



**TOWN OF LOS GATOS
DIVERSITY, EQUITY, AND INCLUSION COMMISSION AGENDA
MARCH 20, 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
Gregory Gentile, 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 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 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 February 13, 2025 Diversity, Equity, and Inclusion Commission Special Meeting.

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

2. Receive Information related to Commissioners' Roles, Responsibilities, Meeting Procedures, and Policies
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]. 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: 03/20/2025

ITEM NO: 1

**DRAFT
Minutes of the Diversity, Equity, and Inclusion Commission Meeting
February 13, 2025**

The Diversity, Equity, and Inclusion (DEI) Commission of the Town of Los Gatos conducted a special meeting in person in the Town Council Chambers on Thursday, February 13, 2025, at 5:00 p.m.

CALL MEETING TO ORDER

The meeting was called to order at 5:03 p.m.

ROLL CALL

Present: Chair Gordon Yamate, Vice Chair Diane Fisher, and Commissioners Carmen Lo, Varily Isaacs, Folake Phillips, D. Michael Kane, Tooba Ahmed, Anne Lamborn, Aanya Singh, and Ryan Idemoto.

Absent: None.

Town Staff Present: Assistant Town Manager Katy Nomura, Town Clerk Wendy Wood, Economic Vitality Manager Monica Renn, Events and Marketing Specialist Jessica Ertell, Intern Elizabeth Munoz, and Senior Management Analyst Holly Young.

VERBAL COMMUNICATIONS

Opened public comment.

Alexandra Thompson (New Museum Los Gatos (NUMU))

-Commented that she wanted to introduce herself to the Commission and that she is on NUMU's internal DEI team.

Closed public comment.

CONSENT ITEMS

1. Approve the Draft Minutes of the January 9, 2025 Diversity, Equity, and Inclusion Commission Regular Meeting.

Opened public comment.

No one spoke.

Closed public comment.

MOTION: Motion by Commissioner Kane to approve the minutes as is. Seconded by Commissioner Isaacs.

VOTE: Motion passed unanimously.

OTHER BUSINESS

2. Receive a report on Framework and Options for the Town's Proposed Fall Festival Event and Provide Comments for Town Council's Consideration (related to DEI Plan Goal B., Item 1.a.).

Opened public comment.

No one spoke.

Closed public comment.

Monica Renn, Economic Vitality Manager, presented the staff report.

The Commission discussed the item and provided comments.

3. Review Recommended Commission Work Plan Items for 2025 and Make a Recommendation to the Town Council.

Opened public comment.

Linda Swenberg

-Commented that she was speaking on behalf of a friend and wanted to know the names and titles of any books that would be recommended for the Library's DEI reading lists, if the Commission would direct staff to add anything related to Nakba Day, and if anything new would be added to the Holiday and Recognition Plan.

Closed public comment.

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

MOTION: Motion by Vice Chair Fisher that Item 3 on the proposed Work Plan be struck. Seconded by Commissioner Kane.

VOTE: Motion passed unanimously.

MOTION: Motion by Vice Chair Fisher that the DEI Commission recommend the Council approve Item 4 of the [proposed] Work Plan for 2025. **Seconded by Commissioner Isaacs.**

VOTE: Motion passed unanimously.

MOTION: Motion by Commissioner Phillips to add [Town DEI Plan] Goal E: Educate the community about affordable housing to the 2025 Work Plan. **Seconded by Commissioner Kane.**

VOTE: Motion passed unanimously.

MOTION: Motion by Chair Yamate to recommend to the Council that we include [DEI Plan] Item B.3.a. as part of our Work Plan (develop a community learning opportunity focused on historical inequities and the history of the Town of Los Gatos). **Seconded by Commissioner Lo.**

VOTE: Motion passed unanimously.

MOTION: Motion by Commissioner Lo to recommend to the Town Council that we include [DEI Plan] Goal A.2.a.: DEI Commission to recommend additional action items to the Town Council to make visible the equity issues that matter to the larger community as a discussion item as part of our Work Plan for the DEI Commission for 2025. **Seconded by Commissioner Phillips.**

VOTE: Motion passed 9 – 0. Commission Idemoto was absent.

MOTION: Motion by Commissioner Lo to include in the Work Plan Items 1 and 2 related to the Fall Festival [from the proposed Work Plan]. **Seconded by Commissioner Kane.**

VOTE: Motion passed unanimously.

4. 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 (Related to DEI Plan Goal C, item 1.a.i.).

In the interest of time, the Commission did not discuss this item.

COMMISSIONER/STAFF LIAISON REPORTS

MOTION: Motion by **Commissioner Lo** to include on the agenda for the next meeting a discussion about ways that 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. **Seconded by Commissioner Kane.**

VOTE: Motion passed unanimously.

