

CITY OF MUSKEGON

EQUAL OPPORTUNITY COMMITTEE

MEETING

April 27, 2026 @ 5:30 PM
CITY OF MUSKEGON, ROOM 203
933 TERRACE STREET, MUSKEGON, MI 49440

- CALL TO ORDER:**
- ROLL CALL:**
- APPROVAL OF MINUTES:**
 - A. **Approve Minutes from March 23, 2026 and August 25, 2025** Employee Relations
- NEW BUSINESS:**
 - A. **Election of Committee Chairperson** Employee Relations
- OLD BUSINESS:**
 - A. **Complaint Review and Resolution** Employee Relations
- ANY OTHER BUSINESS:**
- PUBLIC COMMENT:**
- ADJOURNMENT:**

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk's Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit: www.shorelinecity.com

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the

meeting with twenty-four (24) hours' notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following:

Ann Marie Meisch, MMC. City Clerk. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.
clerk@shorelinecity.com

EOC Committee Meeting Minutes

Date: August 25, 2025

Time: 5:15 PM

Location: Conference Rm. 203

Attendees: Commissioner German, Commissioner Keener, K. Gooden, T. Harris, J. Gazarek

Guest: E. Hood

1. Call to Order – Dwana Thompson, Staff Liaison

- Meeting was called to order at 5:19 PM.

2. Review of Committee Structure and Purpose

- Committee structure and purpose were reviewed and confirmed.

3. Website Review

- Discussed evaluating the website.
- Action: Committee members will review the website and bring recommendations to the next meeting.

4. Complaint Processes

- Discussion regarding clarifying processes for filing complaints internally and externally.
- No updates or changes were made during this meeting.

5. Committee Recruitment

- Discussion regarding notifying the clerks office regarding the need to recruit additional committee members

6. Action Items

- No formal action items were assigned during this meeting.

7. Follow-Up / Next Steps

- Review website and prepare recommendations for discussion at the next meeting.
- Continue recruitment efforts for committee members.
- Revisit complaint processes to determine if updates or clarifications are needed.

8. Adjournment: Meeting adjourned at 6:15 PM

EOC Committee Meeting Minutes

Date: March 23, 2026

Time: 5:30 PM

Location: Conference Rm. 203

Attendees: Commissioner German, Commissioner Jackson, K. Gooden, K. McCain

Guest: E. Hood

Call to Order – Dwana Thompson, Staff Liaison

- Meeting was called to order at 5:30 PM.

Employee complaint was presented to the committee. Once completed the employee was excused and the committee reviewed and discussed the complaint. The committee asked that we have another meeting to discuss further.

Adjournment: Meeting adjourned at 7:15 PM



Agenda Item Review Form

Muskegon Equal Opportunity Committee

Commission Meeting Date: April 27, 2026	Title: Election of Committee Chairperson															
Submitted by: Dwana Thompson, Employee Relations Director	Department: Employee Relations															
Brief Summary: Elect committee chairperson																
Detailed Summary & Background:																
<u>Goal/Action Item:</u>																
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:																
Amount Requested:	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 10%;"></td> <td style="width: 25%;">No</td> <td style="width: 10%;"></td> <td style="width: 20%;">N/A</td> <td style="width: 10%;"></td> </tr> </table>	Yes		No		N/A										
Yes		No		N/A												
Fund(s) or Account(s):	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 10%;"></td> <td style="width: 25%;">No</td> <td style="width: 10%;"></td> <td style="width: 20%;">N/A</td> <td style="width: 10%;"></td> </tr> </table>	Yes		No		N/A										
Yes		No		N/A												
Recommended Motion: To elect _____ as the committee chairperson																
Approvals:	<u>Name the Policy/Ordinance Followed:</u>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review			
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