

TOWN OF LOS GATOS *AMENDED DIVERSITY, EQUITY, AND INCLUSION COMMISSION AGENDA FEBRUARY 8, 2024 110 EAST MAIN STREET TOWN COUNCIL CHAMBERS 5:30 PM

Carmen Lo, Commissioner Varily Isaacs, Commissioner Gordon Yamate, Commissioner Diane Fisher, Commissioner Polake Phillips, Commissioner Vacant, Commissioner Dornaz Memarzia, Arts and Culture Commissioner Pradeep Khanal, Community Health and Senior Services Commissioner Pravin Balasingham, 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 Monday before the Commission meeting.
- For inclusion in the agenda packet supplemental materials: by 11:00 a.m. on the day of the Commission meeting.
- For inclusion in a desk item: by 11:00 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

CONSENT ITEMS (Items appearing on the 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 Minutes of the January 11, 2024, Meeting.
- 2. Approve the Commission's Initial Work Plan.

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.)

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

- <u>3.</u> Begin Discussion of Work Plan Goal D, Item 1.a. Annual Communications Campaign.
- <u>4.</u> Discuss and Make a Recommendation to the Town Council Regarding the Name of the Diversity, Equity, and Inclusion Commission and Potential Other Modifications to the Enabling Resolution.
- 5. Update on the Housing Element.
- <u>6.</u> Begin Discussion of Work Plan Goal C, Item 1.a. Collaboration with Community Organizations and Goal C, Item 2.a. Community- and School-Based Programming.

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

ITEM NO: 1

DRAFT Minutes of the Diversity, Equity, and Inclusion Commission Meeting January 11, 2024

The Diversity, Equity, and Inclusion (DEI) Commission of the Town of Los Gatos conducted a meeting in person in the Town Council Chambers on Thursday, January 11, 2024, at 5:00 p.m.

THE MEETING WAS CALLED TO ORDER AT 5:03 P.M.

ROLL CALL

Present: Commissioners Pravin Balasingham, Dominic Broadhead, Diane Fisher, Ryan Idemoto, Varily Isaacs, Carmen Lo, Folake Phillips, Pradeep Khanal, and Gordon Yamate. Absent: None

Town Staff Present: Town Manager Laurel Prevetti, Assistant Town Manager Katy Nomura, and Town Clerk Wendy Wood.

VERBAL COMMUNICATIONS

No one spoke.

OTHER BUSINESS

1. Self-Introductions of Commissioners.

Each Commissioner gave their name, affiliation, and what they would like to accomplish while serving on the Commission.

Opened Public Comment.

No one spoke.

Closed Public Comment.

No action was taken.

PAGE **2** OF **4** SUBJECT: Draft Minutes of the DEI Commission Meeting of January 11, 2024 DATE: January 15, 2024

- 2. Select a Chair and Vice Chair.
- MOTION: Motion by Commissioner Isaacs to nominate Commissioner Fisher as Chair. Commissioner Isaacs amended the motion to nominate Commissioner Fisher as Vice Chair. Seconded by Commissioner Yamate.

The Commission discussed the item.

Opened Public Comment.

Chris Wiley

-Inquired as to the specific faith institution affiliation of Commissioner Fisher.

Closed Public Comment.

- VOTE: Motion passed unanimously.
- MOTION: Motion by Commissioner Broadhead to nominate Commissioner Yamate as Chair. Seconded by Commissioner Idemoto.

Opened Public Comment.

No one spoke.

Closed Public Comment.

- VOTE: Motion passed unanimously.
- 3. Determine the Commission Meeting Dates and Times
- MOTION: Motion by Commissioner Broadhead to meet the second Thursday of the month at 5:30 p.m. Seconded by Commissioner Isaacs.

The Commission discussed the item.

MOTION AMENDED: Commissioner Lo offered a friendly amendment to meet at 5 p.m. on the second Thursday of the month. Both the maker of the motion and the seconder accepted the amendment.

Opened Public Comment.

No one spoke.

PAGE **3** OF **4** SUBJECT: Draft Minutes of the DEI Commission Meeting of January 11, 2024 DATE: January 15, 2024

Closed Public Comment.

VOTE: Motion passed unanimously.

4. <u>Receive a Report on the Purpose and Scope of the Commission</u>.

Town Manager Prevetti presented the report.

The Commission discussed the item.

Opened Public Comment.

No one spoke.

Closed Public Comment.

The Commission received the report.

