



Diversity and Equity Standing Committee

Regular Meeting Agenda

(to be held both at the physical and virtual locations below)

**Ukiah Valley Conference Center
200 South School Street, Ukiah, CA 95482**

To participate or view the virtual meeting, go to the following link:

<https://us06web.zoom.us/j/99995172194>

July 27, 2022 - 6:00 PM

1 ROLL CALL

2 INTENTIONS

Inspirational, spiritual, encouraging words, short reading, or prayer that sets the tone for our work: to inspire, acknowledge our collective purpose, and focus our energies as many working as one.

3 INTRODUCTIONS/PRESENTATIONS

- 3.a. Introduction and Presentation of the Mendocino County Department of Social Services Diversity, Equity and Inclusion Program

Recommended Action: Receive presentation from the Mendocino County Department of Social Services DEI program.

Attachments:

1. Letter to Committee

4 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The City Council welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Council when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

5 APPROVAL OF MINUTES

- 5.a. Approval of the Minutes for the May 25, 2022, Regular Meeting

Recommended Action: Approve Minutes of the May 25, 2022, Regular Meeting of the Diversity and Equity Standing Committee

Attachments:

1. Draft Minutes 2022-05-25

- 5.b. Approval of the Minutes for the June 22, 2022, Special Meeting

Recommended Action: Approve Minutes of the June 22, 2022, Special Meeting of the Diversity and Equity Standing Committee

Attachments:

1. Draft Minutes 2022-06-22

6 UNFINISHED BUSINESS

- 6.a. Discuss and Assign Direction Regarding Upcoming Proclamations

Recommended Action: Discuss and assign direction regarding upcoming proclamations.

Attachments:

1. Proclamations Schedule 22.23

- 6.b. Receive Report from the General Plan Ad Hoc and, if Applicable, Dissolve General Plan Ad Hoc

Recommended Action: Receive report and, if applicable, dissolve the General Plan ad hoc.

Attachments: None

7 MONITORING THE IMPLEMENTATION OF THE EQUITY ACTION PLAN BY OBJECTIVES AND PERFORMANCE MEASURES

- 7.a. Equity Action Plan Report

Recommended Action: Receive report.

Attachments:

1. 22-7-14 Monthly Progress Reports

8 NEW BUSINESS

9 ANNOUNCEMENTS

10 ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Equity & Diversity Committee after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.

Traci Boyl, Committee Liaison

Dated: 7/15/22



AGENDA SUMMARY REPORT

SUBJECT: Introduction and Presentation of the Mendocino County Department of Social Services Diversity, Equity and Inclusion Program

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER: _____

ATTACHMENTS:

1. Letter to Committee

Summary: Introduction and presentation of the Mendocino County Department of Social Services DEI program. Introduction letter attached, (Attachment 1).

Background:

Discussion:

Recommended Action: Receive presentation from the Mendocino County Department of Social Services DEI program.



Mendocino County
Department of Social Services
Healthy People, Healthy Communities
Bekkie F. Emery, Director
Kelsey Rivera, Acting Asst. Director
Social Services Administration
Antonio Renteria, Senior Dept. Analyst



Honorable City of Ukiah Equity and Diversity Committee members,

During these last few years of social turmoil and pandemic, Social Services Administration recognized the need for levels of reflection and greater self-awareness when serving or working with members of marginalized groups. In December of 2021, Social Services established and hired for the Diversity, Equity, and Inclusion (DEI) Coordinator position within Social Services Administration. Shortly thereafter, staff such as the Communications Administrator were hired in part for the furtherance of a DEI program. Social Services wants to keep pace with its collaborators at the State level, as well as follow the efforts of the governor's administration to include DEI in all facets of governance. It is the hope of Social Services DEI to create an inclusive environment for staff, clients, and the community.

This effort continues with a request for proposals, as well as a panelist speaking series inviting members of the community to share their stories and experiences with Social Services staff. The objective of the request for proposals will be hiring a consultant capable of engaging staff on an individual, interpersonal and organizational level. Development will require introductory trainings of the components of DEI and topics that arise therein. This introduction to DEI will occur throughout the current fiscal year, with continuing education in the future. The goals of training are threefold: 1. staff will recognize their conscious and unconscious biases towards diverse groups and individuals; 2. staff will see how these biases affect their interactions with co-workers and clients, the services provided, and the community at large; 3. organizational/structural biases will be examined, and solutions applied.

The panel series will further enhance our staff-client relationships through interactive learning, sharing of personal experiences, and focusing on the concepts of human equity and inclusion within the context of social belonging and identity exploration. This platform allows for learning without blame or shame to engage staff in a deeper understanding of their own biases and values. The panels will cover a variety of topics including LGBTQIA+ experiences, racial equity, health, education, poverty, disability, and more.

Much work still needs to be done, but once a proposal has been selected, and our DEI program established, we will seek to establish closer working relationships with entities such as the Equity and Diversity Committee to partner on projects with aligned interests. For now, Social Services are hereby open to any recommendations for potential panelists from or outside of this body. We also welcome any names of consultants to invite to respond to our request for proposals. Thank you to this committee, and staff, for your time.

