

City of Alexandria, Virginia

MEMORANDUM

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DATE: MARCH 22, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER JS

SUBJECT: CONSIDERATION OF THE ALEXANDRIA HUMAN RIGHTS COMMISSION FY 1999 – FY 2001 REPORTS ON APPOINTMENTS OF CITIZENS TO CITY BOARDS AND COMMISSIONS

**ISSUE:** City Council consideration of the Alexandria Human Rights Commission's FY 1999-FY 2001 Reports on Citizen Appointments to City Boards and Commissions.

**RECOMMENDATION:** That City Council:

- (1) receive the reports (Attachments 1, 2, 3); and
- (2) schedule this item for discussion at Council's Tuesday, April 9 legislative meeting so that Executive Secretary for Boards and Commissions and Citizen Assistance Director Rose Boyd can participate in the discussion.

Following Council's April 9 discussion we will recommend that Council endorse the recommendations of the Human Rights Commission discussed below and request the Executive Secretary for Boards and Commissions to work with the Human Rights Commission to develop the requested changes in the City forms completed by applicants for City boards and commissions and to increase our efforts to attract a larger and more diverse applicant pool to serve on the City's boards and commissions.

City staff will continue to work with the Commission to identify any barriers that may exist in an effort to increase the number of minority applicants and appointments, especially those from the City's growing Hispanic population.

**Human Rights Commission Recommendations**

In an effort to increase the number of City board and commission applicants who voluntarily file the Non-Discrimination Data Form providing information on their gender, race, ethnicity and disability, the Human Rights Commission recommends that the form be revised to clarify the reason for requesting such data and to explain how the data will be used. The Commission also recommends that the Personal Data Form, required of all board and commission applicants, be redesigned.

Because sexual orientation is a protected class under the Human Rights Ordinance, the Commission also recommends that another question be added to the Non-Discrimination Data Form to provide the Commission with data with which to monitor appointment and application trends in this category.

**BACKGROUND:** Since 1982 the Human Rights Commission periodically has reviewed the City's process of recruiting and selecting applicants to serve on its boards and commissions, of which there are currently 76. The purpose of the Human Rights Commission's work has been to determine if minorities, women, and persons with disabilities are afforded an equitable opportunity to serve on the City's boards and commissions and if the membership of boards and commissions reflects the City's demographics. A report on the last such review was provided to City Council for FY 1998.

Citizens who apply for positions on City boards and commissions are asked to complete a Non-Discrimination Data Form that provides information on gender, race, ethnicity, and disability. In addition, all applicants are required to complete the Personal Data Form, which is forwarded to City Council with the ballots from which Council members select appointees. Completion of the Non-Discrimination Data Form is voluntary. It should be noted that the Non-Discrimination Data Forms are not submitted to Council, but are separated from the board and commission applications and forwarded monthly to the Office of Human Rights for use in this analysis. Thus, Council does not have the information from the Non-Discrimination Data Form available during the appointment process.

**DISCUSSION:** Attached are the Commission's reports for FY 1999, FY 2000, and FY 2001. These three reports address applicant and appointment rates by gender, race, ethnicity, and disability; applicants and appointments to high profile boards and commissions (10 boards and commissions so designated by the Human Rights Commission); and applicants and appointments to contested, non-designated board and commission seats. In addition, the FY 2001 report provides information about incumbents on high profile boards and commissions.

In an effort to increase the number of Non-Discrimination Data Forms obtained from the appointees and to improve the compilation of statistical data about the backgrounds of the appointees, the Commission supports implementation of Recommendation #1.

Table 1 ("Trend Analysis of Appointment Rates from FY 1992 - FY 2001") included in this memorandum presents the applicant and appointment numbers and rates by fiscal year and by gender, race, ethnicity, and disability. The data are based only on those applicants who completed the Non-Discrimination Data Forms.

1992			1993			1994			1995			1996		
Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate
185	98	53%	212	111	52%	159	92	58%	194	117	60%	165	105	64%
175	89	51%	185	89	48%	153	85	56%	177	90	51%	172	95	55%
324	167	52%	348	188	49%	265	152	57%	324	168	52%	295	179	61%
26	16	62%	38	23	61%	35	18	51%	27	16	59%	27	16	59%
2	0	0%	7	6	86%	9	6	67%	7	5	71%	8	2	25%
3	1	33%	0	0	0%	2	0	0%	9	5	56%	1	0	0%
0	0	0%	2	2	100%	1	1	100%	2	1	50%	1	0	0%
11	7	64%	12	9	75%	9	6	67%	12	8	67%	7	4	57%
360	187	52%	397	200	50%	312	177	57%	371	207	56%	337	200	59%

1997			1998			1999			2000			2001		
Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate
195	99	51%	169	101	60%	173	122	71%	134	87	65%	168	112	67%
160	94	59%	148	82	56%	188	128	68%	124	75	60%	214	133	62%
312	161	52%	262	148	59%	307	207	67%	232	144	62%	317	207	66%
31	22	71%	37	26	70%	41	33	80%	17	14	82%	43	25	58%
8	7	88%	7	3	43%	8	6	75%	3	1	33%	12	8	67%
4	3	75%	2	1	50%	4	2	50%	5	2	40%	4	1	25%
0	0	0%	2	0	0%	2	1	50%	0	0	0%	5	5	100%
14	11	79%	11	7	64%	17	15	88%	13	10	77%	11	10	91%
355	193	54%	315	183	58%	364	251	69%	260	163	63%	384	247	64%

**Table 1: Trend Analysis of Appointment Rates from FY 1992-FY 2001**

Key Trend Analysis Findings for FY 1999, FY 2000, FY 2001

- Male applicants were appointed at a higher rate than female applicants (3-5% in each of these fiscal years).
- Appointment of African-Americans increased by 80% and 82% in FY 1999 and FY 2000, respectively, but dropped to 58% in FY 2001.
- The appointment of Hispanics reached a three-year high of 75% in FY 1999 with 6 appointees out of 8 applicants, but the actual numbers are still low. Six appointees represents only 2% of the total number of appointees to boards and commissions during FY 1999, which is significantly less than the almost 13% Hispanic representation in the 1998 estimated city population<sup>1</sup>.
- The numbers of Asian/Pacific Islander and Native American applicants and appointments were small. Out of the total 661 board and commission rad appointments in the three-year period, only 5 were Asian/Pacific Islanders (out of 13 applicants) and only 6 were Native Americans (out of 7 applicants).

<sup>1</sup> City of Alexandria Annual Report 2000

- The appointment rate for persons with disabilities was 88%, 77%, and 91% in FY 1999, FY 2000, and FY 2001, respectively.

#### Key Trend Analysis Findings for FY 1992 – FY 2001

- The appointment rate of males was higher than the appointment rate females in 9 out of 10 years.
- The appointment rate of African-Americans ranged from 51% to 70% between FY 1992 and FY 1998, increased to 80% in FY 1999 and to 82% in FY 2000 and then decreased to 58% in FY 2001.
- Although the appointment rate of Hispanics ranged from 0% to 88% in the last 10 years, the actual number of applicants and appointments remained low. While the FY 1997 appointment rate reached a 10-year high of 88%, this represented the appointment of 7 Hispanic applicants (out of an appointment total that year of 290).
- The actual number of Asian/Pacific Islander and Native American applicants and appointees over the 10 years was low, and a total of 33 Asian/Pacific Islanders applied and 15 were appointed and, 14 Native Americans applied and 10 were appointed.
- Finally, for persons identifying themselves as having a disability, the appointment rate over 10 years remained above 50%. The appointment rates climbed to 88%, 77%, and 91% in FY 1999, FY 2000, and FY 2001, respectively.

#### Appointments to High Profile Boards and Commissions

The Human Rights Commission also reviewed the application and appointment statistics for each of the 10 boards and commissions it had previously identified as “high profile,” that is, those that address general issues and exercise significant, direct influence on the current and long-term economic vitality of the community. (The ten boards and commissions include the Old and Historic District and Parker Gray Boards of Architectural Review, the Board of Zoning Appeals, the Community Services Board, the Human Rights Commission, the Planning Commission, the Real Estate Assessments Review Board, the Alexandria Redevelopment and Housing Authority, the Sanitation Authority, and the Traffic and Parking Board.)

Table 2 (“High Profile Appointment Rates”) shows the appointment rates for high profile boards and commissions for FY 1992 – FY 2001. In summary, for the most recent three-year period (FY 1999-FY 2001), the data showed that:

- Males were appointed at higher rates than females in all 3 years;
- African-Americans were appointed at higher rates than Whites in 2 of the 3 years;

Category	1992			1993			1994			1995			1996		
	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate
Male	45	12	27%	37	14	38%	35	13	37%	26	9	35%	38	18	47%
Female	15	6	40%	13	2	15%	7	2	29%	18	4	22%	16	6	38%
White	48	13	27%	42	12	29%	32	11	34%	36	12	33%	47	24	51%
African American	9	6	67%	8	4	50%	8	3	38%	5	0	0%	2	1	50%
Hispanic	0	0	0%	0	0	0%	2	1	50%	2	0	0%	2	0	0%
Asian/Pacific Islander	2	1	50%	0	0	0%	0	0	0%	1	1	100%	1	0	0%
Native American	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Disabled	2	1	50%	1	0	0%	0	0	0%	1	0	0%	2	0	0%

Category	1997			1998			1999			2000			2001		
	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate
Male	52	25	48%	42	16	38%	36	20	56%	42	39	93%	20	17	85%
Female	15	12	80%	20	12	60%	18	7	39%	43	27	63%	30	23	77%
White	57	37	65%	62	22	35%	47	23	49%	74	48	65%	44	36	82%
African American	7	3	43%	7	6	86%	6	4	67%	7	5	71%	5	4	80%
Hispanic	3	2	67%	0	0	0%	1	0	0%	2	1	50%	2	2	100%
Asian/Pacific Islander	0	0	0%	0	0	0%	0	0	0%	2	1	50%	1	0	0%
Native American	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Disabled	1	1	100%	0	0	0%	2	2	100%	4	4	100%	1	1	100%

**Table 2: High Profile Appointment Rates FY 1992-FY 2001**

- Hispanic were appointed at lower rates than Whites in 2 out of 3 years with only 3 appointments in 3 years;
- Asian/Pacific Islander and Native American were appointed at lower rates Whites (or there were no applicants) in all 3 years. One Asian/Pacific Islander and no Native Americans were appointed during these 3 years;
- Those persons identifying themselves as disabled had an appointment rate of 100% in all 3 years.

