



City of Asheville Community Reparations Commission Onboarding Guide

April 8, 2022

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April 6, 2022

Community Reparations Commission Members,

On behalf of the Asheville City Council, I would like to express our sincere appreciation and thanks for your willingness to participate in this historic undertaking. We are committed and optimistic to see what your work and support will accomplish for this vital initiative to repair the harm done and specifically in the Black community.

On July 14, 2020, Asheville City Council unanimously passed a Resolution supporting community reparations for Black Asheville. This resolution acknowledges systemic racism present in the community, as well as nationally and directs the City Manager to establish a process to develop short-, medium-, and long-term recommendations to specifically address the creation of generational wealth and to boost economic mobility and opportunity in the Black community.

On June 8, 2021, City Council voted to appropriate \$2.1 million in proceeds from the sale of City-owned land at 172 and 174 South Charlotte Street to fund the community reparations process through the project management phase with the Community Reparations Commission's planning and community engagement process, leaving approximately \$1.9 million in initial funding that will assist with the costs of the Reparations process. This process will provide recommendations and a final report in late Spring 2023.

Additional funding for Reparations will be reviewed throughout this community reparations process as short-, medium- and long-term recommendations are provided by the Commission to the Asheville City Council for consideration.

As the Community Reparations Commission, your charge is to provide recommendations to City Council to repair the harm done by decades of racial discrimination and systemic oppression against Black Asheville residents focusing on five impact areas which include housing, economic development, health, education, and criminal justice. We are excited by the expertise, history of this community and commitment each of you bring to this work.

The impact of your work will support and build for future generations of our Black community. Thank you again for being a part of our ongoing efforts to ensure this initiative's success.

Sincerely,

Esther E. Manheimer
Mayor

COMMUNITY REPARATIONS PROJECT PURPOSE AND BACKGROUND

On July 14, 2020, the Asheville City Council passed a resolution (see page 3) to support community reparations for Black Asheville. This resolution charged the City manager with establishing:

- A process within the next year to develop short, medium, and long-term recommendations to specifically address the creation of generational wealth and to boost economic mobility and opportunity in the black community; and
- A new commission empowered to make short, medium, and long-term recommendations that will make significant progress toward repairing the damage caused by public and private systemic racism.

The Buncombe County Board of Commissioners passed a resolution (see page 6) to support community reparations for Black people in Buncombe County on August 4, 2020. The County resolution stated that the County Commission would appoint representatives to and fully participate in the City of Asheville's Community Reparations Commission. The Resolution also listed the following urgent priority areas for Black residents of Buncombe County:

- Expanding access to quality early childhood education
- Reducing the opportunity and achievement gap in the local public school systems
- Increasing Black home ownership, business ownership, and other strategies to support upward mobility and build generational wealth within the Black community
- Reducing health disparities, including infant mortality
- Reducing racial disparities in the justice system

CITY AND COUNTY REPARATIONS RESOLUTIONS

CITY OF ASHEVILLE REPARATIONS RESOLUTION

RESOLUTION NO. 20- 128

RESOLUTION SUPPORTING COMMUNITY REPARATIONS FOR BLACK ASHEVILLE

WHEREAS, Black People have been unjustly Enslaved; and

WHEREAS, Black People have been unjustly Segregated; and

WHEREAS, Black people have been unjustly Incarcerated; and

WHEREAS, Black People have been denied housing through racist practices in the private realty market, including redlining, steering, blockbusting, denial of mortgages, and gentrification; and

WHEREAS, Black People have been denied housing, displaced and inadequately housed by government housing policies that include discriminatory VA/FHA practices, Urban Renewal, and a variety of local and federal "affordable" housing programs; and

WHEREAS, Black People have been consistently and widely impoverished by discriminatory wages paid in every sector of the local economy regardless of credentials and experience; and

WHEREAS, Black People have experienced disproportionate unemployment rates and reduced opportunities to fully participate in the local job market; and