5. <u>Begin Discussion of a 2024 Work Plan</u>.

Town Manager Prevetti presented the report.

The Commission discussed the item.

Opened Public Comment.

Chris Wiley

-Suggested that the Commission think about events put on by other organizations, such as the Los Gatos service clubs.

Closed Public Comment.

- MOTION: Motion by Commissioner Broadhead to include Goal D, Item 1.a. Annual Communications Campaign as a priority work plan item, including a review of demographic data. Seconded by Vice Chair Fisher.
- VOTE: Motion passed unanimously.
- MOTION: Motion by Commissioner Idemoto to include Goal D, Item 2.a. Create a New Town Tagline as a long-term action item for the Commission's work plan. Seconded by Commissioner Broadhead.

VOTE: Motion passed unanimously.

PAGE **4** OF **4**

SUBJECT: Draft Minutes of the DEI Commission Meeting of January 11, 2024 DATE: January 15, 2024

MOTION: Motion by Commissioner Broadhead to add Goal C, Item 2.a. Community- and School-Based Programming to the work plan. Seconded by Commissioner Idemoto.

The Commission discussed the item.

- MOTION AMENDED: Commissioner Broadhead amended the motion to work on Goal C, Item 1.a. Collaboration with Community Organizations in parallel with Goal C, Item 2.a. Community- and School-Based Programming. Seconded by Commissioner Idemoto.
- VOTE: Motion passed unanimously.
- **MOTION:** Motion by Commissioner Khanal to add Goal A, Item 1.a. Community Grants Rubric to the work plan. Seconded by Commissioner Isaacs.
- VOTE: Motion passed unanimously.
- **MOTION:** Motion by Commissioner Isaacs to add Goal B, Item 1.a. Review the Town's Four Events. Seconded by Commissioner Balasingham.

VOTE: Motion passed unanimously.

The Commission discussed its work plan, noting than none of the Goal E Affordable Housing items made it to the work plan. The Town Manager offered to give a monthly update on the Housing Element to the Commission. Commission also discussed future agenda items, including revisiting the Enabling Resolution and the name of the Commission.

ADJOURNMENT:

The meeting adjourned at 7:04 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the January 11, 2024, meeting as approved by the Diversity, Equity, and Inclusion Commission.

Laurel Prevetti, Town Manager



DATE:	January 15, 2024
TO:	Diversity, Equity, and Inclusion Commission
FROM:	Laurel Prevetti, Town Manager
SUBJECT:	Approve the Commission's Initial Work Plan

RECOMMENDATION:

Approve the Commission's initial Work Plan.

REMARKS:

At its first meeting, the Commission identified the following items for its 2024 Work Plan:

- Goal D, Item 1.a. Annual Communications Campaign as a priority work plan item, including a review of demographic data.
- Goal C, Item 1.a. Collaboration with Community Organizations in parallel with Goal C, Item 2.a. Community- and School-Based Programming.
- Goal A, Item 1.a. Community Grants Rubric .
- Goal B, Item 1.a. Review the Town's Four Events.
- Goal D, Item 2.a. Create a New Town Tagline as a long-term action item for the Commission's work plan.
- Review of the name of the Commission and Enabling Resolution, recommending any modifications to the Town Council.

This agenda item confirms the actions of the Commission at its January 11, 2024 meeting. The Town Commissions' work plans are typically just bullet lists. As a Commission works on individual work plan items, the item takes shape with more detail. The DEIC will have an opportunity to begin its efforts on its work plan with agenda items 3 and 4.



DATE:	January 15, 2024
TO:	Diversity, Equity, and Inclusion Commission
FROM:	Laurel Prevetti, Town Manager
SUBJECT:	Begin Discussion of Work Plan Goal D, Item 1.a. Annual Communications Campaign

RECOMMENDATION:

Begin discussion of Work Plan Goal D, Item 1.a. Annual Communications Campaign.

REMARKS:

At its first meeting, the Commission identified Goal D, Item 1.a. Annual Communications Campaign as a priority work plan item, including a review of demographic data. Below is the language from the Town's Diversity, Equity, and Inclusion Plan describing the Goal and Action Item:

GOAL D : Communication. Develop a communications campaign that highlights the Town's equity work.

1. Short Term Action Items

a. Town staff/DEI Commission/Community Partners to create a yearly communications campaign centered around equity education and promotion of community events. Include in this process: visible signage/banners, local art, and art displays.

As the Commission begins its discussion, demographic information is included in Attachment 1.