Overall, for the 10-year FY 1992 – FY2001 period, data showed that:

- Male appointment rates were higher than females in 7 out of 10 years;
- African-American appointment rates were higher than White appointment rates in 6 out of 10 years;

- Hispanic appointment rates were higher than White appointment rates in 3 out of 10 years, there were no Hispanic applicants in 3 out of 10 years, and only 6 Hispanics were appointed to high profile boards and commissions during the 10 years;
- The numbers of Asian/Pacific Islander and Native American appointees were insignificant. Only 3 Asian/Pacific Islanders and no Native Americans were appointed in 10 years.
- Finally, the actual number of applicants and appointees of those identifying themselves as disabled is small, with a total of 9 appointees out of 14 applicants in 10 years. However, for the five-year period between FY 1997 – FY 2001, when persons with disabilities applied for high profile boards or commissions, they were appointed 100% of the time.

### Incumbents on High Profile Boards and Commissions

The Commission reviewed the average number of terms and length of time incumbents served on boards and commissions, including those identified as high profile, to determine whether lengthy incumbencies serve as significant barriers that prevent first-time applicants from gaining appointments to boards or commissions. Findings are set forth in Table 3 (“Average Term Served on High Profile Boards and Commissions”). At this time, the Commission does not believe that incumbency presents a significant barrier. The Commission will continue to review this issue periodically and will advise Council if any significant trends emerge.

**Table 3: Average Term Served on High Profile Boards and Commissions**

	Number Members	Term Length	Average Term	Serving 1 Term	Serving 2 Terms	Serving 3+ Terms	Vacancies
Architectural Review Board-Old and Historic	7	3	8.0	0	3	4	
Architectural Review Board-Parker-Gray	7	3	3.8	4	1	2	
Board of Zoning Appeals	7	4	3.9	3	3	1	
Human Rights Commission	14	3	4.0	6	1	5	2
Planning Commission	7	4	7.6	1	2	4	
Real Estate Assessments Review Board	5	3	10.2	1	1	3	
Community Services Board	16	3	2.0	11	3		2
Redevelopment and Housing Authority	9	4	4.1	4	5	0	
Sanitation Authority*	5	4	9.8	2	1	2	
Traffic and Parking Board	7	2	4.4	4	1	2	
<b>Average</b>	<b>8.4</b>	<b>3.3</b>	<b>5.78</b>	<b>3.6</b>	<b>2.1</b>	<b>2.3</b>	<b>0.4</b>

\*Includes one 32-year tenure (Ed Serronian)

Finally, the Commission would like to take this opportunity to update the City Council about the status of recommendations that Council had approved from the FY 1996 to FY 1998 Human Rights Commission reports.

When the Citizen Assistance Office distributes its lists of board and commission vacancies, it includes an announcement publicizing the Human Rights Commissioners' availability to offer assistance to any person or attend any meeting to explain the board and commission application process.

The Human Rights Commission periodically examines the number of terms served by incumbents to determine whether lengthy tenures prevent first-time applicants from gaining appointment. The attached FY 2001 report reviews incumbency statistics.

The Commission continues to work with the Citizen Assistance Office to expand community outreach efforts and to work toward educating more of Alexandria's citizens about the existence of and the process for applying to the City's various boards and commissions

While continued efforts are necessary to ensure cultural diversity on the City's boards and commissions, the Human Rights Commission commends City Council's commitment to making membership on the City's boards and commissions open to all citizens. The Commission and staff of the Office of Human Rights are available to assist Council in this effort.

**ATTACHMENTS:**

Attachment I: Human Rights Commission Reports to City Council on Citizen Appointments to City Boards and Commissions for FY 1999

Attachment II: Human Rights Commission Reports to City Council on Citizen Appointments to City Boards and Commissions for FY 2000

Attachment III: Human Rights Commission Reports to City Council on Citizen Appointments to City Boards and Commissions for FY 2001.

**STAFF:**

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Rose Williams Boyd, Executive Secretary for Boards and Commissions

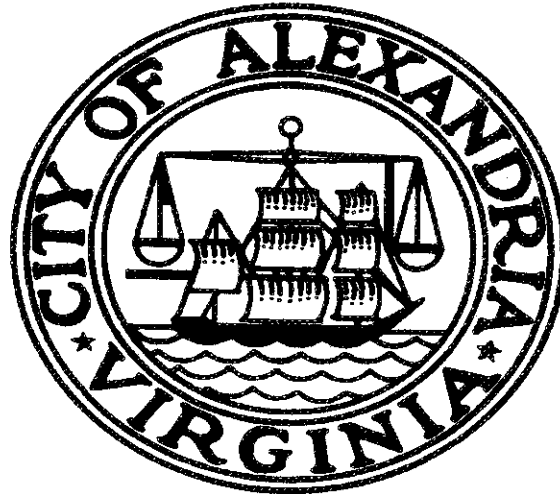
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**ALEXANDRIA HUMAN RIGHTS COMMISSION**

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**REPORT TO CITY COUNCIL**

**ON**

**CITIZEN APPOINTMENTS TO CITY BOARDS AND COMMISSIONS**

**FOR FISCAL YEAR 1999**

**FEBRUARY 2002**

**(Submitted with Fiscal Years 2000 and 2001)**



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ALEXANDRIA HUMAN RIGHTS COMMISSION

REPORT TO CITY COUNCIL ON

CITIZEN APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

FOR FISCAL YEAR 1999

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**INTRODUCTION**

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The Human Rights Commission (HRC), an advocate for equal rights and opportunities for all of Alexandria's citizens, believes that the City is best served by the full participation of its citizens in the governing process. Since 1982 the HRC has periodically examined the process of citizen appointments to City boards and commissions to decide whether the representation on these boards and commissions resembles the diverse citizen population such commissions serve. Service on the City's 75 boards and commissions is a valued aspect of citizen government, as these organizations are charged with multifold responsibilities to solve problems, develop programs, review proposals, and otherwise assist the City Council and City Manager in their efforts to ensure a high quality of life in the City. This report updates City Council on its efforts to ensure the diversity of its board and commission appointments from July 1, 1998 to June 30, 1999 (Fiscal Year 1999).

**METHODOLOGY**

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**Data Analysis.** Human Rights office staff completed an applicant flow analysis for the vacancies filled during FY99, using the race/ethnicity, gender, and disability information reported voluntarily by applicants on the Non-Discrimination Data Form (form) included with all applications. The forms are separated from the applications by the Citizen Assistance office monthly and are forwarded to the Office of Human Rights for use in this report. City Council does not see these forms and is not made aware of their content except in post-Council action statistical studies where the data is analyzed; the data is never published on specific individuals. Human Rights Office staff tracked the data by each commission to determine both the number of persons who applied and the number who were appointed by gender, race/ethnicity, and disability.

**Race/Ethnicity Categories.** The race/ethnicity categories used are those required for federal identification purposes, i.e., White, African American, Hispanic, Asian or Pacific Islander, Native American and Alaskan Native.

**Data Used in this Report.** In previous years, this study noted the low submission rate of the form, the City's only method of tracking the gender, race/ethnicity, and disability status of applicants and appointees to City boards and commissions. Submission rates have been 68% in FY95, 77% in FY96, 69% in FY97 and 67% in FY98. In FY99, the submission rate increased to 74%, up 7% from FY 98.

In FY99, 341 individuals were appointed to boards and commissions. Of these appointees, 73% submitted a completed form. This represents an increase from the submission rate of the form in FY98, when 65% of those appointed submitted the form.

**For the purposes of this study, the Commission's analysis is based solely on the applicants and the appointees from whom completed forms providing the gender, race, and disability data have been received.** Therefore, although the race/ethnicity, gender, and disability information for all of the applicants and appointees is not available, trends and tendencies in the application and appointment process can be shown based on statistics compiled from those applicants and appointees who submitted the form.

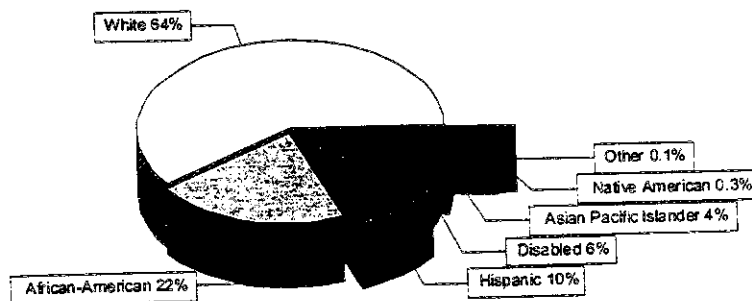
The analysis includes applicants and appointments to seats on boards and commissions that are "designated" seats. Designated seats are filled by individuals from a particular business, organization, community group, or commission whose representation on a specific board or commission is mandated by Council or City Code.

## DEMOGRAPHICS OF THE CITY

This analysis compares the percentage of females, minorities, and persons with disabilities in the City's population with the percentage of citizens who apply for and are appointed to City boards and commissions. Population figures referred to in this report are for citizens between the ages of 19 and 70, since adults are the only portion of the City's population eligible to apply for seats on City boards and commissions.

