

ATTACHMENT B



City of Phoenix

To: City Council

Date: March 20, 2019

From: Mayor Thelda Williams

Subject: CORRECTIVE MEMO – CENSUS COMPLETE COUNT COMMITTEE

The Phoenix Census Complete Count Committee was established October 17, 2018, to engage community support for an accurate and complete 2020 Census. The Committee's mission is to develop and implement a public awareness program to inform Phoenix residents about the importance and benefits of completing and submitting the 2020 Census questionnaire and to encourage every Phoenix household to participate.

The structure of the committee was established by the following language:

The Phoenix Complete Count Committee (CCC) will be organized into five subcommittees: Media/Technology, Communities of Faith, Business/Philanthropy/Health Care, Equitable Community Outreach, and Schools/Universities.

Members have since been appointed to both the CCC, and to one of the five subcommittees. Under this structure, all public meetings of the CCC must be comprised of several distinct meetings: one introductory meeting of the CCC, which must be adjourned before the five separate subcommittee meetings can be called to order. This format creates silos, inhibits conversation between the subcommittees, and creates unnecessary quorum challenges under Open Meeting Law.

The purpose of this memo is to clarify that all members are appointed directly to the larger CCC and as members who serve on the CCC, they are able to collaborate across the five focus areas: Media/Technology, Communities of Faith, Business and Finance, Equitable Outreach, and Education. Furthermore, quorum will be based on the membership of the CCC, and not on membership of the individual focus areas. This clarification does not affect the original intent of the committee, which was to allow members to contribute directly to their focus area of choice, and better aligns the committee with best practices of Complete Count Committees across the country.

Further, the nature of the CCC may require members to collaborate outside of the public meeting. As members begin their work in the community, the simplification of the committee's operational structure prevents inadvertent violations of Open Meeting Law and allows for greater flexibility in creating additional focus areas should the need arise.