



**TOWN OF LOS GATOS  
DIVERSITY, EQUITY, AND INCLUSION COMMISSION AGENDA**

**\*AMENDED\***

**OCTOBER 16, 2025  
110 EAST MAIN STREET  
TOWN COUNCIL CHAMBERS  
5:00 PM**

*Gordon Yamate, Chair  
Diane Fisher, Vice Chair  
Carmen Lo, Commissioner  
D. Michael Kane, Commissioner  
Tooba Ahmed, Commissioner  
Vacant, Commissioner  
Vacant, Commissioner  
Anne Lamborn, Arts and Culture  
Commissioner  
Gregory Gentile, Community Health and  
Senior Services Commissioner*

**HOW TO PARTICIPATE**

This meeting will be held in-person at the Town Council Chambers at 110 East Main Street. Vice Chair Fisher will be participating by telephone from a remote location at 1658 Kearney St, Denver, CO 80220. The telephone location shall be accessible to the public and the agenda will be posted at the telephone location 72 hours before the meeting.

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to [clerk@losgatosca.gov](mailto:clerk@losgatosca.gov).

**Public Comment During the Meeting:**

When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting.

Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

**Deadlines to Submit Written Comments:**

If you are unable to participate in person, you may email [clerk@losgatosca.gov](mailto:clerk@losgatosca.gov) with the subject line "Public Comment Item #\_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

For inclusion in supplemental materials: by 11:00 a.m. the day of the Commission meeting.

## CALL MEETING TO ORDER

## ROLL CALL

**VERBAL COMMUNICATIONS** *(Members of the public are welcome to address the Diversity, Equity, and Inclusion Commission on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Commission. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

**CONSENT ITEMS** *(Items appearing on the Consent Calendar are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)*

1. Approve the Draft Minutes of the September 18, 2025 Diversity, Equity, and Inclusion Commission Regular Meeting.

**OTHER BUSINESS** *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Receive Board, Committee, and Commission Roles and Responsibilities, Code of Conduct Policy Training
3. Discuss Outreach to the Community in the Categories of (1) Education/Schools, (2) Religious Groups, (3) Businesses, and (4) Non-Profits/Service Organizations Regarding Opportunities for Collaboration (Work Plan Item 3 Related to DEI Plan Goal C, Item 1.a.i.).
4. Discuss Ways the DEI Commission Can Make Visible the Equity Issues that Matter to the Larger Community, Including Action Items to Promote the Safety and Inclusivity of its Community Members (Work Plan Discussion Item C. Related to DEI Plan Goal A.2.a.).

## COMMISSIONER/STAFF LIAISON REPORTS

## ADJOURNMENT

**ADA NOTICE** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104].

**NOTE** The ADA access ramp to the Town Council Chambers is under construction and will be inaccessible through June 2025. Persons who require the use of that ramp to attend meetings are requested to contact the Clerk's Office at least two (2) business days prior to the meeting date.



**TOWN OF LOS GATOS  
DEIC COMMISSION  
AGENDA REPORT**

MEETING DATE: 10/16/2025

ITEM NO: 1

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**DRAFT  
Minutes of the Diversity, Equity, and Inclusion Commission Meeting  
September 18, 2025**

The Diversity, Equity, and Inclusion (DEI) Commission of the Town of Los Gatos conducted a regular meeting in person in the Town Council Chambers on Thursday, September 18, 2025, at 5:00 p.m.

**CALL MEETING TO ORDER**

The meeting was called to order at 5:01 p.m.

**ROLL CALL**

Present: Chair Gordon Yamate, Vice Chair Diane Fisher, and Commissioners Carmen Lo, D. Michael Kane, Tooba Ahmed, Anne Lamborn, and Gregory Gentile.

Youth Commission Liaisons Present: Nia Khanna. Wilbur Huang arrived at 5:49 p.m.

Town Staff Present: Assistant Town Manager Katy Nomura and Senior Management Analyst Holly Young.

**VERBAL COMMUNICATIONS**

Opened public comment.

Gus Who/Thing 1

- Commented on various concerns.

Closed public comment.

**CONSENT ITEMS**

1. Approve the Draft Minutes of the June 18, 2025 Diversity, Equity, and Inclusion Commission Special Meeting.

Opened public comment.

No one spoke.

Closed public comment.

**MOTION:** Motion by Commissioner Kane to approve the minutes. **Seconded** by Vice Chair Fisher.

**VOTE:** Motion passed unanimously.

## **OTHER BUSINESS**

2. Select One Commissioner to Serve as Community Grant Rater (Related to DEI Plan Goal A, Item 1.a.).

Opened public comment.

