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STATE OF CALIFORNIA
NEW MOTOR VEHICLE BOARD

MINUTES

The Ad Hoc Committee on Equity, Justice and Inclusion held a meeting on November 1, 2024, at Glendale City Hall, Council Chamber Room, 613 E. Broadway, 2nd Floor, Glendale, California 91206.

Kathryn Doi, Chair and Public Member called the meeting to order at 2:14 p.m.

2. **ROLL CALL AND ESTABLISHMENT OF QUORUM**

Ad Hoc Committee on Equity, Justice and Inclusion Members Present:

Kathryn Ellen Doi, Chair
Jake Stevens, Vice Chair
Anne Smith Boland, Member
Ashley Dena, Member
Ardy Kassakhian, Member
Bismarck Obando, Member

New Motor Vehicle Board (“Board”) Staff Present:

Timothy M. Corcoran, Executive Director
Kim Vaye, Assistant Director and Equity Officer
Robin P. Parker, Chief Counsel
Jason Rose, Senior Staff Counsel

Tammy Bayne, Administrative Law Judge

Ms. Vaye indicated that a quorum was established. At the November 1, 2024, General Meeting held just prior to this meeting, President Kassakhian made the Ad Hoc Committee a standing committee. Additionally, the new Committee on Equity, Justice and Inclusion includes all Board Members.

Chair Doi welcomed the Committee Members, staff and the public.

3. **DISCUSSION AND CONSIDERATION OF A DRAFT REVISED MISSION STATEMENT**

The members were provided with the Ad Hoc Committee's current Mission as noted:

Mission Statement as of August 7, 2021

The purpose of the California New Motor Vehicle Board's Ad Hoc Committee on Equity, Justice and Inclusion will be to engage with the new motor vehicle industry and its stakeholders in a call to action to reverse policies and practices that have resulted in bias, both conscious and unconscious. Further, the New Motor Vehicle Board, as a department within the California State Transportation Agency (CalSTA), will educate, inform, and develop feedback to CalSTA on equity issues, including but not limited to, the following: 1) the role of new motor vehicle franchisors to provide women, minorities, and other members of historically excluded groups access to flooring and ownership of their own franchised dealers; and 2) explore opportunities for women, minorities, and other members of historically excluded groups to be considered for exempt executive level positions within CalSTA and its departments.

Ms. Vaye proposed the revised mission as follows:

Revised Mission Statement

Foster a culture that embraces equity, celebrates diversity, champions inclusion and belonging, and prioritizes accessibility and justice to remove barriers, promote fair treatment, and catalyze action to create and drive meaningful change for all stakeholders in the new motor vehicle industry.

Member Obando moved to adopt the revised Mission Statement. Member Dena seconded the motion. The motion carried unanimously.

4. **DISCUSSION AND CONSIDERATION OF DRAFT COMMITTEE CHARTER**

The members were provided with a draft Committee Charter. The draft Chart encompassed the Committee's Mission, background, purpose, goals, deliverables, meetings, roles and responsibilities, and amendments and addendums.

Member Stevens moved to adopt the draft Committee Charter. Member Obando seconded the motion. The motion carried unanimously.

5. **DISCUSSION AND CONSIDERATION OF DRAFT EQUITY LENS ASSESSMENT RUBRIC THE COMMITTEE WILL UTILIZE WHEN REVIEWING BOARD PROPOSED NEW AND AMENDED POLICIES**

The members were provided with a draft Equity Lens Assessment Rubric the Committee will utilize when reviewing proposed new and amended Board policies.

As indicated in the rubric, the Board commits to using a systematic application of an Equity Lens Assessment Rubric when developing new policies and reviewing existing ones. In doing so, the Board will:

- Infuse equity in evaluation of NMVB policies, processes, and programs.
- Identify potential disparate effects on underserved and marginalized individuals, groups, and communities, and minimize unintended adverse consequences.
- Reduce or eliminate barriers.
- Make decisions that result in more equitable outcomes across policies, programs, practices, and processes.

After a brief discussion, Member Smith Boland moved to adopt the draft Equity Lens Assessment Rubric. Member Stevens seconded the motion. The motion carried unanimously.

6. **PRIOR REVIEW OF PROPOSED REVISIONS TO THE BOARD POLICY CONCERNING THE ASSIGNMENT ADMINISTRATIVE LAW JUDGES TO MERITS HEARINGS TO EXCLUSIVELY USE THE OFFICE OF ADMINISTRATIVE HEARINGS FOR ALL MERITS HEARINGS**

The members were provided with a memo from Tim Corcoran and Robin Parker concerning proposed revisions to the assignment of cases to exclusively use the Office of Administrative Hearings or OAH for all merits hearings. Ms. Parker provided the background leading to this proposed revision.

The members reviewed the proposed policy using the Equity Lens Assessment Rubric discussed above. The proposed revisions to the Board policy were approved for full Board review but the Committee requested information concerning whether OAH judges receive unconscious bias training. After the meeting, Ms. Vaye confirmed that training was offered in March 2022 for Implicit Bias Awareness and Mitigation Diversity, Equity, and Inclusion and Implicit Bias in the Courts as part of their mandatory Annual ALJ Conference centered around continuing education.

7. **DISCUSSION AND CONSIDERATION OF DRAFT EQUITY GLOSSARY OF TERMS**

The members were provided with a draft equity glossary of terms.

Chair Doi suggested the glossary be dated in a footer and the offensive words and phrases be alphabetized. Member Stevens moved to adopt the draft equity glossary of terms with Chair Doi's suggestions. Member Smith Boland seconded the motion. The motion carried unanimously.

8. **DISCUSSION OF NO-COST DIVERSITY, EQUITY, INCLUSION, JUSTICE, AND ACCESSIBILITY TRAINING AND DEVELOPMENT OPPORTUNITIES FOR STAFF AND BOARD MEMBERS**

Ms. Vaye discussed no-cost diversity, equity, inclusion, justice, and accessibility training

and development opportunities for staff and Board members. She informed Board members that she would be sending them Land Acknowledgment educational materials and emphasized the importance of "learning without being taught."

9. **PUBLIC COMMENT (Gov. Code § 11125.7)**

No additional public comment was presented.

10. **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at approximately 3:09 p.m.

Submitted by



KIMBERLEE VAYE
Assistant Director and Equity Officer

APPROVED: _____

CO-CHAIR


0800.

Kathryn Ellen Doi, Chair
Ad Hoc Committee on Equity, Justice and Inclusion
New Motor Vehicle Board