thomas, Chair, Great Government Committee, called the  
meeting to order at 3:30 p.m.

Commissioner Evans made the motion to approve the minutes of the  
December 2, 2019 Great Government Committee meeting, seconded by  
Commissioner Thomas.

#### 1. Agenda

Attachments: [Agenda Feb 22 2021 GG Committee.docx](#)

#### 2. Hair Policy Proposal

Attachments: [CROWN hair policy.pdf](#)

Ms. Trinija Martin, Deputy Human Resources Director, shared the Creating  
a Respectful and Open World for Natural Hair.

Creating a **Respectful and Open World for Natural Hair** (CROWN) slide.  
Created in 2019 by Dove and the CROWN Coalition

- End Hair Discrimination in the Workplace & School
- Race-based hairstyles
- Hair texture and protective styles

She shared the We Agree with Crown slide.

We agree with CROWN

“People should not be forced to divest themselves of their racial cultural identity by changing their natural hair in order to adapt to predominantly white spaces in the workplace or in school.”

She shared the Wake County Actions.

Wake County Actions

1301 Discrimination and Equal Employment Opportunity

- Discrimination against applicants and employees of Wake County Government in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of **race, color, religion, sex (including pregnancy and wages), national origin, age, disability, genetics, veteran status, sexual orientation, gender identity or expression, family status, or political affiliation** is prohibited.

She shared the Core Value.

Core Value

- We believe that different backgrounds and experiences strengthen the organization and produce better results. We value inclusion across race, color, national origin, gender identity, age, religion, sex, disability and experience, and strive to reflect in our workforce the diversity of our community.

She shared a Definitions.

Definitions

- National Origin - National origin discrimination involves treating people (applicants or employees) unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not) or because of hair texture and hairstyles commonly associated with national origin.
- Race - Race discrimination involves treating someone (an applicant or employee) unfavorably because the person is of a certain race or because of personal characteristics associated with race (such as

hair texture and hairstyles commonly associated with race, skin color, or certain facial features).

Mr. Chris Dillon, Assistant County Manager, thanked Ms. Martin for bringing this subject before the committee. He shared Staff Recommendation.

Staff Recommendation

- Ask County Manager to consider updating policy to address hair discrimination
- Develop and pass a resolution supporting this change
- Once policy changes are ready, pass the resolution at a regular meeting

Commissioner Evans shared she is in support of the hair policy proposal.

Commissioner West shared comments on the value of social justice, race, and discrimination. He shared comments on the hair policy proposal.

Commissioner Thomas shared she would like to see training policies put in place.

Ms. Martin shared that Wake County would have training policies in place.

Commissioner Thomas shared comments on individuals that have been discriminated against based on their hairstyles.

Commissioner Thomas thanked everyone for their support on this policy.

**3. Demographics of Board Appointments**

**Attachments:**    [Demographics of Board Appointments v2.pdf](#)

Mr. Dillon shared an overview of the Boards and Commissions appointments.

Today's Agenda

- Demographics of current appointments
- Administrative process
- Board discussion

Mr. Ben Canada, Assistant to the County Manager, gave an overview of the demographics to boards. He shared Current Appointments: Gender Comparison slide.

He shared Current Appointment: Race/Ethnicity Comparison slide.

He shared Applications by Gender slide.

He shared Applications by Race/Ethnicity slide.

He shared Gender: Census, Applications, Appointments slide.

He shared Race/Ethnicity: Census, Applications, Appointments slide.

Ms. Yvonne Gilyard, Deputy Clerk, shared the Administrative Process for Boards and Commissions.

#### Administrative Process

- Appointments are made to various boards each month and are processed based upon vacancy of seat categories outlined by each committee/board's special qualifications.
- Vacancies for boards can be found on Wake County's Board of Commissioners web page.
- Candidates interested in serving on a board or committee must complete Wake County's online Boards and Advisory Committee application which can be found online via:  
[www.wakegov.com/departments-government/advisory-boards](http://www.wakegov.com/departments-government/advisory-boards)
- All applications must be submitted a minimum of 14 days prior to the Board meeting when the appointment will be considered. When applying for a Wake County Board or Commission, the candidate's application is considered a public record.
- Commissioners are given packets for applicable committees consisting of candidate's application, resume, current board member roster, open vacancy seat list, letters of recommendations and committee attendance data sheet.
- Commissioners are given an opportunity to review all candidate packets prior to the first Regular meeting of the month. During the first Regular meeting, votes are cast for candidate appointments/reappointment.
- Once approved, the candidate is notified of accepted appointment/reappointment.
- If candidates are not initially appointed to a board for which they have applied, the candidate's application will be resubmitted automatically until such time that the vacancy seat is filled, the candidate is appointed, or the candidate's application expires. Applications are considered active for one year.
- There is a 75% attendance requirement for all advisory board members that must be adhered to in order to maintain membership.

- Commissioner support staff communicate with the staff liaison for each advisory committee, notify the candidates regarding acceptance of appointment and service terms, and actively keep the Vice Chair informed of all committee/board vacancy details.
- The role of the Vice Chair of the Board of Commissioners is to bring forth appointment considerations to the full board.

Commissioner Thomas asked how staff advertises for boards.

Mr. Dillon shared it's the board members who solicit members for various boards. He shared that it's up to the Board of Commissioners to fill vacancies of the boards.

#### Other Information and Context

- Advertising
  - Online applications
  - Commissioner solicitation
    - Commissioners' social media and online presence
    - Word of mouth
- Recruitment is sometimes a challenge
  - Some boards are popular, lots of interest
  - Some boards are less popular, Commissioners have to recruit actively to fill slots

Commissioner Thomas asked what makes some boards more competitive.

