



ATL LGBTQ

ONE ATLANTA:
Mayor's Office of Equity, Diversity & Inclusion
LGBTQ Affairs

Mayor's LGBTQ Advisory Board
City of Atlanta, Mayor Keisha Lance Bottoms
Governance Working Session Minutes

Friday, February 21st, 2020
11:00 A.M. – 1:15 P.M.

Atlanta City Hall
Committee Room Two
55 Trinity Avenue SW, Atlanta, GA 30303

The LGBTQ Advisory Board to Mayor Keisha Lance Bottoms is composed of citywide LGBTQ leaders and advocates. The 33-member body makes recommendations to the Mayor that help shape the City's policies and engagements with Atlanta's LGBTQ communities.

Mission:

The Mayor's LGBTQ Advisory Board fosters intentional collaboration between City Hall and Atlanta's LGBTQ+ communities to advocate for everyone across the Atlanta metro region, in order to protect and advance the lives of residents, workers, and visitors.

Vision:

An equitable, inclusive, and thriving Atlanta for everyone, regardless of race, gender identity, gender expression, and sexual orientation.

Attendees, City of Atlanta:

Jerome Jordan, Deputy Chief of Staff

Jon Keen, Deputy Chief Operating Officer **(VIA Phone)**

Reese McCranie, Deputy Chief Equity Officer

Megan Sparks, Senior Director of Programs and Partnerships

Malik Brown, LGBTQ Affairs Coordinator

Dr. Angelica Geter Fugerson, Chief Health Officer

Attendees, Mayor's LGBTQ Advisory Board:

Kia Barnes, Community Organizer

State Representative Park Cannon, Georgia House District 58

Gabrielle Claiborne, Co-Founder, Transformation Journeys Worldwide

Paul Conroy, Founder, Out Front Theatre

Lisa Cunningham, CEO, Atlanta Film Partners

Jamie Ferguson, Executive Director, Atlanta Pride

Matthew Garrett, Board of Directors, Human Rights Campaign

Jeff Graham, Executive Director, Georgia Equality

Roshelle Darlene Hudson, MSW, Co-Founder, Annual Rustin/Lorde Breakfast

Pat Hussain, Original Co-Director, Southerners on New Ground (Song)

Rabbi Joshua Lesser, Founder, Southern Jewish Resource Network (SOJOURN)

Chris Lugo, Executive Director, Atlanta Gay & Lesbian Chamber of Commerce

Tracee McDaniel, Co-Founder, Trans Housing Atlanta Program

Sandy Mollett, Founder & CEO, Equal Footing LLC

Daniel Newman, Actor

Rev. Dr. Joshua M. Noblitt, Saint Mark United Methodist Church

Ryan Roemerman, Founding Executive Director, LGBTQ Institute

Jonathan Russell, Director of Development, Emory Woodruff Health Sciences Center

Brigid Scarbrough, National Board of Governors, Human Rights Campaign

Melissa Scott, Owner, Soul Bar at Pals Lounge, Pure Heat Foundation

Rickie Smith, President, In the Life Atlanta

Pam Stewart, Board of Directors, GLAAD

Feroza Syed, Trans Activist

Alex Wan, Former Atlanta City Council Member, District 6

Agenda:

- I. **Welcome Remarks & Kickoff**, Ryan Roemerma n & Pamela Stewart, Mayor's LGBTQ Advisory Board Co-Chairs

- II. **Introductions**

- a. Name
- b. Preferred Gender Pronouns
- c. Professional Affiliations
- d. Working Group Assignment

- III. **Relevant Updates from City of Atlanta Staff:**

Dr. Angelica Geter Fugerson, Chief Health Officer

- **City of Atlanta's Upcoming Health Initiatives**

- i. Mayor's Summit on Emotional Wellness for Women*

1. On Wednesday, February 12th, Mayor Bottoms hosted her inaugural Summit on Emotional Wellness for Women at Spelman College. Guests heard from keynote speaker Shanti Das on her personal experiences with mental health and more. There was a panel discussion on emotional wellness for women in Atlanta. Following the panel, there were three breakout sessions on Superwoman Syndrome, Healing from Trauma, and Coping & Stress Management.

- ii. National Women and Girls HIV Day*

1. On Tuesday, March 10th, 2020 the City of Atlanta is hosting a National Women and Girls HIV Day event, in partnership with Someone Cares with Gilead.
 - a. 9:30 A.M. – 1:00 P.M.