### Demographics of the City of Alexandria

(Based on adult citizens between the ages of 19 and 70)



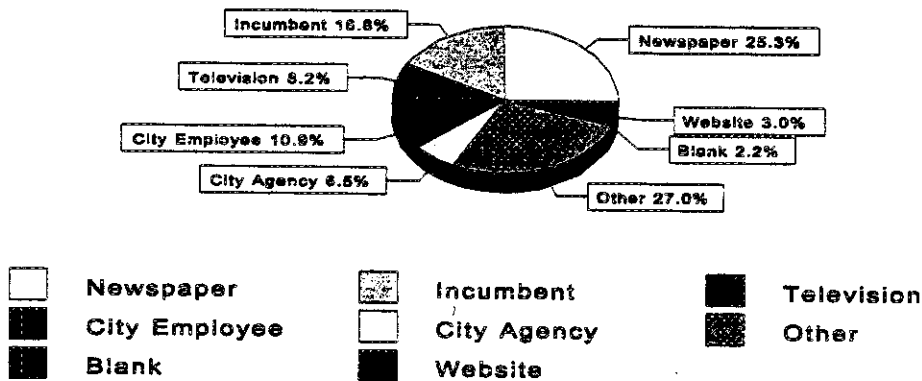
These data are based on 1990 census data and, therefore, do not accurately represent the Alexandria adult population as of 1999.

## OUTREACH/RECRUITMENT PROCESS

The Commission has examined the process by which citizens learned about vacancies on boards and commissions to see which methods of publicizing vacancies seem to be most effective in reaching citizen applicants. In FY99, a fourth of all applicants learned of a vacancy through the newspaper. This is slightly lower than the number of applicants who listed "other" as the means by which they were notified. After reviewing the forms received, there are a variety of recruitment sources that fall under other: the majority found out verbally from another person, a large number through mailings, and from the internet, press releases, Council meetings, civic association meetings, and other commission meetings.

### Recruitment Sources

How did Applicants learn of vacancies?



## ANALYSIS

In FY99, 491 individuals applied to City boards and commissions. Of those, 364 applicants (74%) completed their data forms. These 364 individuals applied for 341 vacant seats on 72 boards and commissions.

Table I represents a breakdown of the race/ethnicity, gender, and disability status of the individuals who applied and were appointed to boards and commission in FY99.

The "Applicants with forms" category reflects only those 364 applicants who completed a form in FY99. Staff had no way to track the other 127 applicants who applied but did not complete the form.

**TABLE I - BREAKDOWN OF APPLICANTS AND APPOINTMENTS**

Category	Applicants with forms	%	Appointed with forms	%
Male	173	48	122	49
Female	188	52	128	51
Unknown	3	1	1	0
<b>TOTAL</b>	<b>364</b>		<b>251</b>	
White	307	84	207	82
African American	41	11	33	13
Hispanic	8	2	6	2
Asian/Pacific Islander	4	1	2	1
Native American	2	.5	1	0
Unknown	2	.5	2	1
<b>TOTAL</b>	<b>364</b>		<b>251</b>	
Disabled	17	5	15	6
Not Disabled	266	73	172	69
Unknown	81	22	64	26
<b>TOTAL</b>	<b>364</b>		<b>251</b>	

**APPLICANTS**

In FY99, 364 individuals who completed forms applied for vacant seats on City boards and commissions, a breakdown of which by gender and ethnicity is shown in Table II. The remainder of this report will refer to these 364 individuals as the universe of applicants.

**APPLICANTS BY GENDER**

Of the 364 applicants submitting a form, 188 were female and 173 were male. In FY99, females, who make up 51% of the City's population, represented 52% of the applicants, and males, who make up 49% of the population, represented 48% of the applicants.

**APPLICANTS BY RACE/ETHNICITY**

**African American.** As the Commission has found previously, the percentage of African Americans applying to boards and commissions is well below their 22% representation in the population. The total number of African American applicants in FY99 (41 individuals or 11%) was slightly lower than the number of applicants in FY98 (37 individuals or 12%).

**Other Minorities.** The percentage of "other minority" applicants (Hispanics, Asians, and Native Americans) still remains well below their representation in the population. In FY99, as in FY98, the

**TABLE II - BREAKDOWN OF APPLICANTS**

<b>Category</b>	<b>Number</b>	<b>Total Applicants</b>	<b>%</b>
<b>Male</b>	173	364	47.5
<b>Female</b>	188	364	51.6
<b>White</b>	307	364	84.3
<b>African American</b>	41	364	11.2
<b>Hispanic</b>	8	364	2.1
<b>Asian/Pacific Islander</b>	4	364	1.0
<b>N. American</b>	2	364	0.5
<b>Unknown Race</b>	2	364	0.5
<b>Disabled</b>	17	364	4.6
<b>Not Disabled</b>	266	364	73.0
<b>Unknown Disability</b>	81	364	22.2

number of applications from members of other minority groups totaled 4%. Data from FY99 reflects that 8 Hispanics, 4 Asians and 2 Native Americans applied to boards and commissions. In FY99, Hispanics represented 2% of all applicants, while 10% of the City's population is Hispanic. Asian Americans and Native Americans represented 1.5% of all applicants (combined) versus 4% and 0.1% in the population, respectively.

**APPLICANTS WITH DISABILITIES**

The number of applications from persons with disabilities increased slightly from 4% in FY98 to 5% in FY99, with 17 applicants self-identifying a disability. This is compared to an estimated 6% representation of disabled persons in the City's population. However, it is unlikely that this figure reflects the actual number as not all individuals opt to self-identify a disability on the form.

**APPOINTMENTS**

Of the 341 appointments made in FY99, forms were received from 251 (74%) of these individuals. The overall rate at which individuals who applied were selected (appointment rate) was 69%. For the purposes of analyzing gender, race/ethnicity, and disability information, the remainder of this report will refer to these 251 individuals from whom information is available as shown on Table III.

**TABLE III - APPOINTMENTS BY GENDER, RACE/ETHNICITY AND DISABILITY**

Category	Number	Total Appointees	%
Male	122	251	48.6
Female	128	251	51.0
White	207	251	82.5
African American	33	251	13.1
Hispanic	6	251	2.4
Asian/Pacific Islander	2	251	0.8
Native American	1	251	0.5
Unknown Race <sup>1</sup>	2	251	0.8
Disabled	15	251	6.0
Not Disabled	172	251	68.5
Unknown Disability	64	251	25.5

**APPOINTMENTS BY GENDER**

Appointments in FY99 reveal that males and females were not appointed at an equal rate, although the rates are close. As shown in Table IV, the appointment rates for males and females differed by 2% -- 70% of all males who applied were selected versus 68% of all females. The 2% difference is equal to a 6-person difference, a slight decrease from the 4% difference in FY98.

**APPOINTMENTS BY RACE/ETHNICITY**

**African Americans.** The appointment statistics for African Americans increased from previous years. The percentage of appointments in FY99 (80% or 33 appointments out of 41 applicants who submitted forms) represented a 10% increase over the FY98 appointment rate of 70% (26 appointments out of 37 applicants who submitted forms).

**Other Minorities.** The number of individuals in the "other minorities" category who completed forms and succeeded in gaining appointment to City boards or commissions increased in FY99; 9 of the 14 individuals who applied were appointed (an appointment rate of 64%), while only 4 were

<sup>1</sup>Two applicants opted not to identify a race on their form. Both of those individuals were appointed.

**TABLE IV - APPOINTMENT RATES BY GENDER, RACE/ETHNICITY, AND DISABILITY**

<b>Category</b>	<b>Applied</b>	<b>Appointed</b>	<b>Appt. Rate %</b>
<b>Male</b>	173	122	70
<b>Female</b>	188	128	68
<b>White</b>	307	207	67
<b>African American</b>	41	33	80
<b>Hispanic</b>	8	6	75
<b>Asian/Pacific Islander</b>	4	2	50
<b>Native American</b>	2	1	50
<b>Unknown Race</b>	2	2	100
<b>Disabled</b>	17	15	88
<b>Not Disabled</b>	266	172	64
<b>Unknown Disability</b>	81	64	79
<b>Overall Appt. Rate</b>	364	251	68

appointed in FY98 (a 31% rate). Of the 8 Hispanics who applied, 6 were appointed for an appointment rate of 75%. The appointment rate for both Asian/Pacific Islanders and Native Americans was 50%, with 2 Asian/Pacific Islanders out of 4 who applied appointed; and 1 Native American appointed out of 2 who applied.

**APPOINTMENTS OF PERSONS WITH DISABILITIES**

Fifteen persons with disabilities were appointed to boards and commissions in FY99, an increase from the 7 individuals with disabilities appointed in FY98. Persons with disabilities represented 6% of all appointments to boards and commissions, compared to 4% in FY98. The appointment rate for persons with disabilities was 88% versus 64% for non-disabled persons, 79% for persons whose disability status was unknown, and 68% overall for applicants who submitted forms.



## HIGH PROFILE BOARDS AND COMMISSIONS

The Commission's analysis includes an examination of the applications and appointments to boards and commissions that are considered to be highly influential in the City, and on which females, minorities, and persons with disabilities in previous reports have been found to be considerably under represented. The HRC has identified 10 commissions as "High Profile" -- those which have the capacity to set policy and have enforcement authority granted to them by the City Code or City Charter.

The high profile boards and commissions are as follows:

- Architectural Review Board - Old & Historic District Panel
- Architectural Review Board - Parker-Gray District Panel
- Board of Zoning Appeals
- Human Rights Commission
- Planning Commission
- Real Estate Assessments Review Board
- Community Services Board
- Alexandria Redevelopment and Housing Authority
- Sanitation Authority
- Traffic and Parking Board

### APPLICANTS TO HIGH PROFILE COMMISSIONS

In FY99, a total of 69 people applied to a high profile board or commission. Of the 69 applications received, 54 submitted the form (78%).

**By Gender.** In FY99, the number of females (18 or 33%) that applied to high profile boards was half the number of males that applied (36 or 66%).

**By Race/Ethnicity.** The greatest obstacle to achieving diversity among the appointments to these particular boards and commissions continues to be the low minority application rate. There were only 6 African Americans (11%) who applied to high profile boards in FY99; none of the applicants' races were unknown. One Hispanic (2%) and no Asians or Native Americans applied.

**By Disability Status.** Two individuals with disabilities applied for high profile boards based on applicants self-identifying on the form (4%). Twelve individuals left the disability section of the form blank (22%).

### APPOINTMENTS TO HIGH PROFILE COMMISSIONS

In FY99, a total of 34 appointments were made to the 10 high profile boards and commissions. Of the 34 appointees, only 27 submitted the form.