WHEREAS, Black People have been systematically excluded from historic and present private economic development and community investments and, therefore, black-owned businesses have not received the benefits of these investments; and

WHEREAS, Black people have been segregated from mainstream education and within present day school programs that include AG, AP, and Honors; and

WHEREAS, Black students have experienced the denial of education through admission, retention and graduation rates of every level of education in WNC and through discriminatory disciplinary practices; and

WHEREAS, Black People historically and presently receive inadequate, if not detrimental, health care as exemplified by disproportionate morbidities and mortality rates that result from the generational trauma of systemic racism, discriminatory treatment by medical professionals, and discriminatory medical practices such as involuntary sterilizations, denial of adequate testing, denial of preventative and curative procedures; and

WHEREAS, Black People have been unjustly targeted by law enforcement and criminal justice procedures, incarcerated at disproportionate rates and subsequently excluded from full participation in the benefits of citizenship that include voting, employment, housing and health care; and

WHEREAS, Black People have disproportionately been forced to reside in, adjacent to, or near Brown Zones and other toxic sites that negatively impact their health and property; and

WHEREAS, Black People have disproportionately been limited to the confined routes of travel provided by public transportation; and

WHEREAS, Black People have disproportionately suffered from the isolation of food deserts and childcare deserts;

WHEREAS, systemic racism was created over centuries and will take time to dismantle;

WHEREAS, state and federal governments have a responsibility to adopt programs, policies, and funding to address reparations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

The City Council of the City of Asheville:

(1) apologizes and makes amends for its participation in and sanctioning of the Enslavement of Black People;

(2) apologizes and makes amends for its enforcement of segregation and its accompanying discriminatory practices;

(3) apologizes and makes amends for carrying out an urban renewal program that destroyed multiple, successful black communities;

(4) calls on other organizations and institutions in Asheville that have advanced and benefitted from racial inequity to join the city in its apologies and invites them to address racism within their own structures and programs and to work with the city to more comprehensively address systemic racism;

(5) calls on the State of North Carolina and the federal government to initiate policymaking and provide funding for reparations at the state and national levels;

(6) directs the City Manager to establish a process within the next year to develop short, medium and long term recommendations to specifically address the creation of generational wealth and to boost economic mobility and opportunity in the black community;

(7) fully supports its equity department, staff and its work, and encourages the city manager to utilize their talents when forming policy and programs that will establish the creation of generational wealth and address reparations due in the black community as mentioned above;

(8) seeks to establish within the next year, a new commission empowered to make short, medium and long term recommendations that will make significant progress toward repairing the damage caused by public and private systemic Racism. Other local government community

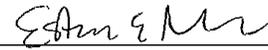
organizations may also be invited to have representation on the Commission. The task of the Community Reparations Commission is to issue a report in a timely manner for consideration by the City and other participating community groups for incorporation into their respective short and long term priorities and plans. Accountability for achieving equity will be enforced in the appropriate offices. The report and the resulting budgetary and programmatic priorities may include but not be limited to increasing minority homeownership and access to other affordable housing, increasing minority business ownership and career opportunities, strategies to grow equity and generational wealth, closing the gaps in health care, education, employment and pay, neighborhood safety and fairness within criminal justice;

(9) calls on the city manager to give, at minimum, a bi-annual update to the city council on the progress of work performed pursuant to this resolution.

Read, approved and adopted this 14th day of July, 2020.