- iii. Healthy Eating & Active Living Initiatives*

1. HEAL to address chronic diseases
 - a. Programming to promote wellness among City of Atlanta staff and Atlantans
 - i. Yoga events, blood pressure screenings, heart health events, emotional wellness lunch and learns, etc.

- iv. Ending the HIV/AIDS Epidemic*

1. The City of Atlanta is a member of the Georgia Ending the HIV/AIDS Epidemic Planning Committee. Dr. Geter represents the City of Atlanta in this effort.

Malik Brown, LGBTQ Affairs Coordinator
Overview of 2020 City Financial Disclosure Statement



CITY OF ATLANTA BOARD OF ETHICS AND INDEPENDENT COMPLIANCE
FINANCIAL DISCLOSURE REQUIREMENTS FOR CITY BOARD MEMBERS

ABOUT THE FINANCIAL DISCLOSURE REQUIREMENT

Section 2-814 of the City of Atlanta Code of Ethics requires all individuals appointed to city boards and individuals appointed by the Mayor and City Council to non-city boards to file a City Financial Disclosure Statement in every year that they serve, *and* in the year *after* they leave city service.

PURPOSE OF THE DISCLOSURE REQUIREMENT

Annual filing of the City Financial Disclosure Statement is required in the interest of transparency so that the public may review the business, employment, contractual, and financial transactions of city board members for actual and potential conflicts of interest. Further, the Code focuses on the perception, as well as the reality, that a board member's financial and personal interests may create a conflict.

INFORMATION REQUIRED FOR DISCLOSURE

Disclosure is required for all non-city sources of income, income sources above \$5000, real estate interests, business transactions with the City, and family members' transactions with the City.

INFORMATION NOT REQUIRED FOR DISCLOSURE

The Statement **does not** require disclosure of the actual amount of income received from income sources listed or the value of disclosed real estate interests. The Statement **does not** require the disclosure of sensitive personal information such as date of birth, driver's license numbers or Social Security numbers. Further, while street address, phone number, and e-mail address are required during the disclosure process, the public **will not** see this information when reviewing the Statements online or by hard copy.

WHEN TO FILE

The 2020 filing period begins on **March 2, 2020** and ends with the **April 1, 2020 filing deadline**. Required filers will receive a notice to file letter by mail from the Ethics Office. The notice letter will include filing instructions as well as the filer's user ID and information for access to the City of Atlanta Financial Disclosure System.

WHERE TO FILE

The City Financial Disclosure system is located online. Filers can access the system using their web browser of choice (Chrome, Internet Explorer, Firefox, etc.).

FAILURE TO FILE THE DISCLOSURE STATEMENT

Required filers who fail to submit their Statement in a timely manner by the end of the grace period without reasonable cause may be subject to fines and other sanctions for failing to comply with city law.

HOW TO CONTACT THE ETHICS OFFICE

City of Atlanta Ethics Office
68 Mitchell Street, Suite 1100
Atlanta, GA 30303

Phone: (404) 330-6286
E-mail: ethicsofficer@atlantaga.gov
Web: www.atlantaethics.org

2/2020

- LGBTQ Annual Report
 - i. Mayor Keisha Lance Bottoms and the City of Atlanta recently released the City's first-ever biennial report on LGBTQ affairs. The report highlights key policies, programs and initiatives of the Bottoms Administration, specifically aimed at improving the lives of Atlanta's LGBTQ residents.

- LGBTQ Youth Mentoring
 - i. The Mayor's Office is working to finalize a partnership with a local partner to launch the organization's first-ever LGBTQ youth mentoring program in Atlanta. Details will be shared once the partnership is finalized and a memorandum of understanding (MOU) has been signed.

- Youth Bullying Legislation
 - i. One Atlanta staff is working with the Chief Operating Officer to create policy and programming to support the Mayor's Youth Bullying administrative order.

Jon Keen, Deputy Chief Operating Officer
HOPWA Update

HOPWA Updates: February 21, 2020

Restructuring:

- On February 4th the City Council passed the legislation to create the Department of Grants and Community Development, which brings together three offices with responsibilities for managing grants into one department. We expect to see further benefits in planning and administration of the HOPWA program from this new structure.
- The Commissioner for the Department of Grants and Community Development, P. Nigel Roberts, started with the City on February 17th. Nigel brings over 20 years of experience managing federal grant programs, including HOPWA, to the City.