The Commission may also find the Government Alliance on Race and Equity (GARE) performance measure questions useful as contained in its "Equity Action Plans: How To Manual":

- What is your timeline?
- How will you evaluate and report progress over time?

PAGE **2** OF **2**

SUBJECT: Begin Discussion of Work Plan Goal D, Item 1.a. Annual Communications Campaign

DATE: January 15, 2024

<u>REMARKS (continued)</u>:

- How will you know the action is complete?
- Can you retain stakeholder participation and ensure internal and public accountability?

Attachment:

1. US Census Bureau Demographic Information for the Town of Los Gatos, County of Santa Clara, and the United States

Census

QuickFacts

14₁₀ 1 1 1 1 1

F

Los Gatos town, California; Santa Clara County, California; United States

QuickFacts provides statistics for all states and counties. Also for cities and towns with a population of 5,000 or more.

All Topics	Los Gatos town, California	Santa Clara County, California	United States
Population Estimates, July 1, 2022, (V2022)	₫ 32,402	A 1,870,945	₫ 333,271,411
L PEOPLE			
opulation			
Population estimates, July 1, 2023, (V2023)	▲ NA	♪ NA	334,914,895
Population Estimates, July 1. 2022, (V2022)	₫ 32,402	▲ 1.870,945	₫ 333,271,411
Population estimates base, April 1, 2020, (V2023)	🛆 NA	🛆 NA	☎ 331,464,948
Population estimates base, April 1, 2020, (V2022)	₫ 33,539	▲ 1,936,274	331,464,948
Population, percent change - April 1, 2020 (estimates base) to July 1, 2023, (V2023)	▲ NA	▲ NA	▲ 1.0%
Population, percent change - April 1, 2020 (estimates base) to July 1, 2022, (V2022)	△ -3.4%	₫ -3.4%	▲ 0.5%
Population, Census, April 1, 2020	33,529	1,936,259	331,449,281
Population, Census, April 1, 2010	29,413	1,781,642	308,745,538
Age and Sex			
Persons under 5 years, percent	₫ 3.9%	₫ 5.1%	₫ 5.6%
Persons under 18 years, percent	₫ 22.9%	₫ 20.3%	▲ 21.7%
Persons 65 years and over, percent	▲ 20.1%	▲ 15.1%	▲ 17.3%
Female persons, percent	A 50.3%	▲ 48.9%	₫ 50.4%
Race and Hispanic Origin			C 53.47
White alone, percent	₫ 71.7%	49.7%	₫ 75.5%
	▲ 1.2%	<u>(1)</u> 49.7%	△ 13.6%
Black or <u>African American</u> alone, percent (a) American Indian and Alaska Native alone, percent (a)	▲ 1.2%	△ 2.9%	▲ 1.3%
Asian alone, percent (a)	▲ 17.2%	▲ 41.4%	▲ 6.3%
Native Hawaiian and Other Pacific Islander alone, percent (a)	▲ 0.0%	▲ 0.5%	▲ 0.3%
Two or More Races, percent	▲ 7.3%	4.3%	▲ 3.0%
Hispanic or Latino, percent (b)	A 8.2%	24.7%	▲ 19.1%
White alone, not Hispanic or Latino, percent	▲ 69.1%	▲ 28.3%	▲ 58.9%
Population Characteristics			
Veterans, 2018-2022	1,054	43,777	17,038,807
Foreign born persons, percent, 2018-2022	25.1%	40.4%	13.7%
lousing			
Housing units, July 1, 2022, (V2022)	x	697,052	143,786,655
Owner-occupied housing unit rate, 2018-2022	64.3%	55.6%	64.8%
Median value of owner-occupied housing units, 2018-2022	\$2,000,000+	\$1,316,800	\$281,900
Median selected monthly owner costs -with a mortgage, 2018-2022	\$4,000+	\$4,000+	\$1,828
Median selected monthly owner costs -without a mortgage, 2018-2022	\$1,396	\$1,012	\$584
Median gross rent, 2018-2022	\$2,870	\$2,719	\$1,268
Building pennits, 2022	x	7,853	1,665,088
Families & Living Arrangements			
Households, 2018-2022	12,855	650,352	125,736,353
Persons per household, 2018-2022	2.54	2.89	2.57
Living in same house 1 year ago, percent of persons age 1 year+, 2018- 2022	86.1%	85.7%	86.9%
Language other than English spoken at home, percent of persons age 5 years+, 2018-2022	29.6%	53.9%	21.7%
Computer and Internet Use			
Households with a computer, percent, 2018-2022	94.8%	97.5%	94.0%
Households with a broadband Internet subscription, percent, 2018-2022	93.0%	94.6%	88.3%
Education			
High school graduate or higher, percent of persons age 25 years+, 2018- 2022	97.6%	89.3%	89.1%
Bachelor's degree or higher, percent of persons age 25 years+, 2018-2022	74.8%	55.3%	34.3%
Icalth		551570	5-1.570
	3 70/	4.007	0.044
With a disability, under age 65 years, percent, 2018-2022	2.7%	4.9%	8.9%
Persons without health insurance, under age 65 years, percent	▲ 1.8%	A 4.4%	1 9.3%