City Clerk



Mayor

Approved as to form:



City Attorney

BUNCOMBE COUNTY REPARATIONS RESOLUTION

RESOLUTION NO. _____

RESOLUTION TO SUPPORT COMMUNITY REPARATIONS FOR BLACK PEOPLE IN
BUNCOMBE COUNTY

WHEREAS, between 1619 and 1865, an estimated 4,000,000 people were unjustly enslaved in the colonies and the United States;

WHEREAS, in 1860, on the eve of the Civil War, there were an estimated 1,913 people enslaved in Buncombe County. At that time, 12,654 people lived in Buncombe County¹;

WHEREAS, slavery represented an irreconcilable contradiction in our nation's founding: a young democracy committed to the ideals of liberty and justice and yet actively perpetuating the degradation of Black people. This contradiction - what some have called our nation's original sin - has yet to be fully addressed and systemic racism continues to this day;

WHEREAS, the early American economy, including in North Carolina, was built with the labor of enslaved people who were denied the ability to generate wealth from their labor and who were instead subjected to brutal and inhumane abuses including violence, the forced separation of families, being denied access to education and voting, and death;

WHEREAS, even after slavery was abolished by the 13th Amendment, Black Americans in the South continued to be persecuted under the regime of Jim Crow laws and segregation;

WHEREAS, between 1877 and 1950, more than 4,084 Black people were lynched in the South, including three people who were lynched in Buncombe County²;

WHEREAS, many Black Americans could not effectively exercise the right to vote in the United States until the passage of the Voting Rights Act in 1965 due to racist state and local voter suppression laws;

WHEREAS, public schools in Buncombe County were not integrated until the 1966-67 school year, as a result of a district court ruling more than a decade after the 1954 U.S. Supreme Court ruling in *Brown vs. Board of Education*³;

WHEREAS, even after the era of legal segregation ended, Black Americans continue to experience the harms of institutional and systemic racism;

¹ 1860 Slave Schedule; 1860 Census

² Equal Justice Institute: <https://lynchinginamerica.eji.org/report>

³ <https://www.citizen-times.com/story/news/local/2016/01/07/today-asheville-history-buncombe-school-integration-plan/78400878/>

WHEREAS, urban renewal in Buncombe County destroyed many homes and businesses owned by Black families and greatly harmed many traditional minority neighborhoods, displacing many people to live in public housing;

WHEREAS, despite decades of policy-level efforts and community and faith-based efforts to create racial justice, deep disparities persist for Black people in Buncombe County, including but not limited to the areas of infant mortality, home ownership, ownership of businesses, earnings, health, education, justice system involvement, incarceration, and life expectancy;

WHEREAS, in Buncombe County, only 41% of Black people own the home they live in compared with 65% for White people⁴;

WHEREAS, although Black people comprise 6.3% of the population of Buncombe County, less than 2% of businesses are owned by Black people⁵;

WHEREAS, Buncombe County has a leadership role in supporting economic development, public education and health care in our community and must assure this vital work is carried out so all people have an equal opportunity to thrive and that no part of our community is left behind;

WHEREAS, the U.S. Congress passed resolutions via House Bill 194 in 2008 and Senate Concurrent Resolution 26 in 2008, apologizing for slavery and Jim Crow, however our country has not yet made reparations for these harms, which have now passed through generations of Black Americans⁶;

WHEREAS, the United States has made reparations to other communities who have experienced human rights violations and systemic racism⁷, including Japanese Americans who were interned and their descendants; to Pueblo Native Americans in 1924; Navajo-Hopi Native Americans in 1950; Alaskan Native Americans in 1971; Seminole and Chippewa Native Americans in 1985; and Ottawa Native Americans all via acts of Congress supported by presidents Coolidge, Truman, Nixon, and Reagan, respectively. Reparations have also been made to descendants of survivors of racial terrorism and massacres targeting Black people in Rosewood, Florida, and Greenwood, Oklahoma, through acts of their state legislatures in 1994 and 2001;

WHEREAS, on July 14, 2020 the City of Asheville passed a resolution to create a local commission to make recommendations about how community reparations can be made and has invited other local governments to participate;

⁴ U.S. Census, 2018 American Community Survey

⁵ <https://www.stateofblackasheville.org/economics/>

⁶ <https://www.govtrack.us/congress/bills/110/hres194/text>

⁷ <https://www.nytimes.com/2019/06/19/us/reparations-slavery.html>

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF
BUNCOMBE COUNTY

The County Commission of Buncombe County:

- (1) apologizes to the Black community - including descendants of people who were enslaved in Buncombe County - and seeks to make amends for Buncombe County's participation in and sanctioning of the enslavement of Black people;
- (2) apologizes to the Black community and seeks to make amends for Buncombe County's enforcement of segregation and racist, discriminatory policies and practices during that era;
- (3) apologizes to the Black community and seeks to make amends for Buncombe County's participation in an urban renewal program that harmed multiple, successful black communities;
- (4) will appoint representatives to and fully participate in the new Community Reparations Commission that the City of Asheville is creating;
- (5) calls on other organizations and institutions in our community that have advanced and benefitted from racial inequity to join in these steps;
- (6) calls on the U.S. Congress to pass H.R. 40, which would establish the federal Commission to Study and Develop Reparations Proposals for African Americans, which would examine the legacy of slavery and discrimination in the United States and make recommendations to Congress to address their lingering impacts⁸;
- (7) calls on the state government of North Carolina to complete a parallel process;
- (8) directs county staff, including the newly-formed Equity and Inclusion Workgroup, to continue prioritizing racial equity in the implementation of the Buncombe County Strategic plan, including but not limited to the following urgent priority areas for Black residents of Buncombe County:
 - Expanding access to quality early childhood education and taking other steps to reduce the opportunity and achievement gap in the local public school systems;
 - Increasing Black home ownership, business ownership and other strategies to support upward mobility and build generational wealth within the Black community;
 - Reducing health disparities, including infant mortality;

⁸ <https://www.congress.gov/bill/116th-congress/house-bill/40>

- Reducing racial disparities in the justice system.

(9) directs county staff to update content on www.buncombecounty.org about the history of Buncombe County to include references to enslaved people who lived in our community; and

(10) directs county staff to provide, at minimum, bi-annual updates to the County Commission on the impact of strategies being pursued through the Strategic Plan on reducing racial disparities in Buncombe County; and on the progress of the Community Reparations Commission.

Read, approved and adopted this 4th day of August, 2020.

COUNTY CLERK

COMMISSION CHAIR

Approved as to form:

COUNTY ATTORNEY

COMMUNITY REPARATIONS COMMISSION SCOPE AND EXPECTATIONS

COMMUNITY REPARATIONS COMMISSION CHARGE

Based on the City Council's July 14, 2020 Resolution, the Commission is tasked with:

- Issuing a report in a timely manner for consideration for incorporation into short- and long-term priorities and plans.
- Providing budget and program priorities for the following to include but not be limited to:
 - Increasing minority home ownership and access to other affordable housing
 - Increasing minority business ownership and career opportunities
 - Developing strategies to grow equity and generational wealth
 - Closing gaps in healthcare, education, employment and pay, neighborhood safety, and fairness within criminal justice.

COMMUNITY REPARATIONS COMMISSION COMPOSITION

Community Reparations Commission is comprised of 25 members and 6 alternates:

- 15 appointments from legacy neighborhoods and Asheville Housing Authority Communities:
 - Burton Street (2)
 - East End/Valley Street (2)
 - Heart of Chestnut/Northside (2)
 - Shiloh (2)
 - Southside (2)
 - Stumptown (2)
 - AHA (3)
- 10 appointments from City Council and County Commissioners:
 - City Council (5)
 - Board of County Commissioners (5)
- 6 alternates:
 - City Council (2)
 - Board of County Commissioners (2)
 - Neighborhood (2)