No one spoke.

Closed public comment.

**MOTION:** Motion by Vice Chair Fisher to appoint Tooba Ahmed. **Seconded** by Commissioner Kane.

**VOTE:** Motion passed unanimously.

3. Discuss Outreach to the Community in the Categories of (1) Education/Schools, (2) Religious Groups, (3) Businesses, and (4) Non-Profits/Service Organizations Regarding Opportunities for Collaboration (Work Plan Item 3 Related to DEI Plan Goal C, Item 1.a.i.).

Opened public comment.

Gus Who/Thing 1

- Commented on various concerns.

Closed public comment.

The Commission discussed the item.

4. Discuss Ways the DEI Commission Can make Visible the Equity Issues that Matter to the Larger Community, Including Action Items to Promote the Safety and Inclusivity of its Community Members (Work Plan Discussion Item C. Related to DEI Plan Goal A.2.a.).

Opened public comment.

Lee Fagot

- Invited a representative from the Commission to speak at Democracy Tent and commented in support of the Writing the Constitution project.

Gus Who/Thing 1

- Commented on various concerns.

Closed public comment.

**MOTION:** Motion by **Commissioner Lo** to seek the Town Council's approval for the Los Gatos DEI Commission, in coordination with NUMU and/or third parties, to host and co-lead a project entitled "Hand[Righting] the Constitution" with the Town's role limited to: endorsement, publicizing, and displaying the project. **Seconded** by **Commissioner Ahmed**.

**VOTE:** Motion passed unanimously.

#### **COMMISSIONER/STAFF LIAISON REPORTS**

Staff Liaison Young reported that Commissioner Phillips resigned from the Commission and thanked her for her service, welcomed new Youth Commission liaisons Nia Khanna and Wilbur Huang, and reminded the Commission that Youth Commissioners are now non-voting liaisons and no longer count towards quorum.

Commissioner Kane reported that he gave out business cards and gave positive feedback regarding the Commission's participation in the Town's 4<sup>th</sup> of July event.

Commissioner Ahmed had no report.

Vice Chair Fisher reported positive feedback regarding the Commission's participation in the Town's 4<sup>th</sup> of July event.

Commissioner Lamborn reported that she wanted to see her 4<sup>th</sup> of July artwork displayed, participated in a Guatemala art event at Cuesta College, was a panelist at a non-profit event, and that outreach regarding the Public Art Master Plan showed that people in Los Gatos want vibrant art.

Commissioner Gentile reported positive feedback from the Commission's participation in the Town's 4<sup>th</sup> of July event.

Youth Commission Liaison Wilbur Huang introduced himself.

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SUBJECT: Draft Minutes of the DEI Commission Meeting of September 18, 2025

DATE: October 16, 2025

Chair Yamate reported on potentially doing a FOIA request to the County regarding the properties in Los Gatos that have restrictive covenants and that the County is behind schedule on the project.

Assistant Town Manager Nomura reminded Commissioners to identify themselves by name when speaking at Commission meetings.

Commissioner Lo reported that NUMU and the Library are holding a drag Bingo night at NUMU on October 2.

**ADJOURNMENT:**

The meeting adjourned at 6:46 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the September 18, 2025, meeting as approved by the Diversity, Equity, and Inclusion Commission.

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Holly Young, Senior Management Analyst



**TOWN OF LOS GATOS**  
**DEI COMMISSION REPORT**

MEETING DATE: 10/16/2025

ITEM NO: 2

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DATE: October 3, 2025  
TO: Diversity, Equity, and Inclusion Commission  
FROM: Holly Young, Senior Management Analyst  
SUBJECT: Receive Board, Committee, and Commission Roles and Responsibilities, Code of Conduct Policy Training

**RECOMMENDATION:**

Receive an update and training on the recently adopted Board, Committee, and Commission Roles and Responsibilities, Code of Conduct.

**REMARKS:**

At its August 19, 2025, meeting, the Town Council formally approved a new standalone Code of Conduct Policy for Town Boards, Committees, and Commissions. This policy replaces prior references within the broader Council Code of Conduct and establishes clear, consistent expectations specific to the roles and responsibilities of Commissioners.