Commissioner Kane reported that he spoke to Fr. Ricardo and Fr. Angelo at St. Luke's and St. Mary's, met with the Mayor regarding DEI issues, plans to talk to St. Mary's about a low-income program that St. Lucy's has, and highlighted various DEI-related newspaper articles.

Commissioner Phillips reported that she participated in the Los Gatos Anti-Racism Coalition event and discussed affordable housing companies with a friend on the Planning Commission in another town.

Commissioner Lamborn reported that 1% of commercial building costs can go to public art either on the building project or in public spaces and that she is on the board for a textile museum in Guatemala City and is connected with Central America.

Commissioner Ahmed reported that she attended an interfaith community meeting.

Chair Yamate reported that he participated in the Los Gatos Anti-Racism Coalition meeting, attended one of their board meetings, and had a conversation with Council Member Moore.

Vice Chair Fisher reported that she wanted to draw attention to the desk item regarding her meeting with Rev. Swanson to learn about how Saratoga collaborates with a ministerial group to host a multi-cultural event in December.

Commissioner Isaacs reported that she attended the Los Gatos Anti-Racism Coalition meeting.

Commissioner Idemoto reported that the Youth Commission discussed participation in the Spring into Green event and that he is starting to plan the High School Diversity Week from April 28 to May 2 in his capacity as the Vice President of Los Gatos High School.

Commissioner Singh reported that she and Commissioner Idemoto met with School District Board Members regarding collaboration.

Commissioner Lo reported that she attended the Los Gatos Anti Racism Coalition Town Hall.

PAGE 5 OF 5

SUBJECT: Draft Minutes of the DEI Commission Meeting of February 13, 2025

DATE: March 20, 2025

ADJOURNMENT:

The meeting adjourned at 7:16 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the February 13, 2025, meeting as approved by the Diversity, Equity, and Inclusion Commission.

Holly Young, Senior Management Analyst



TOWN OF LOS GATOS
DEI COMMISSION AGENDA REPORT

MEETING DATE: 03/20/2025

ITEM NO: 2

DATE: March 13, 2025
TO: Diversity, Equity, and Inclusion Commission
FROM: Holly Young, Senior Management Analyst
SUBJECT: Receive Information related to Commissioners' Roles, Responsibilities, Meeting Procedures, and Policies

RECOMMENDATION:

Receive information related to Commissioners' roles, responsibilities, meeting procedures, and policies.

BACKGROUND:

In recent months, there has been a growing recognition of the importance of clarifying the roles and responsibilities of Commissioners, as well as the need to review existing procedures and policies. As the work of the Commission continues to evolve in response to community needs and priorities, all members need to have a clear understanding of their roles and the goals of the Commission.

DISCUSSION:

Reviewing the roles and responsibilities of the Commissioners, along with meeting procedures and policies, can help enhance the effectiveness of the Commission and ensure that each member is serving the community to the best of their abilities. Good governance is a core goal in the Town Council's strategic priorities, and to promote good governance, it is important that everyone clearly understands the roles and responsibilities of the Commission. Understanding this will help facilitate effective decision-making, ensure meetings run smoothly, and provide better outcomes for the community.

Topics to be reviewed include the Brown Act, parliamentary procedures, recent updates to Council adopted policies, working constructively with your Commission's staff liaison, and the roles of an advisory commission. Clarifying these aspects will enable the Commission to operate more efficiently and provide positive contributions to the community.

PREPARED BY: Wendy Wood
Town Clerk



TOWN OF LOS GATOS
DEI COMMISSION REPORT

MEETING DATE: 03/20/2025

ITEM NO: 3

DATE: March 7, 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 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 will need to complete their work and disband by the DEI Commission's June 18, 2025 meeting.

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, Folake Phillips, and Tooba Ahmed
- Businesses: Chair Gordon Yamate and Commissioners D. Michael Kane and 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

PAGE 2 OF 2

SUBJECT: Community Outreach

DATE: March 20, 2025

On October 10, 2024, the Commission unanimously voted to move forward with the 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 wish to add Commissioners Anne Lamborn and Greg Gentile to ad hoc subcommittees.

Attachment 1 contains Commissioner comments.

ATTACHMENT:

1. Commissioner Comments

Report on the Interview Between Los Gatos DEI Commissioners and LGSUHSD Board President & District Officers

Overview

The interview between the Los Gatos DEI Commissioners and representatives from the Los Gatos-Saratoga Union High School District (LGSUHSD) provided valuable insights into concerns, efforts, and opportunities related to diversity, equity, and inclusion (DEI) within the district and the broader community. Notably, the district does not express concerns about DEI within its schools but is uncertain about DEI initiatives and challenges outside of the school environment within the Town of Los Gatos.