COMMUNITY REPARATIONS COMMISSION MEMBERS

No.	Last Name	First Name	Impact Focus Area	Appointee
1	Ballard	Aleesha	Education	Neighborhood-AHA Communities
2	Barton	DeWayne	Economic Development	Neighborhood-Burton Street
3	Baynes	Norma	Healthcare	Neighborhood-Shiloh
4	Conyers	Renata	Healthcare	Neighborhood-Heart of Chestnut/Northside
5	Gordon	Christopher	Education	County
6	Harris	Roy	Criminal Justice	Neighborhood-Southside
7	Harrison	Joyce	Housing	City
8	Jackson	Shaunda	Education	Neighborhood-AHA Communities
9	Jones	Kimberly	Economic Development	Neighborhood-Stumptown
10	Little	Dewanna	Criminal Justice	City
11	Macon	Tamarie	Healthcare	City
12	Mays	Bobette	Housing	Neighborhood-Shiloh
13	McDowell	Glenda	Economic Development	Neighborhood-East End/Valley Street
14	Mullen	Dwight	Economic Development	City
15	Nance	Mildred	Housing	Neighborhood-Southside
16	Oliphant	Bernard	Economic Development	Neighborhood-Heart of Chestnut/Northside
17	Priester	Thomas	Education	Neighborhood-Stumptown
18	Simmons	Kelsey	Housing	County
19	Simpson	Shantelle	Healthcare	County
20	Waters	Raynetta	Economic Development	County
21	Weston	Cici	Education	City
22	Williams	Dee	Criminal Justice	County
23	Yehudah	MZ	Criminal Justice	Neighborhood-Burton Street
24	Young	Angela	Housing	Neighborhood-AHA Communities
25	Young	Keith	Housing	Neighborhood-East End/Valley Street
Alternates				
1	DeBellot	Tiffany	Education	Alternate-City
2	Jiles-Baten	Shekiki	Criminal Justice	Alternate-Neighborhood (Shiloh)
3	Lee	Stephanie	Economic Development	Alternate-County
4	McPeters	Osondu	Education	Alternate-City
5	Owens	Darrin	Healthcare	Alternate-Neighborhood (Heart of Chestnut)
6	Richardson	Dwayne	Economic Development	Alternate-County
7	Burrus	Dee	Housing	Alternate-Neighborhood (Southside United)

COMMUNITY REPARATIONS COMMISSION EXPECTATIONS

- Agree to and sign Conflict of Interest Statement (see page 14)
- Commit to 5-10 hours per month in meetings and/or planning over an 18-24-month timeframe
- Attend at least 80% of the scheduled Community Reparations Commission meetings and commit to informing the chair of their absence prior to the meeting
- Actively participate in planning, gathering data and input, evaluation of facts and alternatives, and reaching consensus on the final recommendations

COMMUNITY REPARATIONS COMMISSION MEMBER STIPENDS

- Commission members and alternates will receive stipends on a monthly basis in the amount of \$150.
- Each member and alternate will need to provide a W-9 form.
- At the end of each calendar year, TEQuity will provide an IRS 1099 form to each Commission member/alternate which will state the amount the member/alternate received for their participation on the Community Reparations Commission.

COMMUNITY REPARATIONS COMMISSION MEMBER STATEMENT OF COMMITMENT AND CONDUCT

The historic work of the Reparations Commission will be incredibly important to our community, but will also be time consuming, complex, and subject to a great deal of scrutiny. In order to maintain the integrity of the Commission's work, it is absolutely essential that the individuals serving as commissioners be fully committed to the task at hand and willing to prioritize the work of the Commission above any personal or professional gain which may flow from membership.

The Commission will be most effective when every member and the community is assured that those offering their service in this effort are dedicating their time and focus toward achieving the shared purpose of equitable reparations, and that this commitment continues throughout the time in which the Commission remains in existence.

The Reparations Commission has a very narrow, but essential, purpose. Its members are appointed not just by elected officials, but rather primarily from the communities which it seeks to serve. Because its purpose is one so rarely undertaken by a governmental body, yet with the potential to affect the lives and wellbeing of so many, this Commission will be wholly unique from other boards and commissions serving the local community. As a result, it is imperative that the effectiveness of, as well as confidence in, the process not be undermined by any of the following:

- Conflicting interests
- Failure to participate fully and respectfully
- Placing one's own interests above that of the community to be served
- Utilizing membership to advance personal, professional, or political interests
- Failure to complete one's service on the Commission prior to the conclusion of its business.

