



**TOWN OF LOS GATOS
DIVERSITY, EQUITY, AND INCLUSION COMMISSION AGENDA
JANUARY 09, 2025
110 EAST MAIN STREET
TOWN COUNCIL CHAMBERS
5:00 PM**

*Gordon Yamate, Chair
Diane Fisher, Vice Chair
Carmen Lo, Commissioner
Varily Isaacs, Commissioner
Folake Phillips, Commissioner
D. Michael Kane, Commissioner
Tooba Ahmed, Commissioner
Anne Lamborn, Arts and Culture
Commissioner
Vacant, Community Health and Senior
Services Commissioner
Aanya Singh, Youth Commissioner
Ryan Idemoto, Youth Commissioner*

HOW TO PARTICIPATE

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.

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

Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email to clerk@losgatosca.gov by 3:00 p.m. the

day of the 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 Consent 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 December 12, 2024 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.](#) Appoint a Chair and Vice Chair
- [3.](#) Adopt a Time and Place Resolution for Future DEI Commission Meetings.
- [4.](#) Clarify All Existing Ad Hoc Subcommittees of the Commission.
- [5.](#) Discuss Ideas for Ways the Town Can Align with the State of California and Other Municipalities to Protect Community Members Who Do Not Feel Safe.
- [6.](#) Discuss Outreach to Community Partners 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 Regarding Collaboration with Community Organizations Goal C, Item 1.a.).
- [7.](#) Review Recommended Commission Work Plan Items for 2025 and Make a Recommendation to the Town Council.

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]



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

MEETING DATE: 01/09/2025

ITEM NO: 1

**DRAFT
Minutes of the Diversity, Equity, and Inclusion Commission Meeting
December 12, 2024**

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, December 12, 2024, at 5:00 p.m.

CALL MEETING TO ORDER

The meeting was called to order at 5:02 p.m.

ROLL CALL

Present: Chair Gordon Yamate, Vice Chair Diane Fisher, and Commissioners Carmen Lo, Folake Phillips, D. Michael Kane, Pradeep Khanal, and Anya Singh. Commissioner Ryan Idemoto was present until 6:07 p.m. Commissioner Varily Isaacs participated via telephone pursuant to the Brown Act.

Absent: Commissioner Anne Lamborn.

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

VERBAL COMMUNICATIONS

Opened public comment.

No one spoke.

Closed public comment.

CONSENT ITEMS

1. Approve the Draft Minutes of the October 10, 2024 Diversity, Equity, and Inclusion Commission Regular Meeting.
2. Approve the Draft Minutes of the November 14, 2024 Diversity, Equity, and Inclusion Commission Regular Meeting.

MOTION: Motion by Vice Chair Fisher to approve the consent calendar. Seconded by Commissioner Khanal.

VOTE: Motion passed unanimously by roll call vote.

COMMISSIONER/STAFF LIAISON REPORTS

Commissioner Idemoto reported that he had a conflict with his internship during the last DEI Commission meeting. He also said that the Youth Commission will bring proposed changes to its enabling resolution to the Town Council in January and that he participated with the Youth Commission in the holiday parade.

Commissioner Kane reported that he rode on a float in the parade, attended the Policy Committee meeting, attended the Presbyterian Church Blue Christmas event, and passed out business cards.

Commissioner Lo reported that she attended an Anti-Racism Coalition meeting and the Los Gatos Union School District's Climate and Culture meeting. She said she heard that people in the community feel unsafe, unprotected, and anxious with the changing political climate.

Chair Yamate reported that he attended the "Here I Am" rally at Congregation Sinai, exchanged emails with Council Member Moore regarding the resolution that Council considered agendizing on November 19, and met with Annalise from San Jose Spotlight at the County Clerk-Recorder's Office to research racially restrictive covenants.

Commissioner Phillips had no report.

Vice Chair Fisher reported that she shared photos and information regarding the Saratoga Multicultural Fair with Council Members Ristow and Moore.

Commissioner Khanal reported that he attended the parade, Mayoral Transition Council meeting, and tree lighting ceremony. He said that his Community Health and Senior Services Commission term is ending so he will no longer be a member of the DEI Commission.

Commissioner Singh reported that she attended the Youth Commission meeting and the holiday parade.

Commissioner Isaacs reported that she attended the Climate and Culture meeting and the holiday parade.

The staff liaison reported that the DEI Commission has a new member from the Arts and Culture Commission, Anne Lamborn. She said that while Commissioner Lamborn was unable to attend the December meeting, the Commission can welcome her in January.

