

CITY OF MUSKEGON

EQUAL OPPORTUNITY COMMITTEE

MEETING

July 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. Approval of Minutes Employee Relations

☐ **OLD BUSINESS:**

☐ **NEW BUSINESS:**

A. Proposed Purpose and Committee Makeup 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



Agenda Item Review Form

Muskegon Equal Opportunity Committee

Commission Meeting Date: July 27, 2026	Title: Approval of Minutes
Submitted by: Dwana Thompson, Employee Relations Director	Department: Employee Relations
Brief Summary: To approve the May 4, 2026, meeting minutes.	
Recommended Motion:	

EOC Committee Meeting Minutes

Date: May 4, 2026

Time: 5:30 PM

Location: Conference Rm. 203

Roll Call: K. Gooden - Chairperson, Commissioner German, Commissioner Jackson, K. McCain, L. Judge, S. Hough, T. Harris

Approval of Minutes:

- A. W. German moved to approve the minutes from the March 23, 2026 and the August 25, 2026 meetings and presented. K. Jackson seconded. Motion passed with unanimous vote.

Old Business:

- A. Complaint Review and Resolution: Came to consensus for recommendations for training. Resolution will be submitted to the complainant and involved parties and placed on personnel file. Signed by the Staff Liaison and Committee Chair

New Business:

- A. Election of Committee Chairperson: K. McCain nominated Kelly Gooden as Chair of the EOC Committee. Seconded by T. Harris. Motion passed with unanimous vote.

Adjournment: Meeting adjourned at 5:51 PM



Agenda Item Review Form

Muskegon Equal Opportunity Committee

Commission Meeting Date: July 27, 2026	Title: Proposed Purpose and Committee Makeup															
Submitted by: Dwana Thompson, Employee Relations Director	Department: Employee Relations															
Brief Summary: To review EEO Committee purpose and committee makeup.																
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;"> <tr> <td style="width: 25%; padding: 2px;">Yes</td> <td style="width: 25%; padding: 2px;"></td> <td style="width: 25%; padding: 2px;">No</td> <td style="width: 25%; padding: 2px;"></td> <td style="width: 25%; padding: 2px;">N/A</td> <td style="width: 25%; padding: 2px;"></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;"> <tr> <td style="width: 25%; padding: 2px;">Yes</td> <td style="width: 25%; padding: 2px;"></td> <td style="width: 25%; padding: 2px;">No</td> <td style="width: 25%; padding: 2px;"></td> <td style="width: 25%; padding: 2px;">N/A</td> <td style="width: 25%; padding: 2px;"></td> </tr> </table>	Yes		No		N/A										
Yes		No		N/A												
Recommended Motion:																
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;">Immediate Division Head</td> <td style="width: 10%; padding: 2px;"></td> <td style="width: 20%; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Information Technology</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Other Division Heads</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Communication</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Legal Review</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review			<u>Name the Policy/Ordinance Followed:</u>
Immediate Division Head																
Information Technology																
Other Division Heads																
Communication																
Legal Review																

EQUAL OPPORTUNITY COMMITTEE

PURPOSE

The committee is established to monitor and recommend hiring practices to the Civil Service Commission to achieve a higher level of minority and female employment in City government.

To monitor and recommend rules and regulations to achieve compliance in meeting Federal and State EEO guidelines.

To investigate and recommend determination(s) of any complaints alleging non-compliance with existing rules, regulation, or policies.

Address discrimination complaints and concerns internally, and externally

Ensure non-discrimination in Municipal Wellness Programs and in Group Health Plans.

Educational and programmatic initiatives and activities

Equal Business Opportunity policies

Monitors Fair Housing Practices & Tenant/Landlord Rights & Foreclosure Prevention

Limited English Proficiency (LEP)

Tax Abatement Policy Compliance

Employment of Minorities and Women under City Contracts

To assist elected officials in adopting measures to keep peace, good order and harmony among citizens; to avoid inter group tensions, promote good will, and ensure equality or treatment and opportunities to all, regardless of race, color, creed, national origin, ancestry, age, sex, marital status, disability, lawful source of income, sexual orientation or gender identity.

MECHANICS

ENABLING LAW: Equal Opportunity Commission Act of 1986

Oath not required

APPOINTED BY: City Commission

MEETING: Quarterly

City Hall - 2nd floor Conference Room #203

TERM: 3 Years

COMPOSITION

TYPE	DESCRIPTION
A	4 Citizens (1 Representative from each Ward)
B	2 City Commissioners (Ex-Officio)
C	1 EEO Representative

CURRENT MEMBERS

(Staff Liaison - Dwana Thompson)

TYPE	NAME	TERM EXP.
A	Kelly Gooden *	1/31/2027
A	Kiara McCain	1/31/2024
A	Lisa Judge	1/31/2028
A	Tranae Harris	1/31/2028
B	Kiley Jackson	City Commission
B	Willie German	City Commission
C	Eric Hood	EEO Representative

(* Chairperson)