FY19 HOPWA Award:

- The City received the award letter from HUD for the FY2019 HOPWA award in the amount of \$23,000,301. The award has specific conditions that the City must meet to obligate the funds, focused on updates to specific policies and procedures.

FY20 HOPWA RFPs:

- This week HUD published the award amounts for FY20, including \$22,795,464 in HOPWA for the City of Atlanta.
- Three HOPWA related RFPs have been available for applicants, the project sponsors RFP closed on Monday at 5pm. We received 16 proposals requesting a total of \$22,179,452. An evaluation committee composed of two members of the HOPWA Advisory Committee, two staff from the City of Atlanta, and one staff member from the Atlanta Homeless Continuum of Care will begin to score the applications. The other two proposals are related to planning and program administration support for the HOPWA program.

HOPWA Modernization Planning and County Coordination:

- As part of modernization planning, the HOPWA Advisory Committee developed a set of priorities for the HOPWA program (see Appendix A). These priorities will guide funding decisions as funding is projected to reduce (see Appendix B).
- As part of the process, we are collaborating with the County to align priorities for funding within programs such as Ending the HIV Epidemic and Ryan White.

Central Intake:

- Hope Atlanta has fully stood up the HOPWA central intake phone line and in-person intake. Bi-weekly coordination calls take place with housing project sponsors to ensure participation and to discuss feedback on the processes and systems.

Advisory Committee and Community Meetings:

- **The next HOPWA Advisory Committee meetings is March 18th**, one community meeting took place January 23rd. Appendix A: HOPWA Program Priorities Established by the HOPWA Advisory Committee:

Group 1 – High Priority Activities

- a. Tenant-Based Rental Assistance (TBRA)
- b. Facility based housing rental assistance/master leasing
- c. Permanent Housing Placement (PHP)