As a candidate for the Reparations Commission, and in recognition and acceptance of the requirements described above, I hereby agree as follows:

1. I shall participate fully in the work of the Commission, including but not limited to, attending all meetings and working group sessions unless prevented from doing so by unforeseen circumstances.
2. I shall attend at least 80% of meetings and working group sessions in which I am a participant throughout the duration of the Commission's existence.
3. I shall bring my expertise, life experience, and independent thought and judgment to each discussion, but will also respect and fully consider the opinions and expertise of my fellow commissioners and members of the public.
4. I will bring any potential conflicts of interest to the attention of the Commission facilitators for consideration at the earliest possible occasion, and will recuse myself from any votes or discussions in which a conflict of interest exists.
5. I will not attempt to influence any discussions, direction, or votes of the Commission in a manner that is specifically intended to benefit me, my family, friends, or associates personally or professionally.

6. I will not utilize my role on the Commission to advance my own professional or political endeavors throughout the existence of the Commission.
7. I will not seek public office, nor use this position to advance the political agenda or candidacy of others during my tenure on the Commission.
8. I will respect and cooperate with the Commission facilitators and local government staff who will assist the Commission in its work.
9. I will abide by any procedural and ethical rules set by or for the Commission, and will respect all laws and regulations regarding open meetings and public records.
10. I will make my commitment to the Commission a priority, such that the community and my fellow commissioners will have no cause to question my motives for service and the integrity of my actions as a commissioner.

I have read the foregoing and fully understand the commitments I must make in order to serve on the Reparations Commission. I agree that these affirmations are essential to the optimal function of the Commission, and that any breach of these promises will severely harm the work of this body. I, therefore, voluntarily agree to make these commitments in their entirety, and further agree that I will resign my commissionership immediately if I fail to meet these requirements.

Reparations Commission Candidate:

Signature

Print Name

Date

ETHICAL BEHAVIOR

Members shall abide by all of the applicable rules and laws that govern ethical behavior. Briefly this means you need to be aware of and avoid conflicts of interest. You may not solicit or accept gifts and you may not use City and/ or County facilities, personnel, equipment, or supplies for private purposes.

RESIGNATIONS

- Any member of the Commission who desires to resign shall do so in writing to the City and/ or County Clerk.
- Unless otherwise provided by law, ordinance or resolution, all appointments by the governing bodies serve at the pleasure of Council/Commissioner's, and may be removed from a board or commission at their discretion.

RESIDENCY REQUIREMENT

In order to be appointed to the Commission and maintain a seat on the Commission, a member must have their primary residence in the City of Asheville or Buncombe County. If a member moves out of Buncombe County, they must notify the Chair of the Commission and/or the City of Asheville.

SELECTION OF COMMISSION CHAIR AND VICE CHAIR

At the initial meeting of the Community Reparations Commission, nominations will be solicited for the selection of the Commission's Chair and Vice-Chair. Commission members should be prepared to submit nominations or self-nominate. Below are steps for selection:

- Any member can nominate another member or themselves for Chair via motion
- Nominated member verbally accepts the nomination
- There may be more nominations
- Public vote: All members get one vote on the nominations made (via hand/polling)
- Majority of votes elects the Chair
- Second leading votes elects the Vice Chair

ROLE OF THE COMMISSION AND COMMISSION MEMBERS

ROLES OF MEMBERS

- Come prepared, do your homework before the meeting
- Attend meetings with an open mind, listen to other members
- Serve on at least one impact focus area work group
- Vote on all matters, unless recused for a conflict
- Respect the views of other members

ROLE OF THE CHAIR

- Presides at all meetings of the Commission and ensures that the work of the Community Reparations Commission is accomplished. The chairperson works closely with the facilitator to exert sufficient control of the meeting to eliminate irrelevant, repetitious or otherwise

unproductive discussion. At the same time the chairperson and facilitator must ensure that all viewpoints are heard and are considered in a fair and impartial manner.