**By Gender.** Seven out of 18 females who applied were appointed to high profile boards in FY99 for an appointment rate of 39%. Males made up 74% of the appointments at a rate of 55% (20 males were appointed).

**By Race/Ethnicity.** In FY99, the number of African Americans appointed to high profile boards decreased from the 8 appointments made in FY98 to 4. There were no "other minorities" appointed to these boards and commissions in either FY99 or FY98.

**By Disability Status.** Two of the appointments for high profile boards indicated they had a disability (7%), an increase from FY98 when no applicants/appointees identified a disability.

### **CONTESTED, NON-DESIGNATED SEATS ON BOARDS AND COMMISSIONS**

Contested, uncontested, or "designated" seats on boards and commissions were analyzed separately. The numbers shown in Tables I - IV highlight the applications for and appointments to all boards and commissions during FY99 from individuals who submitted a form. This summary, as reflected in Table V, is provided in order to differentiate contested seats from those uncontested/designated seats for which Council does not exercise the same "voice."

Uncontested seats are those that had only one applicant. Designated seats are filled by individuals from a particular business, organization, community group, or commission whose representation on a specific board or commission is mandated by Council or City Code. For example, certain commissions may have a designated seat for a representative from the Chamber of Commerce or from another City board or commission. In these cases, the seat is not open to members of the general public. The designated representative's name is forwarded to City Council by the designating organization for Council action.

In FY99, of the 341 total vacancies on boards and commissions, 130 (38%) of the vacancies were for designated seats. Table V provides a statistical summary of the 189 applicants and 85 appointed to seats by City Council vote that were contested. (Only 126 seats were uncontested.)

Males had a 4% higher appointment rate than females for the contested, non-designated seats. African Americans and Native Americans had a slightly higher appointment rate than Whites; 46% of African Americans who applied were appointed versus 43% for Whites; and 100% of Native Americans who applied were appointed. Three of 4 persons with disabilities, or 75%, were appointed to contested, non-designated seats.

**TABLE V - APPLICANTS FOR AND APPOINTMENTS TO CONTESTED SEATS**

Category	Applied		Appointed		Appt. Rate %
	Applicants	%	Appointed	%	
Male	87	46	41	48	47
Female	101	53	43	50	43
Unknown Gender	1	.0	1	1	100
White	166	69	73	82	43
African American	13	7	6	7	46
Hispanic	3	0	1	1	33
Asian/Pacific Islander	3	0	1	1	33
Native American	1	.00	1	1	100
Unknown Race	3	.0	3	3	100
Disabled	4	2	3	3	75
Not Disabled	146	77	60	67	41
Unknown Disability	39	20	22	24	56
<b>Overall Appt. Rate</b>	189		85		44

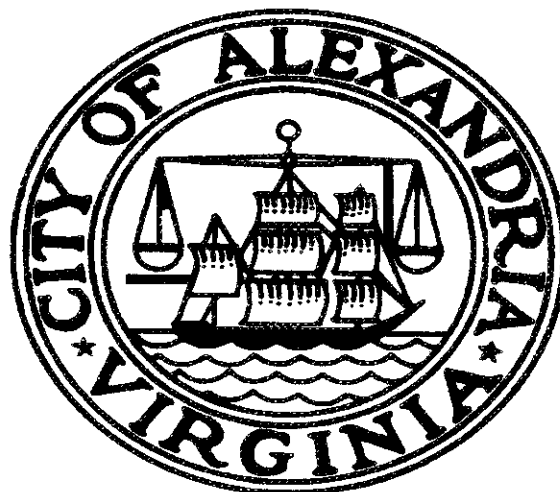
**RECOMMENDATIONS**

See the Report to City Council on Citizen Appointments to Boards and Commissions for Fiscal Year 2001, dated February 2002.

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**ALEXANDRIA HUMAN RIGHTS COMMISSION**

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**REPORT TO CITY COUNCIL**

**ON**

**CITIZEN APPOINTMENTS TO CITY BOARDS AND COMMISSIONS**

**FOR FISCAL YEAR 2000**

**FEBRUARY 2002**

**(Submitted with Fiscal Years 1999 and 2001)**

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ALEXANDRIA HUMAN RIGHTS COMMISSION

REPORT TO CITY COUNCIL ON

CITIZEN APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

FOR FISCAL YEAR 2000

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**INTRODUCTION**

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The Human Rights Commission (HRC), an advocate for equal rights and opportunities for all of Alexandria's citizens, believes that the City is best served by the full participation of its citizens in the governing process. Since 1982 the HRC has periodically examined the process of citizen appointments to City boards and commissions to decide whether the representation on these boards and commissions resembles the diverse citizen population such commissions serve. Service on the City's 75 boards and commissions is a valued aspect of citizen government, as these organizations are charged with multifold responsibilities to solve problems, develop programs, review proposals, and otherwise assist the City Council and City Manager in their efforts to ensure a high quality of life in the City. This report updates City Council on its efforts to ensure the diversity of its board and commission appointments from July 1, 1999 to June 30, 2000 (Fiscal Year 2000).

**METHODOLOGY**

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**Data Analysis.** Human Rights office staff completed an applicant flow analysis for the vacancies filled during FY00, using the race/ethnicity, gender, and disability information reported voluntarily by applicants on the Non-Discrimination Data Form (form) included with all applications. The forms are separated from the applications by the Citizen Assistance office monthly and are forwarded to the Office of Human Rights for use in this report. City Council does not see these forms and is not made aware of their content except in post-Council action statistical studies where the data is analyzed; the data is never published on specific individuals. Human Rights Office staff tracked the data by each commission to determine both the number of persons who applied and the number who were appointed by gender, race/ethnicity, and disability.

**Race/Ethnicity Categories.** The race/ethnicity categories used are those required for federal identification purposes, i.e., White, African American, Hispanic, Asian or Pacific Islander, Native American and Alaskan Native.

**Data Used in this Report.** Data from these forms is the City's only method of tracking the gender, race/ethnicity, and disability status of applicants and appointees to City boards and commissions. Past submission rates have been 68% in FY95, 77% in FY96, 69% in FY97, and FY98 67%. In FY99, the submission rate increased to 74%, but fell back to 67% in FY00.

In FY00, 225 individuals were appointed to boards and commissions, down from 341 in FY99. Of these appointees, 72% submitted a completed form versus 73% in FY99.

**For the purposes of this study, the Commission's analysis is based solely on the applicants and the appointees from whom completed forms providing the gender, race, and disability data have been received.** Therefore, although the race/ethnicity, gender, and disability information for all of the applicants and appointees is not available, trends and tendencies in the application and appointment process can be shown based on statistics compiled from those applicants and appointees who submitted the form.

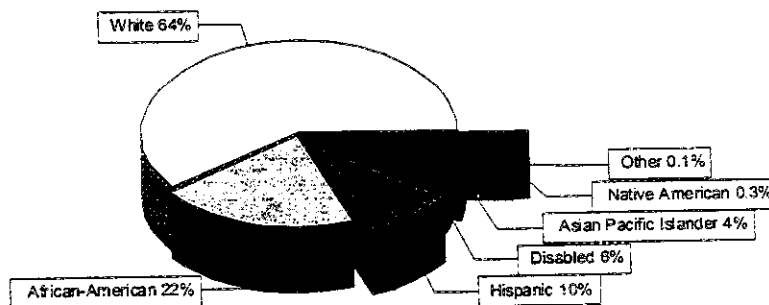
The analysis includes applicants and appointments to seats on boards and commissions that are "designated" seats. Designated seats are filled by individuals from a particular business, organization, community group, or commission whose representation on a specific board or commission is mandated by Council or City Code.

## DEMOGRAPHICS OF THE CITY

This analysis compares the percentage of females, minorities, and persons with disabilities in the City's population with the percentage of citizens who apply for and are appointed to City boards and commissions. Population figures referred to in this report are for citizens between the ages of 19 and 70, since adults are the only portion of the City's population eligible to apply for seats on City boards and commissions.

### Demographics of the City of Alexandria

(Based on adult citizens between the ages of 19 and 70)

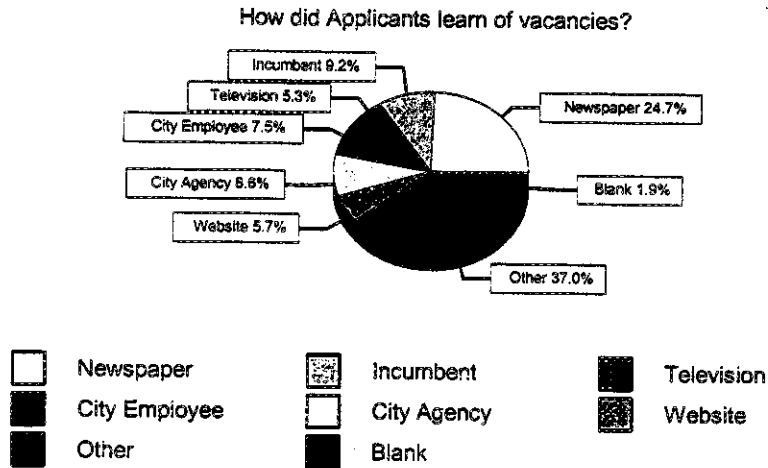


These data are based on 1990 census data and, therefore, do not accurately represent the Alexandria adult population as of 2000.

## OUTREACH/RECRUITMENT PROCESS

The Commission has examined the process by which citizens learned about vacancies on boards and commissions to see which methods of publicizing vacancies seem to be most effective in reaching citizen applicants. In FY00, almost a fourth of all applicants learned of a vacancy through the newspaper. This is slightly lower than the number of applicants who listed "other" as the means by which they were notified. After reviewing the forms received, there are a variety of recruitment sources that fall under other: the majority found out verbally from another person, a large number through mailings, and from the internet, press releases, Council meetings, civic association meetings, and other commission meetings.

### Recruitment Sources



## ANALYSIS

In FY00, 353 individuals applied to City boards and commissions. Of those, 260 applicants (74%) completed their data forms. These 260 individuals applied for 225 vacant seats on 59 boards and commissions.