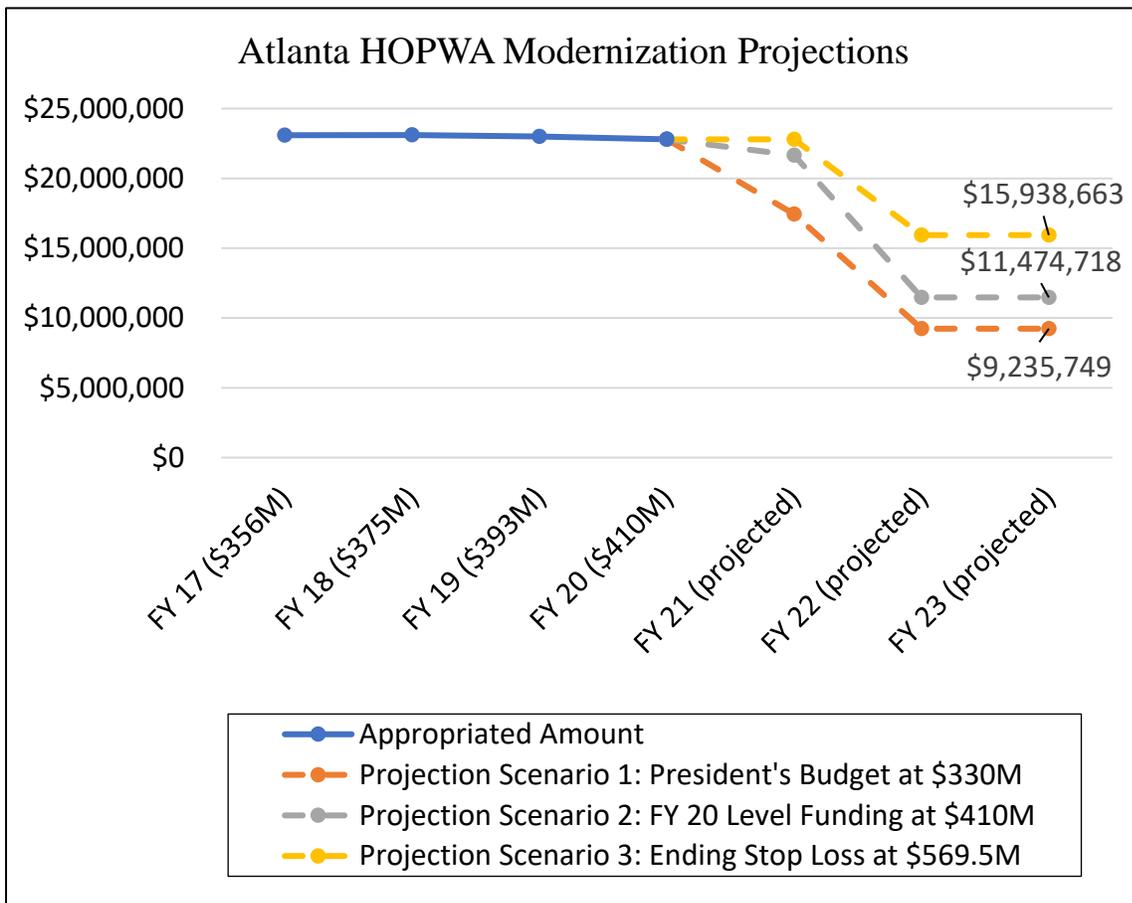
Group 2 – Medium Priority Activities

- d. Support Service Case Management/ Housing Case Management (with HOPWA housing)
- e. Housing Information and Referral Services
- f. Short Term Rental Assistance and Mortgage Utility
- g. Resource Identification

Group 3-Lower Priority Activities

- h. Supportive Services and/or Case Management (without HOPWA housing)

Appendix B: Atlanta HOPWA Modernization Funding Projections:



Upcoming HOPWA Community Meetings

Thursday, April 23rd

Thursday, October 22nd

Thursday, July 23rd

**Jerome Jordan, Deputy Chief of Staff
Human Relations Commission**

The Office of Mayor Keisha Lance Bottoms is working internally to review the function of the Human Relations Commission and will work with key stakeholders to understand its effectiveness and if any updates are needed.

Constituents can learn more about the Human Relations Commission or file a discrimination complaint by visiting: <https://www.atlantaga.gov/government/mayor-s-office/executive-offices/office-of-constituent-services/human-relations-commission>

Summary: The City of Atlanta has established a Human Relations Commission (HRC) to promote mutual respect and understanding within the city of Atlanta. The HRC investigates and hears complaints regarding discrimination, makes recommendations on how to resolve such complaints, and initiates activities in keeping with its mission.

Statutory Purpose: Recognizing the need for a permanent body on human relations, the Atlanta City Council created the HRC as a “vehicle for addressing illegal discrimination in public accommodations, private employment, and housing within the City.” The prohibited forms of discrimination involve race, color, creed, religion, sex, domestic relationship status, sexual orientation, national origin, gender identity, age, and physical disability.

Specific Functions: The HRC focuses its efforts on the elimination of discrimination in public accommodations, private employment and housing. Some of its functions are as follows:

- Receive, investigate, and make recommendations to the Mayor and the appropriate City agency for the resolution of complaints alleging discrimination, including racial profiling
- Initiate actions to test, investigate, and file complaints regarding violations of the Human Relations Code
- Conduct studies and recommend needed ordinances and resolutions
- Develop human relations plans and policies for the City of Atlanta
- Investigate conditions that may lead to tension and conflict among racial, religious, and national groups and recommend remedial actions as may be needed
- Convene conferences on public accommodations, private employment, and housing and work with leaders in these fields in developing programs of voluntary compliance and enforcement of the Human Relations Code

Procedures: Any person or organization claiming to be aggrieved by a discriminatory practice occurring within the City of Atlanta may file a complaint with the HRC. The complaint must be submitted in writing to the Director of the Mayor's Office of Constituent Services on a form provided by the HRC or "any paper suitable for a complaint" within 180 of the days of occurrence of the alleged unlawful discriminatory act. The Mayor's Office of Constituent Services maintains a list of information which must be included in a complaint. If the alleged activity is of a continuing nature, the date of its occurrence will be deemed to be any date subsequent to its inception, up to the date of its cessation. The person filing the complaint must promptly deliver a copy of the complaint to the alleged offender and other "necessary "parties as determined by the HRC.

Within 30 days after receiving a complaint, the Director of the Mayor's Office of Constituent Services will conduct an initial investigation and report the findings to the HRC. The HRC will receive the report and attempt to eliminate the alleged practice by conference, conciliation or persuasion. The HRC may also, at its option, continue the initial investigation to obtain additional information or conduct a hearing. The respondent will have the opportunity to file a written answer to the complaint at least three business days prior to the hearing.

The Chair of the HRC may request the Committee of Council of the Atlanta City Council to issue subpoenas on behalf of the HRC to compel the production of records or the appearance of witnesses.