OTHER BUSINESS

3. Discuss a Listening Campaign for Outreach to Community Partners in the Categories of (1) Education/Schools, (2) Religious Groups, (3) Businesses, and (4) Non-Profits/Service Organizations (Work Plan Item Regarding Collaboration with Community Organizations Goal C, Item 2.a. Community- and School-Based Programming).

Opened public comment.

No one spoke.

Closed public comment.

Holly Young, Senior Management Analyst, presented the staff report.

The Commission discussed the item.

4. Explore Options for a Panel Discussion Event (Work Plan Item Regarding Developing a Community Learning Opportunity on Historic Inequities and Developing Diversity, Sensitivity, and Awareness Training Goal B, Items 3.a. and b.).

Opened public comment.

No one spoke.

Closed public comment.

Holly Young, Senior Management Analyst, presented the staff report.

The ad hoc subcommittee did not have a recommendation and the Commission did not discuss the item.

5. Discuss a Revised "Proposal for Los Gatos DEI Commission Effort to Educate Public on Restrictive Covenants" Regarding the Potential Restrictive Covenant Redaction Project Commission Recommendation (Work Plan Item Regarding Developing a Community Learning Opportunity on Historic Inequities and Developing Diversity, Sensitivity, and Awareness Training Goal B, Items 3.a. and b. and Work Plan Item Regarding Annual Communications Campaign Goal D, Item 1.a).

Opened public comment.

No one spoke.

Closed public comment.

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SUBJECT: Draft Minutes of the DEI Commission Meeting of December 12, 2024

DATE: January 9, 2025

Holly Young, Senior Management Analyst, presented the staff report.

MOTION: **Motion** by **Commissioner Lo** to submit Attachment 2 to the Town Council as an amendment to the Commission's original recommendation in regards to restrictive covenants [on October 10, 2024]. **Seconded** by **Vice Chair Fisher**.

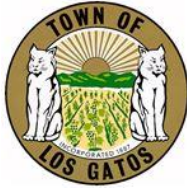
VOTE: **Motion passed unanimously by roll call vote.**

ADJOURNMENT:

The meeting adjourned at 6:44 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the December 12, 2024, meeting as approved by the Diversity, Equity, and Inclusion Commission.

Holly Young, Senior Management Analyst



**TOWN OF LOS GATOS
DEI COMMISSION REPORT**

MEETING DATE: 01/09/2025

ITEM NO: 2

DATE: December 13, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Holly Young, Senior Management Analyst
SUBJECT: Appoint a Chair and Vice Chair

RECOMMENDATION:

Appoint a Chair and Vice Chair.

REMARKS:

At the start of each calendar year, the DEI Commission appoints a Chair and Vice Chair.

Prepared by: Holly Young
Senior Management Analyst



**TOWN OF LOS GATOS
DEI COMMISSION REPORT**

MEETING DATE: 01/09/2025

ITEM NO: 3

DATE: December 20, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Holly Young, Senior Management Analyst
SUBJECT: Adopt a Time and Place Resolution for Future DEI Commission Meetings.

RECOMMENDATION:

Adopt a Time and Place Resolution for future DEI Commission meetings.

REMARKS:

Every Town Commission sets a regular meeting schedule. The DEI Commission is expected to meet monthly in-person at a Town facility. Given the size of the DEI Commission, the Council Chambers is the preferred location for meetings.

In 2024, the DEI Commission met regularly on the second Thursday of the month at 5:00 p.m. in the Council Chambers. 5:00 p.m. has worked well with Commissioners' work schedules.

Due to staff workload related to preparing for Town Council meetings on the second Thursdays of the month, staff recommends switching to either the first or third Thursday of the month.

With the Commission's decision on its regular meeting schedule, the Commission should adopt a Time and Place Resolution (see Attachment 1).

ATTACHMENT:

1. Time and Place Resolution

Prepared by: Holly Young
Senior Management Analyst

RESOLUTION 201 -001

**RESOLUTION OF THE DIVERSITY, EQUITY, AND INCLUSION COMMISSION
OF THE TOWN OF LOS GATOS
ESTABLISHING A TIME AND PLACE FOR REGULAR MEETINGS**

RESOLVED, by the Diversity, Equity, and Inclusion Commission of the Town of Los Gatos, that pursuant to Government Code Section 54954, the time and place for the regular meetings of the Board/Commission/Committee shall be as follows:

Day:

Time:

Frequency: Monthly

Place: Council Chambers, 110 E. Main Street, Los Gatos, CA 95030

PASSED AND ADOPTED at a regular meeting of the Diversity, Equity, and Inclusion Commission of the Town of Los Gatos, California, held on the 9th day of January 2025, by the following vote:

COMMISSIONERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED: _____

, Chair

Diversity, Equity, and Inclusion Commission

ATTEST: _____

Wendy Wood, Town Clerk



TOWN OF LOS GATOS
DEI COMMISSION REPORT

MEETING DATE: 01/09/2025

ITEM NO: 4

DATE: December 17, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Holly Young, Senior Management Analyst
SUBJECT: Clarify All Existing Ad Hoc Subcommittees of the Commission.