Table I represents a breakdown of the race/ethnicity, gender, and disability status of the individuals who applied and were appointed to boards and commission in FY00.

The "Applicants with forms" category reflects only those 260 applicants who completed a form in FY00. Staff had no way to track the other 93 applicants who applied but did not complete the form. The "Appointed with forms" category reflects the 163 appointees who completed a form.



**TABLE I - BREAKDOWN OF APPLICANTS AND APPOINTMENTS**

<b>Category</b>	<b>Applicants with forms</b>	<b>%</b>	<b>Appointed with forms</b>	<b>%</b>
Male	134	52	87	53
Female	124	48	75	46
Unknown	2	1	1	1
<b>TOTAL</b>	<b>260</b>		<b>163</b>	
White	232	89	144	88
African American	17	7	14	9
Hispanic	3	1	1	1
Asian/Pacific Islander	5	2	2	1
Native American	0	0	0	0
Unknown	3	1	2	1
<b>TOTAL</b>	<b>260</b>		<b>163</b>	
Disabled	13	5	10	6
Not Disabled	188	72	116	71
Unknown	59	23	37	23
<b>TOTAL</b>	<b>260</b>		<b>163</b>	

**APPLICANTS**

In FY00, 260 individuals who completed forms applied for vacant seats on City boards and commissions, a breakdown of which by gender and ethnicity is shown in Table II. The remainder of this report will refer to these 260 individuals as the universe of applicants.

**APPLICANTS BY GENDER**

Of the 260 applicants submitting a form, 124 were female and 134 were male. In FY00, females, who make up 51% of the City's population, represented 48% of the applicants, and males, who make up 49% of the population, represented 52% of the applicants.

**APPLICANTS BY RACE/ETHNICITY**

**African American.** As the Commission has found previously, the percentage of African Americans applying to boards and commissions is well below their 22% representation in the population. The total number of African American applicants in FY00 (17 individuals or 7%) was markedly lower than the number of applicants in FY99 (41 individuals or 11%).

**Other Minorities.** The percentage of “other minority” applicants (Hispanics, Asians, and Native Americans) still remains well below their representation in the population. In FY00, the number of

**TABLE II - BREAKDOWN OF APPLICANTS**

Category	Number	Total Applicants	%
Male	134	260	51.5
Female	124	260	47.6
White	232	260	89.2
African American	17	260	6.5
Hispanic	3	260	1.1
Asian/Pacific Islander	5	260	1.9
N. American	0	260	0
Unknown Race	3	260	1.1
Disabled	13	260	5.0
Not Disabled	188	260	72.3
Unknown Disability	59	260	22.6

applications from members of other minority groups totaled 3%, down from FY99’s 4%. Data from FY00 reflects that 3 Hispanics and 5 Asians applied to boards and commissions. In FY00, Hispanics represented 1% of all applicants, while 10% of the City’s population is Hispanic. Asian Americans represented 2% of all applicants versus 4% in the population.

**APPLICANTS WITH DISABILITIES**

The number of applications from persons with disabilities was 5% in FY98 and FY00, with 13 applicants self-identifying a disability compared to a 6% representation of disabled persons in the City’s population. However, it is unlikely that this figure reflects the actual number as not all individuals opt to self-identify a disability on the form.

## APPOINTMENTS

Of the 225 appointments made in FY00, forms were received from 163 (72%) of these individuals. The overall rate at which individuals who applied were selected (appointment rate) was 58%. For the purposes of analyzing gender, race/ethnicity, and disability information, the remainder of this report will refer to these 163 individuals from whom information is available as shown on Table III.

**TABLE III - APPOINTMENTS BY GENDER, RACE/ETHNICITY AND DISABILITY**

Category	Number	Total Appointees	%
Male	87	163	53.0
Female	75	163	46.0
White	144	163	88.3
African American	14	163	9.0
Hispanic	1	163	0.6
Asian/Pacific Islander	2	163	1.4
Native American	0	163	0.0
Unknown Race <sup>1</sup>	2	163	1.2
Disabled	10	163	6.1
Not Disabled	116	163	71.0
Unknown Disability	37	163	23.0

### APPOINTMENTS BY GENDER

Appointments in FY00 reveal that males and females were not appointed at an equal rate. As shown in Table IV, the appointment rates for males and females differed by 5% -- 65% of all males who applied were selected versus 60% of all females. Females applied at a lower rate than males.

### APPOINTMENTS BY RACE/ETHNICITY

**African Americans.** The appointment statistics for African Americans continues to increase from previous years. The percentage of appointments in FY00, 82% (or 14 appointments out of 17

<sup>1</sup>Three applicants opted not to identify a race on their form. Two of those individuals were appointed.

applicants who submitted forms), represented a 2% increase over the FY99 appointment rate of 80% (33 appointments out of 41 applicants who submitted forms).

**Other Minorities.** The number of individuals in the “other minorities” category who completed forms and succeeded in gaining appointment to City boards or commissions decreased dramatically in FY00; 3 individuals were appointed (an appointment rate of 37%), while 14 were appointed in FY99 (a 64% rate). Of the 3 Hispanics who applied, 1 was appointed for an appointment rate of 33%. Two of the 5 Asian/Pacific Islanders who applied were appointed (40%). No Native Americans applied.

**TABLE IV - APPOINTMENT RATES BY GENDER, RACE/ETHNICITY, AND DISABILITY**

Category	Applied	Appointed	Appt. Rate %
Male	134	87	65
Female	124	75	60
White	232	144	51
African American	17	14	82
Hispanic	3	1	33
Asian/Pacific Islander	5	2	40
Native American	0	0	0
Unknown Race	3	2	67
Disabled	13	10	77
Not Disabled	188	116	62
Unknown Disability	59	37	63
<b>Overall Appt. Rate</b>	<b>260</b>	<b>163</b>	<b>63</b>

**APPOINTMENTS OF PERSONS WITH DISABILITIES**

Ten persons with disabilities were appointed to boards and commissions in FY00, while 15 individuals with disabilities were appointed in FY99. In both years, persons with disabilities represented 6% of all appointments to boards and commissions. The appointment rate for persons with disabilities was 77% versus 62% for non-disabled persons, 63% for persons whose disability status was unknown, and 63% overall for applicants who submitted forms.

## HIGH PROFILE BOARDS AND COMMISSIONS

The Commission's analysis includes an examination of the applications and appointments to boards and commissions that are considered to be highly influential in the City, and on which females, minorities, and persons with disabilities in previous reports have been found to be considerably under represented. The HRC has identified 10 commissions as "High Profile" -- those that have the capacity to set policy and have enforcement authority granted to them by the City Code or City Charter.

The high profile boards and commissions are as follows:

- Architectural Review Board - Old & Historic District Panel
- Architectural Review Board - Parker-Gray District Panel
- Board of Zoning Appeals
- Human Rights Commission
- Planning Commission
- Real Estate Assessments Review Board
- Community Services Board
- Alexandria Redevelopment and Housing Authority
- Sanitation Authority
- Traffic and Parking Board

### APPLICANTS TO HIGH PROFILE COMMISSIONS

In FY00, a total of 121 people applied to a high profile board or commission. Of the 121 applications received, only 86 submitted the form (71%).

**By Gender.** In FY00, the number of females (43 or 50%) that applied to high profile boards was slightly higher than the number of males that applied (42 or 49%). One individual did not specify their gender.

**By Race/Ethnicity.** The greatest obstacle to achieving diversity among the appointments to these particular boards and commissions continues to be the low minority application rate. In 2000, 7 African Americans (8%) applied to high profile boards and commissions; the race of 1 applicant was unknown. Two Hispanics (2%) and 2 Asians (2%) applied.

**By Disability Status.** Four individuals with disabilities applied for high profile boards based on applicants self-identifying on the form (5%). Sixteen individuals left the disability section of the form blank (19%).

## APPOINTMENTS TO HIGH PROFILE COMMISSIONS

In FY00, a total of 77 appointments were made to the 10 high profile boards and commissions. Of the 77 appointees, only 56 submitted the form.

**By Gender.** Twenty-seven of 43 females who applied were appointed to high profile boards in FY00 for an appointment rate of 63%. Males made up 70% of the appointments at a rate of 93% (39 males were appointed).

**By Race/Ethnicity.** In FY00, the number of African Americans appointed to high profile boards increased from the 4 appointments made in FY99 to 5. Additionally, there was 1 Asian, 1 Hispanic and 1 individual who did not specify their race appointed to these high profile boards and commissions in FY00.

**By Disability Status.** Four of the appointments for high profile boards indicated they had a disability (7%), 16 appointees did not specify whether or not they were disabled.

## CONTESTED, NON-DESIGNATED SEATS ON BOARDS AND COMMISSIONS

Contested, uncontested, or "designated" seats on boards and commissions were analyzed separately. The numbers shown in Tables I - IV highlight the applications for and appointments to all boards and commissions during FY99 from individuals who submitted a form. This summary, as reflected in Table V, is provided in order to differentiate contested seats from those uncontested/designated seats for which Council does not exercise the same "voice."

Uncontested seats are those that had only one applicant. Designated seats are filled by individuals from a particular business, organization, community group, or commission whose representation on a specific board or commission is mandated by Council or City Code. For example, certain commissions may have a designated seat for a representative from the Chamber of Commerce or from another City board or commission. In these cases, the seat is not open to members of the general public. The designated representative's name is forwarded to City Council by the designating organization for Council action.

In FY00, of the 225 total vacancies on boards and commissions, 102 (48%) of the vacancies were for designated seats. Table V provides a statistical summary of the 175 applicants and 79 appointed to seats by City Council vote that were contested. (Only 44 seats were uncontested.)

Males had an 13% higher appointment rate than females for the contested, non-designated seats. African-Americans had a higher appointment rate than Whites; 67% of African Americans who applied were appointed versus 44% for Whites; Hispanics were appointed at a rate of 33%; and 25% of Asians who applied were appointed. Three of 6 persons with disabilities, or 50%, were appointed to contested, non-designated seats.