Mr. Dillon shared it depends on how much work is required on some boards.

Mr. David Ellis, County Manager, asked if more needs to be done to advertise for boards.

Commissioner Thomas shared the process should be opened up more for the county's constituents.

Commissioner Evans shared it's difficult to navigate the page for Boards and Commissions on the website. She shared she would like to see a better way to promote vacancies on boards and commissions. She shared that brainstorming needs to be done to publicize the boards.

Commissioner West shared the need to engage citizens in the process. He shared the need for balance on the boards. He shared that the process is somewhat political.

Commissioner Hutchinson shared the need to diversify the boards that others make recommendations to. Inform them that diversity is recommended.

Commissioner Calabria shared working with Communications staff to assist in advertising.

Commissioner West shared that the Human Services Board is set up by statute.

Commissioner Thomas shared she would like to see various ways to advertise for boards.

Commissioner Evans shared Communications Staff assisting quarterly is a good idea.

Summary and future discussion:

#### Board Discussion

- What is the Board's desired outcome?
- How might commissioners adjust their selection process?
- Are there potential changes to the administrative process that would assist commissioners with their selections?

#### 4. Board Support Services

Attachments: [Board Support services v2 2.22.21.pdf](#)

Mr. Ben Canada, Assistant to the County Manager, gave an overview of Board Support Services.

He shared Today's Discussion.

#### Today's Discussion

- Current support services
- Context and other considerations
- What is the Board's priority?

He shared Today's Focus on Direct Staff Support.

#### Today's Focus on Direct Staff Support

- Staff from all departments support Board in different ways,
  - Direct staff support
  - County Manager and Chiefs
  - Department staff
- This discussion focuses on direct staff support

He shared the Staff Provide a Range of Services slide.

Staff Provides a Range of Services

- Traditional Clerk Functions
  - Agenda development
    - Review process review drafts, staff review, Board review, processing
    - Proclamations
  - Appointments
    - Processing applications and packets,
    - Coordination with Vice-Chair, preparation for Board meetings,
    - Notifications
  - Signatures and authorizations
  - Minutes - drafting, proofing, processing
  - Meeting logistics (roughly 50 events per year)
    - In-person - Food, welcome in lobby, choreography, helping invited guests
    - Remote - webex hosting, scheduling in advance, arranging tech support and guests
  - Future meeting planning
    - Committee ramp-up, converting to remote, swearing-in ceremony, retreats, etc.
  - Oaths, notary services
  - Training, cross-training, supervision
- Administrative Assistance to Commissioners
  - Scheduling, calendar assistance, logistics and registrations
  - Regular mail
  - Email - monitor "All Commissioners" account; Forward to department directors when needed
  - Arrange assistance from IS, GSA, other support departments
- Constituent Services
  - Primary responsibility with departments
  - Guide residents who contact the Commissioners or CMO
- Communications products
  - Webisodes, press conferences, and other events
  - Speeches and talking points prepared when requested
  - Individual letters prepared when requested
- County Social Media
  - active County accounts with Twitter, Instagram, Facebook, Youtube, Vimeo, LinkedIn media accounts
- Outreach Events

- Periodic partnering with municipalities on town hall-like events
- Policy
  - Requests by Commissioners researched by CMO staff or department staff

He shared Other Context and Considerations.

#### Other Context and Considerations

- Staff team supports County Manager staff
  - Scheduling / Calendar management for Manager and Chiefs
  - Organization-wide meetings
  - Financial transactions - purchasing, reimbursements
  - Documents needing signatures
  - Admin support for Budget and Communications departments
  - Logistical support for special events, task forces
  - Front desk coverage
- Municipalities tend to have more direct support staff
  - Municipal services affect residents' everyday life
    - Water, sewer, traffic, trash pickup, street maintenance, leaf collection, planning regulations, nuisance regulations
- Expanding a service means different things to different Commissioners
  - Service levels would be specified and scoped out for transparency and to establish clear expectations.
  - Expanding services will require additional resources / staffing
  - Knowing your priority will help identify skillset we need

He shared Next Steps.

#### Next Steps

- With Board's priorities, staff will:
  - Identify skill sets needed
  - Scope out some service expansion goals and service levels
  - Develop budget expansion options for the FY22 budget process

He shared What is the Board's Priority.

What is the Board's Priority?

Communication Products

Traditional Clerk Functions



Outreach Events  
Constituent Services  
Administrative Assistance  
County Social Media  
Policy

Commissioner West shared comparison of staff from City of Raleigh vs. Wake County. He shared comments about the roles and responsibilities of the board and collective impacts.

Commissioner Calabria shared concerns about the quantity of emails, connection to the community, thanked staff for their support, how to identify changes and share with staff, constituent emails and follow up. He shared that additional staff is needed to support the workflow.

Commissioner Hutchinson commended staff. He shared commissioners and staff being overwhelmed. He shared thoughts on constituent services. He shared thoughts on scheduling.

Commissioner Evans commended staff. She shared thoughts on constituent services. She shared comments on email support.

Mr. Ellis stated constituent services seem to be the main topic of discussion.

Commissioner Calabria shared that he agrees with Mr. Ellis that constituent services is the main priority.

Commissioner Thomas shared outreach is most important part.

Commissioner West shared it is impossible to reach individuals in vulnerable communities due to lack of services.

Mr. Ellis shared we want to be sure to support commissioners in their commissioner roles.

Mr. Canada thanked the board for their feedback.

Commissioner Thomas shared thoughts on moving forward. She recommended that this item be followed up at the next Great Government Committee meeting in April.

## **Adjourn**

The meeting adjourned at 5:11 p.m.

Respectfully submitted,

Portia J. Johnson  
Executive Assistant to the Board