The policy outlines legal obligations, such as compliance with the Brown Act, conflict-of-interest regulations, and state-mandated training requirements. It also sets standards for ethical behavior, respectful communication, and professionalism in public service. Commissioners serve in an advisory capacity and are expected to act in alignment with the Town Council's Strategic Priorities, while maintaining appropriate boundaries between their role and that of elected officials.



Key components of the adopted policy include:

- Defined expectations for conduct during public meetings, including use of formal titles, maintaining civility, and adhering to structured discussion protocols.
- Clarified communication rules, particularly when speaking outside of official meetings, with explicit requirements for Commissioners to distinguish personal opinions from official Town positions.
- A formal process for enforcement, allowing for reporting, review, and potential actions in response to violations of the policy.

**ATTACHMENTS:**

1. Adopted Board, Committee, and Commission Roles and Responsibilities, Including Code of Conduct Policy

**PREPARED BY:** Wendy Wood  
Town Clerk

 <div style="display: inline-block; vertical-align: middle;"> <p>TOWN OF <b>LOS GATOS</b> CALIFORNIA</p> </div> <div style="display: inline-block; vertical-align: middle; text-align: center;"> <p><b>COUNCIL POLICY MANUAL</b></p> <p><i>Small Town Service    Community Stewardship    Future Focus</i></p> </div>	
<b>Title:</b> Board, Committee, and Commission Roles and Responsibilities, Including Code of Conduct	<b>Policy Number:</b> 2-19
<b>Effective Date:</b> 8/19/2025	<b>Pages:</b> 5
<b>Enabling Actions:</b>	<b>Revised Date:</b>
<b>Approved:</b> 	

### I. Preamble

This Policy sets forth the roles, responsibilities, and Code of Conduct for the Town's Boards, Committees, and Commissions (hereinafter referred to as "Commissions"). The legal responsibilities of the Los Gatos Town Commissioners are set forth by applicable state and federal laws. In addition, the Town Council has adopted regulations, including this Code of Conduct Policy, that holds Commissioners to standards of conduct above and beyond what is required by law. This Policy is written with the assumption that Commissioners, through training, are aware of their legal and ethical responsibilities as appointed officials. Commissioners are not allowed to engage in activity which would constitute a violation of this Policy, nor does anything in this Policy transfer authorities vested in the Town Council or Town Manager to a Commission or individual Commissioners. Nothing in this policy shall infringe on the constitutional rights of Commissioners, including the right to free expression.

### II. Town Board, Committees, and Commissions Roles and Responsibilities

The role of the Commissions is to act as a bridge between the community and the Town Council. Commissioners are volunteers who contribute their time and expertise to help identify, analyze, and evaluate community issues within the scope of their respective Commissions. Through public meetings and other engagement efforts, Commissioners gather community input during recognized Commission meetings, ad hoc meetings, and established task forces, and use this information to make thoughtful, informed recommendations to the Town Council, which is the final policy-making authority. The Commission's work should align with the Town Council's Strategic Priorities and supports the Town's mission to enhance the quality of life through effective leadership and responsive services. Commissioners serve at the will of the Council.

Individual Commissioners are expected to attend all meetings and come prepared by reviewing agenda materials in advance. They are to conduct themselves with respect, fairness, and courtesy toward fellow members, Town staff, and the public, while recognizing and supporting the authority of the Chair to lead meetings effectively. Commissioners should stay focused on meeting topics, use time efficiently, and contribute constructively to discussions. They are expected to act with honesty and integrity, serve as role models of civic leadership, and



maintain public trust in Town government. Commissioners must also be aware of and avoid potential conflicts of interest, understand their obligations under the Brown Act, and seek guidance from Commission staff liaisons when questions arise regarding their duties or ethical requirements. If needed, the Commission staff liaison will coordinate with other Town staff as necessary.

### III. Commissioner Conduct in Public Meetings

To ensure the highest standards of respect and integrity during public meetings, Commissioners should:

- A. *Use formal titles.* Commissioners should refer to one another formally during Commission meetings using terms such as Chair, Vice Chair or Commissioner, followed by the individual's last name.
- B. *Practice civility and decorum in discussions and debate.* Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of free democracy in action. During public discussions, Commissioners should be respectful of others and diverse opinions and allow for the debate of issues.
- C. *Honor the role of the presiding officer in maintaining order and equity.* Respect the Chair's efforts to focus discussion on current agenda items.
- D. *Commission decisions should be reserved until all applicable information has been presented.*
- E. *Conduct during public hearings.* During public testimony, Commissioners should refrain from engaging the speaker in dialogue. Speakers at public meetings may be asked to provide their full name and to state whether they are a resident of the Town of Los Gatos. This information is optional but not required. For purposes of clarification, Commissioners may ask the speaker questions. Commission comment and discussion should commence upon the conclusion of all public testimony.