DEI Concerns

Does your district have concerns about the issues of diversity, equity, and inclusion in the Town of Los Gatos?

LGSUHSD does not have concerns about DEI within its schools, as they believe students are supported adequately. However, district representatives are less familiar with the extent of DEI efforts in the broader town community.

Current Efforts:

What initiatives or practices have already been implemented to address these concerns, and how effective have they been?

- LGSUHSD has implemented DEI-focused programs within schools, including curriculum enhancements and student-led initiatives.
- They believe their efforts within the district have been effective and well-received but are unsure of what efforts exist beyond the school setting.

Community Involvement:

Are there particular groups (students, parents, staff) that you feel are underrepresented or underserved in the district?

- While the district continuously evaluates representation, they do not currently identify significant gaps in inclusivity within their schools.
- The district formerly identified English learners as an underserved group, but has made significant strides recently to bolster the strength of the program.

Hopefulness About DEI

What are you most hopeful for relative to these concerns?

- The district acknowledges ongoing student-led efforts and inclusive curriculum updates as positive steps.
- They express optimism that their schools have cultivated an inclusive culture for students.

Vision

What does an ideal diverse, equitable, and inclusive school environment look like to you?

- A space where all students feel safe, heard, and respected, with access to diverse perspectives in education.
- Continued engagement with students and staff to ensure inclusivity remains a priority.

Promoting DEI

Do you see opportunities for the Town to do more to promote and ensure diversity, equity, and inclusion?

- The district is open to collaboration but does not see pressing policy gaps within its schools.
- They express interest in understanding what the Town is doing to promote DEI outside of schools.

Collaboration

Are there local organizations or community groups the district could partner with to advance DEI efforts?

- LGSUHSD is interested in potential collaborations but would need more insight into existing community DEI efforts before committing to partnerships.
- Potential initiatives such as a ****Diversity Week throughout the town****, beginning with high schools and expanding to families, were discussed.

Support Needed

What type of support could the Town and the DEI Commission provide to your district to create a more inclusive community?

- The district does not identify immediate needs but is open to learning more about town resources that could supplement school efforts.
- The district continues to support student-led initiatives and believes student voices are already well-represented within their schools.

Conclusion

LGSUHSD remains confident in its DEI efforts within schools and does not express concerns regarding inclusivity among students. However, the district acknowledges a lack of awareness about broader DEI efforts in the Town of Los Gatos and is open to further dialogue. Potential areas of collaboration, such as a town-wide Diversity Week and increased communication with local DEI initiatives, could strengthen efforts to create a more inclusive community beyond the school environment.

February 12, 2025

Meeting Notes

Diane Fisher and Rev. Eric Swanson of Westhope Church, Saratoga

Diane collected information on the history and organization of the Celebration of Light, a multicultural winter celebration in Saratoga, to use as a model for a prospective similar event in Los Gatos. Rev. Swanson runs the annual event on behalf of the Saratoga Ministerial Group.

This version of Saratoga's winter celebration began 6 years ago. Previously there was an event co-sponsored by the Chamber and the Ministerial Group. Mayor Manny Cappello and Rev. Swanson conceived and planned the first city-sponsored event, which has continued annually.

As a partner with the Saratoga Ministerial Group, the Town of Saratoga handles the following aspects of the event:

1. The town promotes the event on it's website.
2. The town provides candles and a sound system.
3. The mayor and council members speak at the event.
4. There is no overt security used.
5. The Town reserves the space in Blaney Plaza, which is a central area at the beginning of the main downtown street.
6. Town staff members John Cherbone and Leslie Arroyo manage the event, by receiving the diverse symbols brought to the office, pre-decorated with lights, and installing them in Blaney Plaza.
7. Each symbol is discussed in the interfaith service.
8. The symbols stay in Blaney Plaza for 2-3 weeks.
9. The event is held the 2nd Saturday evening in December, after sunset to accomodate the Jewish sabbath.
10. Several public school choirs participate in the event, bringing out their families and friends.

Rev. Swanson has been told that the Town is very glad this event is held, and that it is very important for inclusion and belonging in Saratoga.

The event organization will be changed in 2025. Instead of the town staff collecting the display and installing it, the town has given a \$2,500 grant to the Saratoga Ministerial Group to implement all of the event organizing. But the event will still be co-sponsored by the Town of Saratoga, with council participation. The grant will cover rental of a sound system and the candles, and alleviates the work load of town staff.



TOWN OF LOS GATOS
DEI COMMISSION AGENDA REPORT

MEETING DATE: 03/20/2025

ITEM NO: 4

DATE: March 7, 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 February 13, 2025, the DEI Commission unanimously voted to include on the agenda for the next meeting a discussion about ways that 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.

The Commission may discuss this topic.

PREPARED BY: Holly Young
Senior Management Analyst