Economy			
In civilian labor force, total, percent of population age 16 years+, 2018- 2022	61.3%	67.3%	63.0%
In civilian labor force, female, percent of population age 16 years+, 2018- 2022	52.0%	60.2%	58.5%
Total accommodation and food services sales, 2017 (\$1,000) (c)	169,629	7,261,733	938,237,077
Total health care and social assistance receipts/revenue, 2017 (\$1,000) (c)	525,354	22,181,038	2,527,903,275
Total transportation and warehousing receipts/revenue, 2017 (\$1,000) (c)	D	2,473,869	895,225,411
Total retail sales, 2017 (\$1,000) (c)	D	47,472,232	4,949,601,481
Total retail sales per capita, 2017 (c)	NA	\$24,568	\$15,224
Transportation			
Mean travel time to work (minutes), workers age 16 years+, 2018-2022	28.0	27.6	26.7
Income & Poverty			
Median household income (in 2022 dollars), 2018-2022	\$198,117	\$153,792	\$75,149
Per capita income in past 12 months (in 2022 dollars), 2018-2022	\$120,561	\$73,017	\$41,261
Persons in poverty, percent	▲ 3.9%	₫ 7.5%	▲ 11.5%
BUSINESSES			
Businesses			
Total employer establishments, 2021	x	48,749	8,148,606
Total employment, 2021	x	1,057,178	128,346,299
Total annual payroll, 2021 (\$1,000)	x	194,044,418	8,278,573,947
Total employment, percent change, 2020-2021	х	-6.4%	-4.3%
Total nonemployer establishments, 2020	x	133,054	27,151,987
All employer firms, Reference year 2017	1,238	39,504	5,744,643
Men-owned employer firms, Reference year 2017	514	22,107	3,480,438
Women-owned employer firms, Reference year 2017	342	7,946	1,134,549
Minority-owned employer firms, Reference year 2017	S	16,156	1,014,958
Nonminority-owned employer firms, Reference year 2017	838	18,884	4,371,152
Veteran-owned employer firms, Reference year 2017	61	1,353	351,237
Nonveteran-owned employer firms, Reference year 2017	972	33,911	4,968,606
GEOGRAPHY			
Geography			
Population per square mile, 2020	2,902.9	1,499.7	93.8
Population per square mile, 2010	2,654.6	1,381.0	87.4
Land area in square miles, 2020	11.55	1,291.08	3,533,038.28
Land area in square miles, 2010	11.08	1,290.10	3,531,905.43
FIPS Code	0644112	06085	1

Value Notes

A Methodology differences may exist between data sources, and so estimates from different sources are not comparable.

Some estimates presented here come from sample date, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info of icon to the left of each row in: TAI learn about sampling error.

The vintage year (e.g., V2023) refers to the final year of the series (2020 thru 2023). Different vintage years of estimates are not comparable.

In Vintage 2022, as a result of the formal request from the state, Connecticut transitioned from eight counties to nine planning regions. For more details, please see the Vintage 2022 release notes available here: Release Notes

Users should exercise caution when comparing 2018-2022 ACS 5-year estimates to other ACS estimates. For more information, please visit the 2022 5-year ACS Comparison Guidance page.

Fact Notes

- (a) Includes persons reporting only one race
- (c) Economic Census Puerto Rico data are not comparable to U.S. Economic Census data
- (b) Hispanics may be of any race, so also are included in applicable race categories

Value Flags

- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper interval of an open ende
 F Fewer than 25 firms
- D Suppressed to avoid disclosure of confidential information
- N Data for this geographic area cannot be displayed because the number of sample cases is too small.
- FN Footnote on this item in place of date
- X Not applicable
- S Suppressed; does not meet publication standards
- NA
 Not available

 Z
 Value greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Estimates, Stat Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permise.