### IV. Compliance and Operational Requirements

Town Commissions operate under a series of laws that regulate its operations as well as the conduct of its members. The Town Attorney serves as the Town's legal officer and is available to advise the Commissioners on relevant legal matters; however, any such advice will be coordinated through the commission staff liaison.

#### A. Training

Commissioners shall participate in training in the following areas:

- 1. The Ralph M. Brown Act
- 2. AB 1234 Conflict of Interest (Planning Commission Only)
- 3. Town / CA State Law on Harassment (SB 1343)

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**B. Procurement**

Unless authorized by the Town Council, Commissioners shall not become involved in administrative processes for acquiring goods and services.

**C. Land Use Applications**

The merits of an application shall only be evaluated on information included in the public record. Commissioners shall not participate in any ex parte communications and must place any information obtained outside of the public hearing that may influence his/her decision on a matter pending before the Commission into the record at the public hearing.

**D. Code of Conduct Policy**

Newly appointed Commissioners shall sign a statement affirming they have read and understand the Town of Los Gatos Council Code of Conduct Policy.

**E. Non-Profit Organizations**

Commissioners that sit on boards of directors of non-profit organizations which receive funding or in-kind contributions from the Town may not participate in the Community Grant Program selection process.

**F. Applicable Laws and Town Policies**

Commissions shall abide by all applicable municipal, state, and federal laws and Town policies.

**G. Workplan**

Matters to be done outside of a Commission meeting will require Town Council approval through the workplan before any such activity may be performed on behalf of the Town or Commission. Items listed on the workplan as discussion-only, or those with no staff time allocated, are not considered action items and do not provide the necessary Town Council approval to conduct any activities in an official Commissioner capacity. They are intended solely to facilitate discussion during agendaized Commission meetings on topics within the Commission's scope. Nothing in this section limits a Commission from requesting changes to the work plan during the course of the year.

**V. Commission Relationship with the Town Council**

The primary responsibility of Commissions is to advise and make recommendations to the Town Council. Recommendations are forwarded through the Town Manager's Office to the Town Council for consideration. While the Council values and relies on the Commission's input, the Council's role is to consider recommendations from multiple sources and make final decisions based on strategic priorities and the broader interests of the community. Because of this broader perspective, the Council may not always implement the recommendations of a particular Commission.

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It is important to maintain a clear distinction between the advisory role of Commissions and the decision-making authority of the Town Council. While Commissioners may at times disagree with Council decisions, once the Council has taken a position or chosen not to implement a recommendation, it is expected that the Commission and its individual members will respect that decision.

## **VI. Commission Communication**

Commissioners must comply with the Brown Act, and nothing in this Policy shall be interpreted as limiting the rights or obligations established by that law.

### **A. Public Meeting**

1. When a member of an advisory body addresses the Council or Commission at a public meeting, it should be made clear whether the member is speaking on behalf of the advisory body or as an individual.

### **B. External Representation**

1. Commissioners are not authorized to represent the Town outside of official Commission meetings unless specifically authorized to do so by the Town Council.
2. When Commissioners communicate outside of official Commission meetings regarding Commission matters, or in a manner that is not authorized by Town Council, they shall clearly and explicitly convey that such communication is provided as an individual and does not in any way represent the Commission, Town, or Town staff. This can be accomplished by using language such as: "Speaking for myself and not on behalf of the Commission or the Town . . ."

## **VII. Enforcement**

### **A. Purpose**

The Boards, Committee, and Commission Code of Conduct Policy establishes guiding principles for appropriate conduct and behavior and sets forth the expectations of Commissioner. The purpose of the policy language is to establish a process and procedure that:

1. Allows the public, Commissioners, and Town employees to report Code of Conduct policy violations or other misconduct.
2. Provides guidelines to evaluate Code of Conduct policy violations or other misconduct and implement appropriate disciplinary action when necessary.

### **B. Procedures**

1. Complaints related to a Code of Conduct policy violation or other misconduct shall be submitted through the Town Clerk in writing or in any other such form that can be reviewed, documented, retained, and transmitted.
2. Upon receipt, the Town Clerk will forward the complaint submission to the appropriate staff member for review and consultation.