**TABLE V - APPLICANTS FOR AND APPOINTMENTS TO CONTESTED SEATS**

Category	Applied		Appointed		Appt. Rate %
	Applicants	%	Appointed	%	
Male	54	54	48	61	51
Female	45	45	30	38	38
Unknown Gender	2	1	1	1	50
White	156	89	69	87	44
African American	9	59	6	8	67
Hispanic	3	2	1	1	33
Asian/Pacific Islander	4	2	1	1	25
Native American	0	0	0	0	0
Unknown Race	3	2	2	3	67
Disabled	6	3	3	4	50
Not Disabled	133	76	62	78	47
Unknown Disability	36	21	14	18	39
Overall Appt. Rate	175		79		45

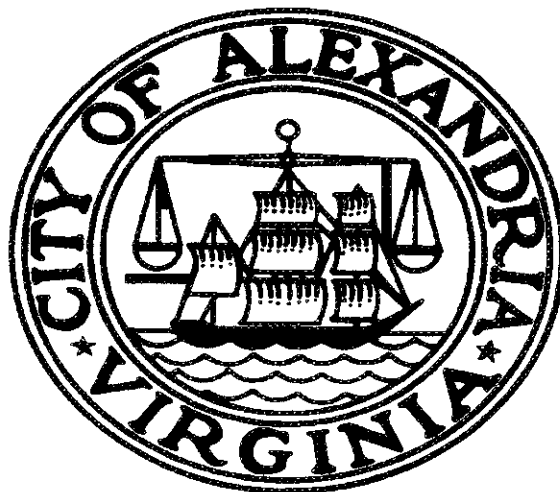
**RECOMMENDATIONS**

See the Report to City Council on Citizen Appointments to Boards and Commissions for Fiscal Year 2001, dated February 2002.

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**ALEXANDRIA HUMAN RIGHTS COMMISSION**

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**REPORT TO CITY COUNCIL**

**ON**

**CITIZEN APPOINTMENTS TO CITY BOARDS AND COMMISSIONS**

**FOR FISCAL YEAR 2001**

**FEBRUARY 2002**



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ALEXANDRIA HUMAN RIGHTS COMMISSION

REPORT TO CITY COUNCIL ON

CITIZEN APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

FOR FISCAL YEAR 2001

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**INTRODUCTION**

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The Human Rights Commission (HRC), an advocate for equal rights and opportunities for all of Alexandria's citizens, believes that the City is best served by the full participation of its citizens in the governing process. Since 1982 the HRC has periodically examined the process of citizen appointments to City boards and commissions to decide whether the representation on these boards and commissions resembles the diverse citizen population such commissions serve. Service on the City's 76 boards and commissions is a valued aspect of citizen government, as these organizations are charged with multi-fold responsibilities to solve problems, develop programs, review proposals, and otherwise assist the City Council and City Manager in their efforts to ensure a high quality of life in the City. This report updates City Council on its efforts to ensure the diversity of its board and commission appointments from July 1, 2000 to June 30, 2001 (Fiscal Year 2001).

**METHODOLOGY**

---

**Data Analysis.** Human Rights office staff completed an applicant flow analysis for the vacancies filled during FY01, using the race/ethnicity, gender, and disability information reported voluntarily by applicants on the Non-Discrimination Data Form (form) included with all applications. The forms are separated from the applications by the Citizen Assistance office monthly and are forwarded to the Office of Human Rights for use in this report. City Council does not see these forms and is not made aware of their content except in post-Council action statistical studies where the data are analyzed; the data are never published on specific individuals. Human Rights Office staff tracked the data by each commission to determine both the number of persons who applied and the number who were appointed by gender, race/ethnicity, and disability.

**Race/Ethnicity Categories.** The race/ethnicity categories used are those required for federal identification purposes, i.e., White, African American, Hispanic, Asian or Pacific Islander, Native American and Alaskan Native.

**Data Used in this Report.** Compiling data from these forms is the City's only method of tracking the gender, race/ethnicity, and disability status of applicants and appointees to City boards and commissions. In FY00, 260 applicants out of 353 completed the voluntary form. Past submission rates have been 68% in FY95, 77% in FY96, 69% in FY97, 67% in FY98, and 74% in FY99. In FY01, the submission rate decreased to its lowest level of 65% from 67% in FY00.

In FY01, 360 individuals were appointed to boards and commissions, up from 225 in FY00. Of these appointees, 68% submitted a completed form versus 72% in FY00.

**For the purposes of this study, the Commission's analysis is based solely on the applicants and the appointees from who completed forms providing the gender, race, and disability data have been received.** Therefore, although the race/ethnicity, gender, and disability information for all of the applicants and appointees is not available, trends and tendencies in the application and appointment process can be shown based on statistics compiled from those applicants and appointees who submitted the form.

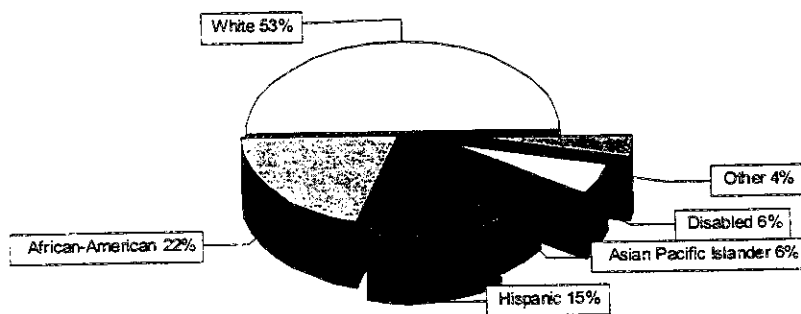
The analysis includes applicants and appointments to seats on boards and commissions that are "designated" seats. Designated seats are filled by individuals from a particular business, organization, community group, or commission, from which representation is mandated by Council or City Code.

## DEMOGRAPHICS OF THE CITY

This analysis compares the percentage of females, minorities, and persons with disabilities in the City's population with the percentage of citizens who apply for and are appointed to City boards and commissions. Population figures referred to in this report are for citizens between the ages of 19 and 70, since adults are the only portion of the City's population eligible to apply for seats on City boards and commissions.

### Demographics of the City of Alexandria

(Based on adult citizens between the ages of 19 and 70)



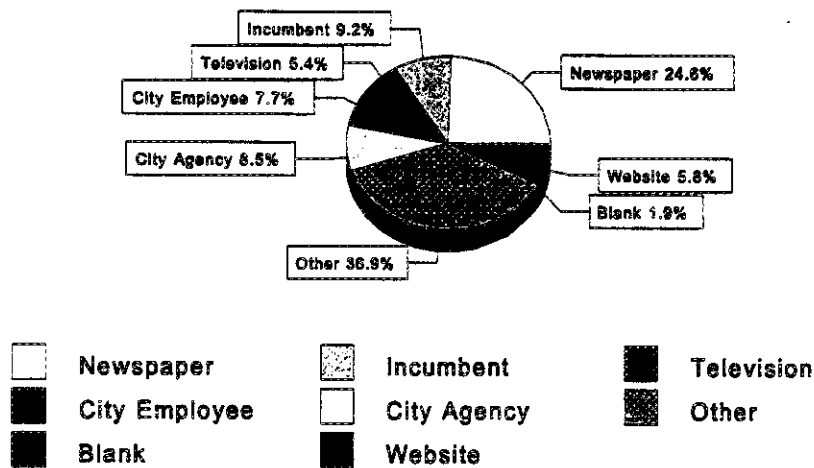
Data based on 2000 census data.

## OUTREACH/RECRUITMENT PROCESS

The Commission has examined the process by which citizens learned about vacancies on boards and commissions to see which methods of publicizing vacancies seem to be most effective in reaching citizen applicants. In FY01, almost a fourth of all applicants learned of a vacancy through the newspaper. This is slightly lower than the number of applicants who listed "other" as the means by which they were notified. After reviewing the forms received, there are a variety of recruitment sources that fall under other: the majority found out verbally from another person, a large number through mailings, and from the internet, press releases, Council meetings, civic association meetings, and other commission meetings.

### Recruitment Sources

How did Applicants learn of vacancies?



## ANALYSIS

In FY01, 588 individuals applied to City boards and commissions. Of those, 384 applicants (65%) completed their data forms. These 384 individuals applied for 191 vacant seats on 58 boards and commissions.

Table I represents a breakdown of the race/ethnicity, gender, and disability status of the individuals who applied and were appointed to boards and commission in FY01.

The "Applicants with forms" category reflects only those 384 applicants who completed a form in FY01. Staff had no way to track the other 204 applicants who applied but did not complete the form. The "Appointed with form" category reflects the 247 appointees who completed a form during FY01.

**TABLE I - BREAKDOWN OF APPLICANTS AND APPOINTMENTS**

Category	Applicants with forms	%	Appointed with forms	%
Male	168	43	112	45
Female	214	55	133	53
Unknown	2	0	2	0
<b>TOTAL</b>	<b>384</b>		<b>247</b>	
White	317	82	207	83
African American	43	11	25	10
Hispanic	12	3	8	3
Asian/Pacific Islander	4	1	1	0
Native American	5	1	5	2
Multi-Racial	1	0	1	0
Unknown	3	0	1	0
<b>TOTAL</b>	<b>384</b>		<b>247</b>	
Disabled	11	3	10	4
Not Disabled	291	75	187	75
Unknown	82	21	50	20
<b>TOTAL</b>	<b>384</b>		<b>247</b>	

**APPLICANTS**

In FY01, 384 individuals who completed forms applied for vacant seats on City boards and commissions, a breakdown of which by gender and ethnicity is shown in Table II. The remainder of this report will refer to these 384 individuals as the universe of applicants.

**APPLICANTS BY GENDER**

Of the 384 applicants submitting a form, 214 were female and 168 were male. In FY01, females, who make up 51% of the City's population, represented 55% of the applicants, and males, who make up 49% of the population, represented 43% of the applicants.