TOWN OF LOS GATOS DEI COMMISSION REPORT

DATE:	January 15, 2024
TO:	Diversity, Equity, and Inclusion Commission
FROM:	Laurel Prevetti, Town Manager
SUBJECT:	Discuss and Make a Recommendation to the Town Council Regarding the Name of the Diversity, Equity, and Inclusion Commission and Potential Other Modifications to the Enabling Resolution.

RECOMMENDATION:

Discuss and make a recommendation to the Town Council regarding the name of the Diversity, Equity, and Inclusion Commission and potential other modifications to the Enabling Resolution.

REMARKS:

At its first meeting, the Commission identified the potential interest in changing the name of the Commission. During the preparation of the Town's DEI Plan, community members expressed interest in terms such as Unity Commission or Unity and Solidarity Commission. The recommendation that went to Council last fall was to name it the Unity and Solidarity Commission. The Council changed the name to DEI because it thought that it was a more commonly understood phrase.

The Commission is welcome to discuss and make a recommendation to the Town Council regarding the name. For reference, other organizations include the term Belonging as way of expressing inclusivity.

Any name change would require a change to the Enabling Resolution (Attachment 1). While the Commission is discussing a potential name change, it may also wish to make other recommendations regarding the Enabling Resolution. Once determined, the Council would make the final decisions regarding the name and any other suggested changes to the Enabling Resolution.

Attachment:

1. Enabling Resolution

RESOLUTION 2023-053

RESCIND RESOLUTION 2023-051 AND ADOPT A REVISED ENABLING RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING THE DIVERSITY, EQUITY, AND INCLUSION COMMISSION

WHEREAS, the Town Council of the Town of Los Gatos does hereby formally establish the Diversity, Equity, and Inclusion Commission (DEIC).

WHEREAS, the Town is working to institutionalize Justice, Equity, Diversity, and Inclusion in the Town's ethos, the role of DEIC is to support and foster new opportunities for marginalized groups in the Town.

WHEREAS, the DEIC will be committed to Justice, Equity, Diversity, and Inclusion across all sectors within the Town of Los Gatos and the purpose of DEIC is to work to create more equitable opportunities and increase a sense of belonging for all Los Gatos community members and visitors through community engagement and collaborative activities.

NOW, THEREFORE, BE IT RESOLVED:

- 1. Resolution 2023-051 is rescinded and replaced by this Enabling Resolution.
- 2. The DEIC is hereby established as an advisory committee to the Los Gatos Town Council and shall operate in the manner hereinafter prescribed.
- 3. Membership/Organization
 - a. The Town is seeking a diversity of members that includes but is not limited to: youth; seniors; Black, Indigenous, and People of Color (BIPOC); Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA+); those that are disabled; and religious diversity. The Commission shall consist of eleven (11) members. Membership composition shall be:
 - i. Two (2) Youth Commissioners as voting members, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Youth Commission;
 - One (1) Arts and Culture Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Arts and Culture Commission;
 - iii. One (1) Community Health and Senior Services Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Community Health and Senior Services Commission;
 - iv. One (1) Town of Los Gatos business owner and resident as a voting member, whose term of office shall be for three (3) years, appointed by the Town Council;

- v. One (1) Town of Los Gatos business owner or employee, who may or may not reside in Los Gatos, as a voting member, whose term of office shall be for three (3) years, appointed by the Town Council;
- vi. One (1) Town of Los Gatos faith leader who leads a congregation in Los Gatos, who may or may not reside in Los Gatos, as a voting member, whose term of office shall be for three (3) years, appointed by the Town Council;
- vii. One (1) Town of Los Gatos non-profit employee, who may or may not reside in Los Gatos, as a voting member, whose term of office shall be for three (3) years, appointed by the Town Council; and
- viii. Three (3) Town of Los Gatos residents as voting members, whose term of office shall be for three (3) years, appointed by the Town Council.
- b. The three-year terms will be staggered.
- c. Commission members is expected to report back to the Board, Committee, Commission, or organization the Commissioner represents (i.e., Arts and Culture Commission, faith community, etc.).
- d. The Commission shall appoint a Chair and Vice Chair.
- e. Commission members shall serve without compensation.
- f. The Commission shall hold regular monthly meetings.
- g. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act.
- h. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
- i. A record of all meeting minutes and resolutions of the Commission shall be kept and shall be a public record.
- 4. Powers and Duties
 - a. The duties of DEIC shall be to:
 - Act in an advisory capacity to the Town Council in matters pertaining to creating equitable opportunities and a sense of belonging within Town. The DEIC's scope of work may include the following items:

1. Community Based Programming

2 of 3

- a. Develop new and promote current programs/events that foster unity and diversity within the Town.
- b. Identify Equity Training opportunities for Town Council, staff, residents, business owners/employees, students, and/or Commission/community members.
- c. Incorporate community feedback into programming and training.