- Co-present recommendations/report to the City Council and County Board of Commissioners
- Performs other duties necessary or customary to the office.

ROLE OF THE VICE CHAIR

- Act as Chair in their absence
- Work closely with Chair and Facilitator to develop meeting agendas
- Co-present recommendations/report to the City Council and County Board of Commissioners

ROLE OF ALTERNATES

- Alternates are required to attend all meetings, however they do not participate in deliberations of decisions or vote on any matters.
- If a Commission member is not able to fulfil their duties, an alternate member will be asked to serve.
- The alternate will be decided based on the number of votes their application received from the City Council, County Commissioners, or neighborhoods respectively.

COMMISSION SUPPORT

COMMUNITY REPARATIONS PROJECT TEAM

The Commission is supported by a project team consisting of a project manager and impact focus area facilitators. The support of the project team includes:

- Creating project management structure designed to support Commission in producing key deliverables
- Establishing research infrastructure
- Providing facilitation support for full Commission and by impact focus area work group
- Formalizing resource affiliations with community-based organizations
- Sharing information with community
- Institutionalize knowledge gained for implementation efforts and/or future projects

Project Team Member	Role
Debra Clark Jones	Senior Project Manager
Sala Menaya-Meritt	Deputy Project Manager and Criminal Justice Impact Focus Area Facilitator
Tara Brown	Economic Development Impact Focus Area Facilitator
Dionne Greenlee-Jones	Healthcare Impact Focus Area Facilitator
Tyshaun Johnson	Housing Impact Focus Area Facilitator
Amieris Lavender	Education Impact Focus Area Facilitator

CITY AND COUNTY TEAMS

Due to the collaborative nature of this Commission, the City and the County provides staff assistance to support the success of this body. Staff liaisons and support staff are City of Asheville and/ or Buncombe County employees with significant responsibilities that relate to the work area of the Commission. They do not work “for” or “at the direction of” the group they support. The Commission does not supervise or manage staff liaisons and may not direct staff to perform work on behalf of the Commission.

Staff support responsibilities include:

- Act as a resource on city/county policies, procedures and information
- Ensure that administrative requirements are met
- Notify Clerk’s office of special meetings to notice the public
- Notify all members of upcoming meetings and new developments
- Post meeting materials to the webpage
- May provide technical expertise to the group
- Coordination of virtual meeting production

ROLE OF THE FACILITATOR

The facilitator will facilitate all sessions with the Commission over the 18-24 month project period. The frequency and duration of meetings should be recommended by the facilitator and agreed on by the Commission members. The facilitator will aid in the discussion surrounding reparations and guide the discussion towards consensus. The facilitator will ask guiding questions to advance the conversation while allowing the perspectives and opinions of Commission members to hold true.

PRELIMINARY PROJECT PHASES

The following table provides an overview of the key phases of the Reparations project. The Community Reparations Commission will refine these phases if and when necessary to complete its work.

Activity 1	Project Initiation
Activity 2	Formation of Reparations Commission
Activity 3	Information Gathering: Reparations, Systemic Racism, Impact Focus Areas
Activity 4	Short-Term Recommendations
Activity 5	Medium-Term Recommendations
Activity 6	Long-Term Recommendations
Activity 7	Final Report
Activity 8	Close-Out

PROCEDURAL REQUIREMENTS FOR MEETINGS

MEETING SCHEDULE

The Commission will hold one initial orientation meeting at which time they will work to agree upon a regular meeting schedule.

MEETING FORMAT

Meeting format will be in-person or virtually based on input by Commission members and the facilitator’s direction.

OPEN MEETINGS LAW-N.C.G.S. 143-318.12.

The appointed Community Reparations Commission is a public body and their meetings shall comply with North Carolina Open Meeting Laws, which requires: 1) proper notice; 2) opportunity for the public to attend; and 3) keeping official meeting minutes.

City & County Staff will ensure these legal meeting requirements are provided for.