**APPLICANTS BY RACE/ETHNICITY**

**African American.** As the Commission has found previously, the percentage of African Americans applying to boards and commissions is well below their 22% representation in the population. The total number of African American applicants in FY01 (43 individuals or 11%) was markedly higher than the number of applicants in FY00 (17 individuals or 7%).

**Other Minorities.** The percentage of "other minority" applicants (Hispanics, Asians, and American Indians) still remains well below their representation in the population. In FY00, the number of

**TABLE II - BREAKDOWN OF APPLICANTS**

<b>Category</b>	<b>Number</b>	<b>Total Applicants</b>	<b>%</b>
<b>Male</b>	168	384	43.7
<b>Female</b>	214	384	55.7
<b>White</b>	317	384	82.5
<b>African American</b>	43	384	11.1
<b>Hispanic</b>	12	384	3.1
<b>Asian/Pacific Islander</b>	4	384	1.0
<b>N. American</b>	5	384	1.3
<b>Unknown Race</b>	3	384	0.7
<b>Disabled</b>	12	384	3.1
<b>Not Disabled</b>	291	384	75.7
<b>Unknown Disability</b>	82	384	21.3

applications from members of other minority groups totaled 5%, up from FY00's 3%. Data from FY01 reflect that 12 Hispanics, 4 Asians and 5 Native Americans applied to boards and commissions. In FY01, Hispanics represented 3% of all applicants, while 15% of the City's population is Hispanic. Asian Americans represented 1% of all applicants versus 6% in the population. Native Americans represented just over 1% of all applicants, but less than 1% of the City population.

**APPLICANTS WITH DISABILITIES**

The number of applications from persons with disabilities declined from 13 or 5% in FY00 to 12 or 3% in FY01, compared to a 6% representation of disabled persons in the City's population. However, it is unlikely that this figure reflects the actual number as not all individuals opt to self-identify a disability on the form.

**APPOINTMENTS**

Of the 360 appointments made in FY01, forms were received from 247 (67%) of these individuals. The overall rate at which individuals who applied were selected (appointment rate) was 64%. For the purposes of analyzing gender, race/ethnicity, and disability information, the remainder of this report will refer to these 247 individuals from whom information is available as shown on Table III.

**TABLE III - APPOINTMENTS BY GENDER, RACE/ETHNICITY AND DISABILITY**

Category	Number	Total Appointees	%
Male	112	247	45.3
Female	133	247	53.8
White	207	247	83.8
African American	25	247	13.1
Hispanic	8	247	3.2
Asian/Pacific Islander	1	247	0.4
Native American	5	247	2.0
Unknown Race <sup>1</sup>	1	247	0.4
Disabled	10	247	4.0
Not Disabled	187	247	75.7
Unknown Disability	50	247	20.2

**APPOINTMENTS BY GENDER**

Appointments in FY01 reveal that males and females were not appointed at an equal rate. As shown in Table IV, the appointment rates for males and females differed by 4% -- 66% of all males who applied were selected versus 62% of all females.

**APPOINTMENTS BY RACE/ETHNICITY**

**African-Americans.** The appointment statistics for African Americans declined substantially from FY00. The percentage of appointments in FY01, 58% (or 25 appointments out of 43 applicants who submitted forms), represented a 24% decrease over the FY00 appointment rate of 82% (14 appointments out of 17 applicants who submitted forms).

**Other Minorities.** The number of individuals in the "other minorities" category who completed forms and succeeded in gaining appointment to City boards or commissions increased in FY01; 14 individuals were appointed (an appointment rate of 67%), while 3 were appointed in FY00 (a 37%

**TABLE IV - APPOINTMENT RATES BY GENDER, RACE/ETHNICITY, AND DISABILITY**

<b>Category</b>	<b>Applied</b>	<b>Appointed</b>	<b>Appt. Rate %</b>
<b>Male</b>	168	112	66
<b>Female</b>	214	133	62
<b>White</b>	316	207	66
<b>African-American</b>	43	25	58
<b>Hispanic</b>	12	8	66
<b>Asian/Pacific Islander</b>	4	1	25
<b>Native American</b>	5	5	100
<b>Unknown Race</b>	3	1	33
<b>Disabled</b>	11	10	90
<b>Not Disabled</b>	291	187	63
<b>Unknown Disability</b>	82	50	60
<b>Overall Appt. Rate</b>	384	247	64

rate). Of the 12 Hispanics who applied, 8 were appointed for an appointment rate of 66%. One of the 4 Asian/Pacific Islanders who applied were appointed (25%). All five of the Native Americans who applied were appointed (100%).

**APPOINTMENTS OF PERSONS WITH DISABILITIES**

As in the prior year, 10 persons with disabilities were appointed to boards and commissions in FY01, or a 90% rate, compared to 77% for FY00. The appointment rate for persons with disabilities was 90% versus 63% for non-disabled persons, 60% for persons whose disability status was unknown, and 64% overall for applicants who submitted forms.

**HIGH PROFILE BOARDS AND COMMISSIONS**

The Commission's analysis includes an examination of the applications and appointments to boards and commissions that are considered to be highly influential in the City, and on which females, minorities, and persons with disabilities in previous reports have been found to be considerably



under represented. The HRC has identified 10 commissions as "High Profile" -- those that have the capacity to set policy and have enforcement authority granted to them by the City Code or City Charter.

The high profile boards and commissions are as follows:

- Architectural Review Board - Old & Historic District Panel
- Architectural Review Board - Parker-Gray District Panel
- Board of Zoning Appeals
- Human Rights Commission
- Planning Commission
- Real Estate Assessments Review Board
- Community Services Board
- Alexandria Redevelopment and Housing Authority
- Sanitation Authority
- Traffic and Parking Board

#### APPLICANTS TO HIGH PROFILE COMMISSIONS

In FY01, a total of 79 people applied to a high profile board or commission. Of the 79 applications received, only 53 submitted the form ( 67%).

**By Gender.** In FY01, 30 females who applied were appointed to high profile boards, for an appointment rate of 56%. Twenty males were appointed for an appointment rate of 38%.

**By Race/Ethnicity.** The greatest obstacle to achieving diversity among the appointments to these particular boards and commissions continues to be the low minority application rate. In 2001, 5 African-Americans (9%) applied to high profile boards and commissions; the race of 1 applicant was unknown. Two Hispanics (4%) and 1 Asian (2%) applied; no Native Americans applied.

**By Disability Status.** One individual with disabilities applied for high profile boards based on applicants self-identifying on the form (2%). Eight individuals left the disability section of the form blank (15%).

#### APPOINTMENTS TO HIGH PROFILE COMMISSIONS

In FY01, a total of 58 appointments were made to the 10 high profile boards and commissions. Of the 58 appointees, only 40 submitted the form (69%).

**By Gender.** Twenty-three of 30 females who applied were appointed to high profile boards in FY01 for an appointment rate of 76%. Males made up 29 of the appointments at a rate of 85% (17 males were appointed).

**By Race/Ethnicity.** In FY01, the number of African Americans appointed to high profile boards decreased from the 5 in FY00 to 4. There were 2 Hispanics appointed (versus 1 in FY00) and no Asians nor Native Americans appointed.

**By Disability Status.** Only 1 appointee self-identified as having a disability in FY01, whereas in FY00, 4 so indicated. Only 6 individuals did not indicate whether they had a disability, in comparison to FY00 when 16 did not specify.

### **INCUMBENCY ON HIGH PROFILE BOARDS AND COMMISSIONS**

The City Council directed the Commission in its FY96 submission to review periodically the percentage of incumbents serving on boards and commissions to assess whether the resulting numbers might impact the success of first-time applicants seeking appointments. The Commission conducted a review of incumbency on high profile Board and Commissions based on a data "snapshot" compiled by the Citizens Assistance Office reflecting those citizens serving at the end of FY01. The results are reflected in Table V.

**TABLE V – AVERAGE TERM SERVED ON HIGH PROFILE BOARDS AND COMMISSIONS<sup>2</sup>**

	Number Members	Term Length	Average Term	Persons Serving 1 Term	Persons Serving 2 Terms	Persons Serving 3+ Terms	Vacancies
Architectural Review Board-Old and Historic	7	3	8.0	0	3	4	
Architectural Review Board-Parker-Gray	7	3	3.8	4	1	2	
Board of Zoning Appeals	7	4	3.9	3	3	1	
Human Rights Commission	14	3	4.0	6	1	5	2
Planning Commission	7	4	7.6	1	2	4	
Real Estate Assessments Review Board	5	3	10.2	1	1	3	
Community Services Board	16	3	2.0	11	3		2
Redevelopment and Housing Authority	9	4	4.1	4	5	0	
Sanitation Authority*	5	4	9.8	2	1	2	
Traffic and Parking Board	7	2	4.4	4	1	2	
Average	8.4	3.3	5.78	3.6	2.1	2.3	0.4

\*Includes one 32-year tenure (Ed Semonian)

Membership ranges from 5 to 16 members and requirements for other than citizen members, i.e., designated seats, varies by Board and Commission; terms are either 3 or 4 years, except for Traffic and Parking which is 2. Forty-three percent are serving their first term, 25% their second and 27% their third or more terms (vacancies make up the remaining 5%).

<sup>2</sup>Roster of City of Alexandria, Virginia Boards, Commissions and Committees, August 10, 2001

Although the average terms served on these 10 high profile entities varied from 2 to over 10, the overall average was just under 6 years.

The Commission has concluded that the percentage of incumbents does not appear to serve as a significant barrier preventing first-time applicants from gaining appointments to boards or commissions. Therefore, the Commission does not recommend limiting the number of terms that a citizen may serve.

A trend analysis of the appointment rate also was performed for FY99 through FY01 and is reflected in Figure VI.

