



**TOWN OF LOS GATOS
DIVERSITY, EQUITY, AND INCLUSION COMMISSION AGENDA
APRIL 21, 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.

CALL MEETING TO ORDER

ROLL CALL

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Commission only on the agenda items. Each speaker is limited to no more than three (3) 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 March 20, 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. Discuss Potential DEI Commission Participation in the Town's 4th of July Symphony in the Park Event (Related to DEI Plan Goal B., Item 1.a.).
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: 04/21/2025

ITEM NO: 1

**DRAFT
Minutes of the Diversity, Equity, and Inclusion Commission Meeting
March 20, 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, March 20, 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 and Commissioners Carmen Lo, Varily Isaacs, Folake Phillips, D. Michael Kane, Tooba Ahmed, Anne Lamborn and Gregory Gentile.

Absent: Vice Chair Diane Fisher and Commissioners Aanya Singh and Ryan Idemoto.

Town Staff Present: Assistant Town Manager Katy Nomura, Town Clerk Wendy Wood, and Senior Management Analyst Holly Young.

VERBAL COMMUNICATIONS

Opened public comment.

None.

Closed public comment.

CONSENT ITEMS

1. Approve the Draft Minutes of the February 13, 2025 Diversity, Equity, and Inclusion Commission Special Meeting.

Opened public comment.

No one spoke.

Closed public comment.

MOTION: Motion by Commissioner Kane to accept the minutes as provided. **Seconded** by Commissioner Isaacs.

VOTE: Motion passed unanimously.

OTHER BUSINESS

2. Receive Information related to Commissioners' Roles, Responsibilities, Meeting Procedures, and Policies.

Opened public comment.

No one spoke.

Closed public comment.

Wendy Wood, Town Clerk, presented the staff report.

The Commission received the information.

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.).

MOTION: Motion by Commissioner Lo for Anne Lamborn to be included under the ad hoc subcommittee for non-profits and service organizations. **Seconded** by Commissioner Phillips.

VOTE: Motion passed unanimously.

MOTION: Motion by Commissioner Lamborn to recommend Gregory [Gentile] to the Religious Groups Ad Hoc Subcommittee. **Seconded** by Commissioner Lo.

VOTE: Motion passed unanimously.

Opened public comment.

No one spoke.

Closed public comment.

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.

No one spoke.

Closed public comment.

MOTION: Motion by **Commissioner Lo** to create an ad hoc subcommittee to work on organizing and planning an event or a series of events in the community for the Los Gatos DEI Commission to do in partnership with local non-profits that addresses the issue of community concern about safety and inclusivity until the end of the calendar year made up of Commissioners Tooba Ahmed, Carmen Lo, and Folake Phillips. **Seconded by Commissioner Phillips.**

VOTE: Motion passed unanimously.

MOTION: Motion by **Chair Yamate** to recommend to the Council to add a work plan item to organize an event or series of events in the community for the DEI Commission to do in partnership with a local outside organization to address the community's concerns about safety and inclusivity. **Seconded by Commissioner Kane.**

VOTE: Motion passed unanimously.

ADJOURNMENT:

The meeting adjourned at 7:13 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the March 20, 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: 04/21/2025

ITEM NO: 2

DATE: April 9, 2025
TO: Diversity, Equity, and Inclusion (DEI) Commission
FROM: Holly Young, Senior Management Analyst
SUBJECT: Discuss Potential DEI Commission Participation in the Town's 4th of July Symphony in the Park Event (Related to DEI Plan Goal B., Item 1.a.).

RECOMMENDATION:

Discuss potential DEI Commission participation in the Town's 4th of July Symphony in the Park event (related to DEI Plan Goal B., Item 1.a.).

BACKGROUND:

The Town's Boards, Commissions, and Committees are invited to participate in the Town's annual 4th of July Symphony in the Park event.

Symphony in the Park is a free, family-friendly event hosted on July 4 at Oak Meadow Park and features a traditional San Jose Wind Symphony concert with flag raising and Yellow Ribbon ceremonies, food trucks, a beer and wine garden hosted by community service organizations, children's activities (past examples have included crafts, bounce houses, magicians, face painting, etc.), a bike valet, and a partnership with Billy Jones Wildcat Railroad for train/carousel rides and snack bar treats.

DISCUSSION:

Town staff welcomes the DEI Commission to join this event with a craft, game, activity, or a similar community engagement activity.

The event will occur between approximately 10:00 a.m. and 1:00 p.m. Booth participants would need to arrive between 8:30 and 9:00 a.m. to set up and would stay until the event concludes at 1:00 p.m.

The Town will provide participating Commissions with a table, pop-up tent, and chairs. Commissions would need to provide any additional supplies, activities, or games (including set up and breakdown for anything outside of the booth supplies noted above).

PREPARED BY: Holly Young
Senior Management Analyst

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SUBJECT: Potential Commission Participation in the Town 4th of July Symphony in the Park event

DATE: April 21, 2025

If the DEI Commission decides to participate in this event, the Commission should:

- Identify one or two Commissioners to assist with set up,
- Assign specific Commissioners to dedicated time slots during the event,
- Identify one or two Commissioners to assist with clean up, and
- Determine the materials it would like to display, distribute, or give away at the booth.

Any materials will need to be purchased by Town staff consistent with the [Commission Budgets Policy](#). There is \$1,906.56 remaining in the DEI Commission's FY 2024/25 budget.

Staff looks forward to the Commission's discussion.



TOWN OF LOS GATOS
DEI COMMISSION REPORT

MEETING DATE: 04/21/2025

ITEM NO: 3

DATE: April 9, 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, Tooba Ahmed, and Gregory Gentile
- 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, Varily Isaacs, and Anne Lamborn

Prepared by: Holly Young
Senior Management Analyst

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SUBJECT: Community Outreach

DATE: April 21, 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.

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: 04/21/2025

ITEM NO: 4

DATE: April 9, 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:

The Commission may discuss this topic.

PREPARED BY: Holly Young
Senior Management Analyst