RECOMMENDATION:

Clarify all existing ad hoc subcommittees of the Commission.

REMARKS:

In a broad sense, the work of Town Boards, Commissions, and Committees should be conducted in public in order to promote transparency, accountability, and public participation in decision-making processes, ensuring that residents are aware of how their local government is operating and have the opportunity to voice their concerns and opinions on important issues affecting their community.

There may be occasions where it is helpful to form an ad hoc working group, or subcommittee, on a particular topic. The guidelines for Town Board/Commission/Committee ad hoc subcommittees are as follows:

Subcommittees

In certain instances, a Commission, Committee or Board may determine that it is necessary to form a subcommittee to study a particular matter relating to that body in some detail.

- *A subcommittee may be formed by a majority vote of the Commission, Committee or Board members taken at a regular meeting and cannot be comprised of a majority of the members.*
- *Appointments to the subcommittee are made by the consensus of the Commission, Committee or Board.*
- *A subcommittee is a committee which will usually last until a specific date, but no longer than one year, has limited its purpose, and is considered an ad hoc committee. If a subcommittee becomes a standing committee, then it becomes subject to the requirements of the Brown Act.*

PREPARED BY: Holly Young
Senior Management Analyst

- *After a particular study is completed, and recommendations are presented to the Commission, Committee or Board, the subcommittee should be disbanded.*

This item is an opportunity for the Commission to memorialize its existing ad hoc subcommittees and the members, purpose, creation date, and time frame for each in order to make tracking them clear and efficient.

Below is staff's understanding of the Commission's existing ad hoc subcommittees. Any previously formed ad hoc subcommittees not listed below are assumed to have completed their work and been disbanded.

The Commission may take this opportunity to make edits if the list below needs to be adjusted.

- **Education/Schools Community Outreach Listening Campaign Ad Hoc Subcommittee**
 - **Members:** Commissioners Carmen Lo, Varily Isaacs, Folake Phillips, Ryan Idemoto, and Aanya Singh
 - **Purpose:** Conduct listening campaign outreach to local schools using the approved questions.
 - **Created:** July 11, 2024
 - **Time Frame:** Work to be completed and ad hoc subcommittee disbanded prior to July 11, 2025.
- **Religious Groups Community Outreach Listening Campaign Ad Hoc Subcommittee**
 - **Members:** Vice Chair Diane Fisher and Commissioners D. Michael Kane and Folake Phillips
 - **Purpose:** Conduct listening campaign outreach to local religious groups using the approved questions.
 - **Created:** July 11, 2024
 - **Time Frame:** Work to be completed and ad hoc subcommittee disbanded prior to July 11, 2025.
- **Businesses Community Outreach Listening Campaign Ad Hoc Subcommittee**
 - **Members:** Chair Gordon Yamate and Commissioners Pradeep Khanal and Carmen Lo
 - **Purpose:** Conduct listening campaign outreach to local businesses using the approved questions.
 - **Created:** July 11, 2024
 - **Time Frame:** Work to be completed and ad hoc subcommittee disbanded prior to July 11, 2025.
- **Non-Profits/Service Organizations Community Outreach Listening Campaign Ad Hoc Subcommittee**

- **Members:** Chair Gordon Yamate, Vice Chair Diane Fisher, and Commissioners Aanya Singh and Varily Isaacs
 - **Purpose:** Conduct listening campaign outreach to local non-profits and service organizations using the approved questions.
 - **Created:** July 11, 2024
 - **Time Frame:** Work to be completed and ad hoc subcommittee disbanded prior to July 11, 2025.
-
- **Panel Discussion Event Ad Hoc Subcommittee**
 - **Members:** Commissioners Phillips, Lo, and Kane
 - **Purpose:** Present a recommendation to the Commission regarding a potential panel discussion event.
 - **Created:** October 10, 2024
 - **Time Frame:** Ad hoc subcommittee to be disbanded prior to October 10, 2025.