**TABLE VI – HIGH PROFILE BOARDS AND COMMISSIONS  
APPOINTMENT RATES FY99-FY01**

Category	1999			2000			2001								
	Applied Applicants	%	Appointed	Appointed	Appointed	Appointed	Appointed	Appointed	Appointed	Appointed	Appointed	Appointed	Appointed	Appointed	Appointed
Male	36	67%	20	74%	56%	42	49%	39	59%	93%	20	38%	17	43%	85%
Female	18	33%	7	26%	39%	43	50%	27	41%	63%	30	57%	23	58%	77%
White	47	87%	23	85%	49%	74	86%	48	41%	65%	44	57%		0%	0%
African American	6	11%	4	15%	67%	7	8%	5	8%	71%	5	9%	4	10%	80%
Hispanic	1	2%	0	0%	0%	2	2%	1	2%	50%	2	4%	2	5%	100%
Asian/Pacific Islander	0	0%	0	0%	0%	2	2%	1	2%	50%	1	2%	0	0%	0%
Native American	0	0%	0	0%	0%	0	0%	0	0%	0%	0	0%	0	0%	0%
Unknown Race						1	1%	1	41%	100%	0	0%		0%	0%
Disabled	2	4%	2	0.07	100%	4	5%	4	6%	100%	1	2%	1	3%	100%
Not Disabled	40	74%				66	77%	36	41%	55%	44	57%	33	83%	75%
Unknown Disability	12	22%		0.00	0%	16	19%	16	24%	100%	8	15%	6	15%	75%

**CONTESTED, NON-DESIGNATED SEATS ON BOARDS AND COMMISSIONS**

Contested, uncontested, or “designated” seats on boards and commissions were analyzed separately. The numbers shown in Tables I - IV highlight the applications for and appointments to all boards and commissions during FY01 from individuals who submitted a form. This summary, as reflected in Table VII, is provided in order to differentiate contested seats from those uncontested/designated seats for which Council does not exercise the same “voice.”

Uncontested seats are those that had only one applicant. Designated seats are filled by individuals from a particular business, organization, community group, or commission whose representation on a specific board or commission is mandated by Council or City Code. For example, certain

commissions may have a designated seat for a representative from the Chamber of Commerce or from another City board or commission. In these cases, the seat is not open to members of the general public. The designated representative's name is forwarded to City Council by the designating organization for Council action.

**TABLE VII - APPLICANTS FOR AND APPOINTMENTS TO CONTESTED SEATS**

Category	Applied		Appointed		Appt. Rate %
	Applicants	%	Appointed	%	
Male	74	38	30	35	40
Female	118	61	55	64	46
Unknown Gender	0	0	0	0	0
White	150	78	67	80	45
African American	28	14	13	15	46
Hispanic	5	2	2	2	40
Asian/Pacific Islander	4	2	1	1	25
Native American	1	0.5	1	1	100
Unknown Race	4	1	1	1	25
Disabled	4	2	3	3	75
Not Disabled	148	77	66	77	44
Unknown Disability	40	20	16	18	40
<b>Overall Appt. Rate</b>	192		85		44

In FY01, of the 360 total vacancies on boards and commissions, 183 (51%) of the vacancies were for designated seats. Table VII provides a statistical summary of the 192 applicants for and 85 appointed to seats by City Council vote that were contested. (Only 92 seats were uncontested.)

Females had a 6% higher appointment rate than males for the contested, non-designated seats. Native Americans had a 100% appointment rate, followed by African-Americans at 46%. Whites had the third highest appointment rate of 45%, with Hispanics 40%, and Asians 25%. Three of 4 persons with disabilities, or 75% were appointed.

## FY01 DEMOGRAPHICS VS APPOINTMENT RATES

The FY01 appointment rates for gender and ethnicity is shown below in Table VIII against the percentages from the 2000 Census (as shown on page 2).

**TABLE VIII – FY01 DEMOGRAPHICS VS. APPOINTMENT RATES**

Category	2001			2000
	Appl	Appt	Rate	Census
Male	20	17	85%	53%
Female	30	23	77%	
White	44	36	82%	
African American	5	4	80%	
Hispanic	2	2	100%	
Asian/Pacific Islander	1	0	0%	
Native American/Other	0	0	0%	
Disabled	1	1	100%	

## RECOMMENDATIONS

As a means of further encouraging citizen involvement in government, the Commission suggests that City Council approve the following proposed measures:

1. Because sexual orientation is a protected class under the Human Rights ordinance and because the Non-Discrimination Data Form does not now elicit information, the Commission recommends that the question be included so the Commission has data with which to monitor appointment trends. In addition, to improve the chances of obtaining this voluntary form from applicants and appointees, the Commission, in consultation with the Citizen Assistance Office, will add a clearer explanation on the form about the purpose of the data and how the data will be used. Finally, the Commission may also redesign the application and the Non-Discrimination Data Form so the Non-Discrimination Data Form is more fully integrated into the overall application.
2. On the data analysis process and frequency, that the Human Rights Commission's review of the applicants, appointments, and incumbency to the City's boards and commissions be conducted every two years.

The Commission further acknowledges that its Commissioners, Council members and community leaders all are aware of the need to encourage the involvement of citizens from the City's growing Hispanic population and will continue to pursue every opportunity to encourage their participation.

EXHIBIT NO. 2

22  
4-9-02

Memorandum

Date: April 9, 2002

To: The Honorable Mayor and Members of City Council

From: Beverly I. Jett, City Clerk *B.I.J.*

Subject: Docket Item No. 22, Consideration of the Alexandria Human Rights Commission FY 1999 - FY 2001 Reports on Appointments of Citizens to City Boards and Commissions - Correction to Table 1 on Page 3

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Staff has provided us with the attached copy of "Table 1: Trend Analysis of Appointment Rates from FY 1992-FY 2001" to replace the table at the top of page 3 of the docket memorandum for this evening.

Attachment: Corrected Table 1: Trend Analysis of Appointment Rates from FY 1992-FY 2001

Category	1992			1993			1994			1995			1996		
	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate
Male	185	98	53%	212	111	52%	159	92	58%	194	117	60%	165	105	64%
Female	175	89	51%	185	89	48%	153	85	56%	177	90	51%	172	95	55%
White	324	167	52%	348	168	48%	265	152	57%	324	180	52%	295	179	61%
African American	26	16	62%	38	23	61%	35	18	51%	27	16	59%	27	16	59%
Hispanic	2	0	0%	7	6	86%	9	6	67%	7	5	71%	8	2	25%
Native Hawaiian	3	1	33%	0	0	0%	2	0	0%	9	5	56%	1	0	0%
Native American	0	0	0%	2	2	100%	1	1	100%	2	1	50%	1	0	0%
Disabled	11	7	64%	12	9	75%	9	6	67%	12	8	67%	7	4	57%
	360	187	52%	397	200	50%	312	177	57%	371	207	56%	337	200	59%

	195	99	51%	169	101	60%	173	122	71%	134	87	65%	168	112	67
	160	94	59%	146	82	56%	188	128	68%	124	75	60%	214	133	62
	312	161	52%	262	149	59%	307	207	67%	232	144	62%	317	207	66
	31	22	71%	37	26	70%	41	33	80%	17	14	82%	43	25	58
	8	7	88%	7	3	43%	8	6	75%	3	1	33%	12	8	67
	4	3	75%	2	1	50%	4	2	50%	5	2	40%	4	1	25
	0	0	0%	2	0	0%	2	1	50%	0	0	0%	5	5	100
	14	11	79%	11	7	64%	17	15	88%	13	10	77%	11	10	91
	355	193	54%	315	183	58%	364	251	69%	260	163	63%	384	247	64%

Table 1: Trend Analysis of Appointment Rates from FY 1992-FY 2001

**SUBMISSION OF THIS FORM IS VOLUNTARY**

**CONFIDENTIAL – NOT FOR PUBLIC INFORMATION**

**Non-Discrimination Data Supplemental Questions  
For Applicants to City Boards, Commissions and Committees**

Completion of this form is VOLUNTARY. When completed, the form is separated from your application prior to the application's submission to City Council. The form is not used by Council or staff in determining appointments. Rather, the information it contains is treated confidentially and the form forwarded to the Alexandria Office on Human Rights for compilation of statistics. One responsibility of the Human Rights Commission (HRC) is to track whether the diversity in our City's population is reflected in appointments made to boards, commissions and committees, which it does solely from data supplied on this form. The HRC reports its findings to Council.

The HRC's main role is to ensure discrimination does not occur in our city based on race, color, sex, religion, ancestry, national origin, marital status, familial status, age, sexual orientation or disability with respect to housing, employment, public accommodations, health and social services, education, credit or city contracts.

What Board, Commission, Committee or Authority are you applying for? \_\_\_\_\_ Date of application? \_\_\_\_\_

Name: \_\_\_\_\_  
(optional – including your name assists the HRC in not duplicating your data if you apply more than once)

Do you live in the City of Alexandria? Yes  No

What is your race/ethnic origin? Please check all that apply.

- a. American Indian or Alaskan Native  (origins in any of the original people of North America who maintain cultural identification through tribal affiliations or community recognition)
- b. Asian or Pacific Islander  (origins in any original peoples of the Far East, Southeast Asia, Indian subcontinent, Pacific Islands, i.e., China, Japan, Korea, Philippine Islands)
- c. Black  (origins in any Black racial groups of Africa)
- d. White (not of Hispanic origin)  (origins in any original people of Europe, North Africa, Middle East, except Spain)
- e. Hispanic  (persons of Mexican, Puerto Rican, Cuban, Central South American, Spanish origin regardless of race)
- f. Arab, Afghani or Middle-Eastern
- g. Other race or ethnic origin  (please specify \_\_\_\_\_)

What is your gender? Female  Male

What is your sexual orientation? Heterosexual  Gay/Lesbian  Bisexual/Other

Do you have a disability? Yes  No

If Yes, briefly describe disability \_\_\_\_\_

How did you learn of the vacancy for which you are applying? Check one only.

- a. TV
- b. Referred by city employee or commission/board
- c. Community Agency
- d. Newspaper  (specify \_\_\_\_\_)
- e. City's web site
- f. Other  (specify \_\_\_\_\_)



**NOTE:**

**This form should be the fifth page in the application, although a separate page, and composed in the same format and typeface as the application.**

**It also should be included as the last page of the application under Boards and Commissions on the web page application section.**

**The goal is for this page to reflect its voluntary nature but look official enough to encourage participation.**

**Applications sent to incumbents should also include this page.**