After conducting a hearing, the HRC will issue findings of fact, its decision, and at the discretion of its Chair, an opinion with the reasons for the decision. The Mayor and the appropriate department of City government will have 30 days in which to respond to the HRC's findings.

Enforcement: In the event of a finding of discrimination in violation of the Human Relations Code, a letter may be sent asking the alleged offender to desist from the actions cited in the complaint. In addition, the Mayor may take any of the following actions:

- Inquire whether due cause exists to revoke a professional or business license issued by the City or a contract with the City
- Ask any City agency to investigate whether the alleged offender has violated any other City ordinance
- Request any appropriate community agency to investigate whether the alleged offender has violated any state or federal law.

Within one year after a conciliation agreement or decision, the HRC will investigate whether the respondent is complying with the terms of the agreement or recommendations.

Other Remedies: In addition to filing a complaint with the HRC, an aggrieved person may seek prosecution of alleged violations of the Human Relations Code in Atlanta Municipal Court; but if the person filing the complaint agrees to a conciliation agreement, the basis of an ordinance violation is limited to the enforcement of the terms of the agreement or settlement.

The filing of a complaint with the HRC does not invalidate, restrict, or deny any right or remedy a person may have under state or federal law or preclude any cause of action in court for the violation of anyone's civil rights.

Megan Sparks, Senior Director, Programs and Strategic Partnerships

General Process Overview and Guidelines for Presenting Initiatives to the Executive Offices

Thank you for your continued dedication to Atlanta's residents! We greatly appreciate the creativity and hard work you put into your work, and we hope that you find the tips described below helpful. We must note, however, that there is no guarantee of approval, regardless of format used or process employed.

General Process Review:

There is no one "*right*" way to create or update City programs, policies, and initiatives. Most often, we find that – both internally and externally – initiatives are submitted in writing and are developed using this general process.

1. Identify the challenge and the goal. What are you trying to solve? How will you know when you've succeeded? Sketch out your initial ideas.
2. Share your ideas with Malik. He can help you best position your work for success, including aligning it with other initiatives, helping time it appropriately, and avoiding accidental duplication of other efforts.
3. Meet to refine the proposed solution (e.g., new program, policy revision, etc.). Create an implementation plan, including:
 - a. Timeline for completion
 - b. Project plan with work assignments
 - c. Proposed budget/ resources needed
 - d. Potential partners or stakeholders needed
 - e. Potential metrics for evaluation
 - f. Critical dependencies
 - g. Ideal timeline for a decision to be made (Please be mindful that governmental processes often take more time than you'd think. Give as much time as possible!)
4. Compose a brief memo or white paper describing your proposed initiative. Keep it short and concise.
 - a. Work with Malik to finalize your content and to determine who the memo should be addressed to.
 - b. If a more detailed proposal or supporting materials are required, attach as an appendix.

Tips and Tricks:

- Be brief. (1-3 pages max)
- Be specific. (What exactly are you hoping to implement? What will it look like? Who will it benefit? How does it align with the board's and the Mayor's goals? How much will it cost? Is anyone else in the community doing something similar? Are there examples of other cities doing something similar? What are best practices? etc., etc.)
- Provide context. (Assume your reader is unfamiliar with your idea and efforts. What background info. do they need to make an informed decision?)
- Don't forget to ask. Clearly state the approvals or decisions you are requesting.

- IV. Mayor's LGBTQ Advisory Board Governance Updates**, Matthew Garrett & Brigid Scarbrough
- a. Matthew Garrett and Brigid Scarbrough, members of the Mayor's LGBTQ Advisory Board, are working with board members and city staff to draft board governance documents and recommendations on several processes.

V. Lunch Break

a. **Mayor's LGBTQ Opportunity Fair, Pamela Stewart**

- i. An executive committee for the Mayor's LGBTQ Opportunity Fair has been created and has met twice. The committee is made up of City of Atlanta staff, Mayor's LGBTQ Advisory Board members, and representatives from key local and national partnering organizations. The fair is targeted for July or August of 2020. The executive committee will meet once more (Monday, February 24) before submitting a memo of recommendations to Mayor Bottoms.
- ii. After receiving feedback from Mayor Bottoms, working groups will be formed to execute on a number of vital pieces of the opportunity fair. Each of the subcommittees of the Mayor's LGBTQ Advisory Board will be represented in these working groups.
- iii. A lot of prework has been done to institutionalize this opportunity fair, to ensure that it is reoccurring throughout the coming years.

VI. Public Comment

VII. Adjournment