2. Collaborative Efforts

- Foster stronger collaborations between current Town Boards, Commissions, and Committees and communitybased organizations to integrate equity practices and principles.
- b. Build relationships with local public and private school

systems in order to provide support and resources for Equity work.

- Build collaborative processes with other Town Boards, Committees, and Commissions to ensure integration of Equity practices into the Town community grant program.
- 3. Policy Recommendations
 - a. Make policy recommendations to the Town Council regarding Justice, Equity, Diversity, Inclusion, and Unity issues.
- 4. Communications
 - a. Create a communications campaign centered around equity education and promotion of Town events.
- ii. Not to affect powers of the Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to DEIC of any of the authority or discretionary powers vested and imposed by law in such Council.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 3rd day of October 2023 by the following vote:

COUNCIL MEMBERS:

AYES: Matthew Hudes, Rob Moore, Rob Rennie, Mayor Maria Ristow

NAYS: Mary Badame

ABSENT: None

ABSTAIN: None

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS LOS GATOS, CALIFORNIA

DATE: 10-4-23

ATTEST:

TOWN CLERK OF THE TOWN OF LOS GATOS LOS GATOS, CALIFORNIA

DATE: 10-5-23



DATE:	January 15, 2024
TO:	Diversity, Equity, and Inclusion Commission
FROM:	Laurel Prevetti, Town Manager
SUBJECT:	Update on the Housing Element

RECOMMENDATION:

Receive an update on the Housing Element.

REMARKS:

The Town Manager will provide a verbal update at the Commission meeting.



TOWN OF LOS GATOS DEI COMMISSION REPORT

DATE: January 15, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Laurel Prevetti, Town Manager
SUBJECT: Begin Discussion of Work Plan Goal C, Item 1.a. Collaboration with Community Organizations and Goal C, Item 2.a. Community- and School-Based Programming.

RECOMMENDATION:

Begin discussion of Work Plan Goal C, Item 1.a. Collaboration with Community Organizations and Goal C, Item 2.a. Community- and School-Based Programming.

REMARKS:

At its first meeting, the Commission identified Goal C, Item 1.a. Collaboration with Community Organizations and Goal C, Item 2.a. Community- and School-Based Programming. Below is the language from the Town's Diversity, Equity, and Inclusion Plan describing the Goal and Action Items:

GOAL C: Collaboration. Leverage community resources to ensure equity efforts are collaborative and inclusive.

1. Short Term Action Items

a. Town staff/DEI Commission/Community Partners to foster collaboration between community groups and other partners engaging in equity work in order to offer joint activities.

i. Meet with community partners to determine how they would like to manifest equity learning in the community. Focused on, but not limited to, the following local groups: local businesses; community-based organizations; nonprofits; education partners; faith-based partners; Town Departments; and other Town Commissions.

ii. Focus on collaborative projects that promote healing.

PAGE **2** OF **2**

SUBJECT: Begin Discussion of Work Plan Goal C, Item 1.a. Collaboration with Community Organizations and Goal C, Item 2.a. Community- and School-Based Programming.

DATE: January 15, 2024

REMARKS (continued):

iii. Evaluate Town spaces available for joint activities and projects and consider how those spaces can be best used to promote equity and belonging.

2. Medium Term Action Items

a. Town staff/School Districts/Youth to identify needs for both community-based and school-based programming.

i. As requested by local schools, share resources that support the schools' equity work.

ii. Intentionally connect school districts to community groups for joint projects, centered in art and expression.

iii. Host a joint session with community partners and school leaders regarding equity dialogues and in support of their joint planning efforts.

iv. Explore the possibility of the Town hosting or partnering on a DEI assembly or event with local schools.

The Commission may also find the Government Alliance on Race and Equity (GARE) performance measure questions useful as contained in its "Equity Action Plans: How To Manual":

- What is your timeline?
- How will you evaluate and report progress over time?
- How will you know the action is complete?
- Can you retain stakeholder participation and ensure internal and public accountability?