



# TOWN OF FAIRFAX

## STAFF REPORT

### August 12, 2020

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager

**SUBJECT:** Interview applicants for the Racial Equity and Social Justice (RESJ) Committee

---

#### **RECOMMENDATION**

Conduct interviews for the RESJ.

#### **DISCUSSION**

At a special July 15<sup>th</sup> meeting the Council approved the formation of a Racial Equity and Social Justice Committee (RESJ) and assigned Vice Mayor Ackerman and Councilmember Hellman to the RESJ. On August 5<sup>th</sup>, the Council provided additional direction to staff regarding the formation of the RESJ including the interview process. Staff reported the Town received 23 applications by the 5:00 pm, August 5<sup>th</sup> deadline, but one was from a non-resident. The Council confirmed the interview process as described below:

- Virtual interviews will begin at 5:00pm.
- Applicants will be randomly assigned 10-minute time slots for the interviews.
- Staff will endeavor to resolve any scheduling conflicts with applicants. However, if we cannot resolve a time conflict, an applicant will be allowed to submit a written response to questions. Applicants will be informed via email on Monday, August 10<sup>th</sup> of their approximate interview times.
- Every 60 minutes the Council will take a 5-minute break.
- In the interest of fairness, all applicants will be given the standard list of questions prior to the interview (Monday via email). Vice Mayor Ackerman and Councilmember Hellman will be developing the questions that will be asked.
- We will ask applicants if they would like a translator for their primary language.
- The Council will discuss/consider the appointments to the RESJ at its September 2<sup>nd</sup> meeting. The Council decided the RESJ will consist of two Councilmembers and 11 community members.
- Applicants will be asked to attend the Zoom meeting 10 minutes before their interview time to avoid delays of logging on.

#### **FISCAL IMPACT**

n/a

#### **ATTACHMENT**

Applications (partially redacted)