VIRTUAL MEETINGS / PUBLIC PARTICIPATION

Virtual meetings will be hosted and streamed simultaneously on the City of Asheville’s Public Engagement Hub and YouTubechannel. Individuals will also have the option to call in and listen to the meetings live. There will be additional options for the public to participate and engage in virtual meetings.

MEETING NOTICES AND AGENDAS

Agendas and meeting information should be posted on the Commission webpage **at least 3 days** before the meeting.

Additionally, there is a Community Reparations public input page (<https://www.publicinput.com/avlreparations>) where the public can leave comments and suggestions for the Commission. The Commission is responsible for reviewing and considering these public comments.

VOTING

- Official voting can only take place by the full Commission once a quorum has been established.
- Alternates do not participate in voting.
- Remote Meetings: The state legislation allowing for remote meetings **does** require that a vocal roll call vote be conducted for all votes taken. This will allow for call-in listeners to follow along. It is recommended the Chair call each of the members names aloud for their vote.

COMMISSION IMPACT FOCUS AREA WORK GROUPS

- Commission members will serve on at least one of the five impact focus area workgroups based on the charge in the City Council's resolution:
 - Criminal Justice
 - Economic Development
 - Education
 - Healthcare
 - Housing
- Work groups are responsible for analyzing detailed information on the impact focus area and reporting key findings to the full Commission.
- Each workgroup will be comprised of a fewer than 13 voting members.
- Commission members may serve on more than one work group.

SAFETY

The City of Asheville and Buncombe County recognize that the safety of Community Reparations Commission members is of the utmost importance. Due to the sensitive nature of reparations, the City and the County recognize and plan to address the following potential threats:

- Personal Information/Use of Personal Email
- Personal Safety Concerns
 - Harassment or receipt of threats at home, via email, or phone
 - Trespassing, assault, or destruction of property at member's home address
- Securing Public Meetings
- Email Security
- Hacking public meetings
- Attacks on Social (or traditional) media
- Harassment and insults
- Libel

SOCIAL OR TRADITIONAL MEDIA

Members of the Community Reparations Commission are acting in their own capacity and do not represent the Commission as a whole. For support on media inquiries and/or social media posts, please contact your project team liaison who will connect you to the proper contact within the Communications and Public Engagement Office.

EFFECTIVE COMMISSION PRACTICES

COMMUNITY ENGAGEMENT

The Commission is tasked with developing an inclusive community engagement plan focusing on those most harmed and impacted by systemic racism. In recognizing the sensitive and serious nature of reparations, it is recommended that the Commission consider the following:

- Review and manage community comments and questions submitted through the Reparations public input page (<https://www.publicinput.com/avlreparations>)
- Engage community members on panels
- Conduct survey of Black Asheville
- Solicit public comment at each meeting

WHAT MAKES AN EFFECTIVE BOARD OR COMMISSION?

There are many things you can do to make sure that your Commission is strong and effective and that it has successful meetings. A successful meeting involves effective communication between individuals or groups. Good meeting planning and good facilitation skills are needed. Here are a few pointers to conducting a successful meeting.

- Keep the meeting under control. The Commission chair and Commission members are responsible for making sure the meeting is conducted in an orderly manner. To do this, follow a set meeting procedure and explain the procedure to those present at the beginning of the meeting.
- Stay focused. Do not get bogged down in details or constant requests for more information. Bring issues to a consensus.
- Strive for consensus when making policy recommendations.
- Do your homework. Read and review your agenda and spend as much time as necessary to become thoroughly familiar with each matter.
- Be on time. Arrange your schedule to be at the meeting on time. This will ensure that a quorum is present and the business of the meeting can proceed. As soon as a quorum is in the room, the meeting should be called to order. A healthy respect for the time of other members, staff and the public is of critical importance.
- Work cooperatively with other members. Commissioners should exercise self-discipline and strive always to be objective, fair and courteous with each other as well as with staff and the public.