**TOWN OF LOS GATOS
DEI COMMISSION REPORT**

MEETING DATE: 01/09/2025

ITEM NO: 5

DATE: December 18, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Holly Young, Senior Management Analyst
SUBJECT: Discuss Ideas for Ways the Town Can Align with the State of California and Other Municipalities to Protect Community Members Who Do Not Feel Safe.

RECOMMENDATION:

Discuss ideas for ways the Town can align with the State of California and other municipalities to protect community members who do not feel safe.

REMARKS:

On December 12, 2024, Commissioner Carmen Lo requested that the DEI Commission agendaize a discussion of ways the Town can align with the State of California and other municipalities to protect community members who do not feel safe.

The Commission may discuss this item.

Prepared by: Holly Young
Senior Management Analyst



TOWN OF LOS GATOS
DEI COMMISSION REPORT

MEETING DATE: 01/09/2025

ITEM NO: 6

DATE: December 20, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Holly Young, Senior Management Analyst
SUBJECT: Discuss Outreach to Community Partners 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 Regarding Collaboration with Community Organizations Goal C, Item 1.a.).

RECOMMENDATION:

Discuss outreach to community partners 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 regarding Collaboration with Community Organizations Goal C, Item 1.a.).

REMARKS:

On July 11, 2024, the Commission unanimously voted to create four ad hoc subcommittees focusing on community outreach in the areas of (1) Education/Schools, (2) Religious Groups, (3) Businesses, and (4) Non-Profits/Service Organizations to develop a set of outreach questions for the organizations in each category in order to support a listening campaign.

The ad hoc subcommittees are currently comprised as follows:

- Education/Schools: Commissioners Carmen Lo, Varily Isaacs, Folake Phillips, Ryan Idemoto, and Aanya Singh
- Religious Groups: Vice Chair Diane Fisher and Commissioners D. Michael Kane and Folake Phillips
- Businesses: Chair Gordon Yamate and Commissioner Carmen Lo
- Non-Profits/Service Organizations: Chair Gordon Yamate, Vice Chair Diane Fisher, and Commissioners Aanya Singh and Varily Isaacs

Prepared by: Holly Young
Senior Management Analyst

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SUBJECT: Listening Campaign for Outreach to Community Partners

DATE: January 9, 2025

On October 10, 2024, the Commission unanimously voted to move forward with the listening campaign outreach to schools, religious groups, businesses, and non-profits/service organizations 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?

The Commission may continue to discuss this item.

The Commission may assign its new Commissioners, Anne Lamborn and Tooba Ahmed, to an ad hoc subcommittee.



TOWN OF LOS GATOS
DEI COMMISSION REPORT

MEETING DATE: 01/09/2025

ITEM NO: 7

DATE: December 20, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Holly Young, Senior Management Analyst
SUBJECT: Review Recommended Commission Work Plan Items for 2025 and Make a Recommendation to the Town Council.

RECOMMENDATION:

Review recommended Commission Work Plan items for 2025 and make a recommendation to the Town Council.

REMARKS:

In order to provide the Commission clarity from the Town Council regarding its work, the proposed 2025 Commission Work Plan will be taken to the Town Council for review and approval. This will ensure Council support, efficient use of Commissioners' time, and sufficient staff resources for the DEI Commission's projects in 2025.

In coordination with other Town Departments, staff has reviewed the Town DEI Plan, taking workload, time commitment, and alignment with Council priorities into consideration. Staff recommends the four items on Attachment 1 for the 2025 DEI Commission Work Plan. Staff believes that with existing resources, it is reasonable that these four items can be accomplished in the coming year.

The Commission may discuss, provide input, and ultimately make a recommendation to the Town Council. Staff will evaluate the Commission's recommendation based on current staff and budget capacity and present its recommendation to the Town Council for consideration.

ATTACHMENT:

1. Recommended 2025 Work Plan

Prepared by: Holly Young
Senior Management Analyst

Recommended 2025 DEI Commission Work Plan

1. Commission to review staff's recommendation for the Town Council regarding a new Fall Festival for 2025 and provide a recommendation for staff's consideration in the proposal to Town Council (related to DEI Plan Goal B., Item 1.a.).
2. Commission to discuss participation in the new Town Fall Festival (related to DEI Plan Goal B., Item 1.a.).
3. Commission to review the Library's existing DEI reading lists and make a recommendation to staff regarding material that staff may consider adding. (related to DEI Plan Goal B, Item 4.d.)
4. Commission to conduct 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. Provide a recommendation to staff regarding opportunities to collaborate. (related to DEI Plan Goal C, Item 1.a.)