3. Following this, a memorandum shall be prepared by staff and distributed to the Town Council through the Town Manager, notifying them of the complaint. In accordance with Council Policy 2-01, Section I, any Council Member may request that a discussion of the complaint be scheduled on a future agenda.

C. Disciplinary Action

Disciplinary action may be imposed by the Council upon Commissioners who have violated the Code of Conduct Policy or other misconduct. In determining the type of sanction imposed, the following factors may be considered including but not limited to:

- Nature of the violation,
- Prior violations by the same individual, and
- Other factors which bear upon the seriousness of the violation.


Commissioners who have been notified by the Town Clerk that they are out of compliance with State or Town mandated requirements for Ethics Training or Fair Political Practices Commission Form 700 filings shall not be permitted to attend Commission meetings until they are compliant. Any resulting absences will be counted as unexcused and may result in automatic forfeiture of the position if the total exceeds the allowable absences outlined in the Attendance Requirements section of Council Policy 2-11.

1. Types of Sanctions

At the discretion of the Town Council, sanctions may be imposed for violating the Code of Conduct or engaging in other misconduct. The Commissioner will be given notice and an opportunity to provide a written or verbal response prior to any sanctions. These actions may be applied individually or in combination. They include, but are not limited to:

- a. Public Admonishment – A warning directed publicly at a Commissioner regarding specific behavior.
- b. Removal – A Commissioner may be removed by a 3/5 vote of the Town Council at any time, with or without cause, in accordance with the Town's policies. While removal may be used as a response to a violation of this policy, it is not limited to disciplinary situations and may occur at any time at the Council's discretion.

APPROVED AS TO FORM:

  
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Gabrielle Whelan, Town Attorney



**TOWN OF LOS GATOS**  
**DEI COMMISSION REPORT**

MEETING DATE: 10/16/2025

ITEM NO: 3

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DATE: October 3, 2025  
TO: Diversity, Equity, and Inclusion Commission  
FROM: Holly Young, Senior Management Analyst  
SUBJECT: Discuss Outreach to the Community in the Categories of (1) Education/Schools, (2) Religious Groups, (3) Businesses, and (4) Non-Profits/Service Organizations Regarding Opportunities for Collaboration (Work Plan Item 3 Related to DEI Plan Goal C, Item 1.a.i.).

**RECOMMENDATION:**

Discuss outreach to the community in the categories of (1) Education/Schools, (2) Religious Groups, (3) Businesses, and (4) Non-Profits/Service Organizations regarding opportunities for collaboration (Work Plan Item 3 related to DEI Plan Goal C, Item 1.a.i.).

**REMARKS:**

On March 4, 2025, the Town Council approved the work plan for the DEI Commission, which included an item authorizing the Commission to conduct outreach to schools, religious groups, businesses, and non-profits/service organizations, to result in a recommendation to staff regarding opportunities for collaboration.

The DEI Commission has been conducting that outreach using the following questions:

- Does your (school/business/religious group/non-profit or service organization) have concerns about the issues of diversity, equity, and inclusion in the Town of Los Gatos?
- What are you most hopeful for relative to these concerns?
- Do you see opportunities for the Town to do more to promote and ensure diversity, equity, and inclusion?
- What type of support could the Town and the DEI Commission provide to your (school/business/religious group/non-profit or service organization) to provide a more inclusive community?

Per the DEI Commission's Work Plan, this item should culminate in a recommendation to staff regarding opportunities to collaborate.

Prepared by: Holly Young  
Senior Management Analyst



**TOWN OF LOS GATOS**  
**DEI COMMISSION AGENDA REPORT**

MEETING DATE: 10/16/2025

ITEM NO: 4

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DATE: October 3, 2025  
TO: DEI Commission  
FROM: Holly Young, Senior Management Analyst  
SUBJECT: Discuss Ways the DEI Commission Can Make Visible the Equity Issues that Matter to the Larger Community, Including Action Items to Promote the Safety and Inclusivity of its Community Members (Work Plan Discussion Item C. Related to DEI Plan Goal A.2.a.).

RECOMMENDATION:

Discuss ways the DEI Commission can make visible the equity issues that matter to the larger community, including action items to promote the safety and inclusivity of its community members (Work Plan Discussion Item c. related to DEI Plan Goal A.2.a.).

REMARKS:

On March 4, 2025, the Town Council approved the work plan for the DEI Commission, which included a discussion-only item (no staff time allocated) of recommending action items to the Town Council to make visible the equity issues that matter to the larger community.

PREPARED BY: Holly Young  
Senior Management Analyst