Sincerely,

Antonio R. Renteria
 DEI Coordinator, Senior Dept. Analyst
 Mendocino County Dept. of Social Services

Willow Anderson
 DEI Supervisor, Communications Administrator
 Mendocino County Dept. of Social Services



AGENDA SUMMARY REPORT

SUBJECT: Approval of the Minutes for the May 25, 2022, Regular Meeting

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER: _____

ATTACHMENTS:

1. Draft Minutes 2022-05-25

Summary:

Background:

Discussion:

Recommended Action: Approve Minutes of the May 25, 2022, Regular Meeting of the Diversity and Equity Standing Committee



**Equity & Diversity Committee
Regular Meeting
MINUTES**

May 25th, 2022 - 6:00 PM

1. ROLL CALL

Present: Orozco, Duenas, Martinez, Gorny, Jackson, Marson, Stern, Qui, Upadhyay, Tognoli, Jones
Absent: None

2. INTENTIONS

3. INTRODUCTIONS/PRESENTATIONS

a. Presentation from City of Ukiah Human Resources Department

Deferred to next meeting due to the department being short-staffed.

b. Presentation on Persons from the Hispanic/Latino Community

Presentation Received.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None

5. APPROVAL OF MINUTES

a. Approval of the Minutes for the March 23, 2022.

Motion/Second: Martinez/Gorny to approve the minutes of the March 23, 2022, Diversity and Equity Committee Regular meeting as submitted. Motion carried by the following roll call votes:

AYES: Orozco, Duenas, Martinez, Gorny, Jackson, Marson, Stern, Qui, Upadhyay, Tognoli, Jones

NOES: None

ABSENT: None

ABSTAIN: None

6. UNFINISHED BUSINESS

a. Discuss and Assign Upcoming Proclamations for the month of July: Disability Independence Day

The Committee reviewed and discussed the upcoming proclamations. Committee Members Tognoli and Martinez offered to assist with drafting the proclamation. Gorny and Duenas offered to accept the proclamation on behalf of those living with disabilities.

b. Equity Action Plan Update

Traci Boyl, Committee Liaison, provided the Committee with a report of the City's progress on the Equity Action Plan. The Committee requested to add an additional standing item to the agenda, "Monitoring the Implementation of Action Plan by Objectives and Performance Measures". Marston/Martinez. Motion carried.

AYES: Orozco, Duenas, Martinez, Gorny, Jackson, Marson, Stern, Qui, Upadhyay, Tognoli, Jones

NOES: None

ABSENT: None

ABSTAIN: None

7. NEW BUSINESS

a. Equity Workshop

The Committee discussed holding an equity community workshop. Committee Liaison Boyl agreed to research the idea further and bring recommendations back to the Committee at the next meeting.

8. ADJOURNMENT

The meeting was adjourned at 7:28 pm.

Traci Boyl, Management Analyst to the City Manager's Office/Committee Liaison



AGENDA SUMMARY REPORT

SUBJECT: Approval of the Minutes for the June 22, 2022, Special Meeting

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER: _____

ATTACHMENTS:

1. Draft Minutes 2022-06-22

Summary:

Background:

Discussion:

Recommended Action: Approve Minutes of the June 22, 2022, Special Meeting of the Diversity and Equity Standing Committee



Diversity and Equity Standing Committee

Special Meeting

MINUTES

June 22, 2022 - 6:00 PM

1 ROLL CALL

Present: Orozco, Duenas, Martinez, Jackson, Stern, Upadhyay

Absent: Gorny, Marston, Qui, Tognoli, Jones

2 INTENTIONS

3 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None

4 MONITORING THE IMPLEMENTATION OF THE EQUITY ACTION PLAN BY OBJECTIVES AND PERFORMANCE MEASURES

4.a. Ad Hoc Report on the Equity Action Plan

Report Received.

5 PRESENTATIONS

5.a. City of Ukiah Human Resources Department Workshop

Committee participated in interactive discussion/presentation with City of Ukiah HR Department, City Manager, and Deputy City Manager.

6 ADJOURNMENT

7:40 PM



AGENDA SUMMARY REPORT

SUBJECT: Discuss and Assign Direction Regarding Upcoming Proclamations

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER:

ATTACHMENTS:

1. Proclamations Schedule 22.23

Summary: The Committee will review the proclamation schedule and assign drafting responsibilities for each of the proclamations to the relevant committee representatives. For example, the proclamation for Indigenous People's Day would be assigned to the committee member representing Native American Tribes and Communities, and the Pride Month proclamation would be assigned to the committee member representing LGBTQA+.

Background:

Discussion:

Recommended Action: Discuss and assign direction regarding upcoming proclamations.

Recommended Proclamations for the City of Ukiah for the Year 2022

1. **January** - Commitment to Equity, Diversity, and Inclusion
2. **February** - Black History Month
3. **March** - Women's History Month
4. **May** - Asian Pacific American Heritage
5. **May** – Older American's Month
6. **June** - Pride Month – LGBTQA+
7. **June 19:** Juneteenth, celebrating the emancipation of those who have been enslaved in the United States.
8. **June** – National Immigrant Heritage
9. **July 26:** Disability Independence Day, celebrating the anniversary of the 1990 signing of the Americans with Disabilities Act.
10. **September** - Hispanic Heritage Month
11. **October 11:** National Indigenous Peoples' Day
12. **October:** National Disability Employment Awareness Month
13. **November:** Veteran's Month



AGENDA SUMMARY REPORT

SUBJECT: Receive Report from the General Plan Ad Hoc and, if Applicable, Dissolve General Plan Ad Hoc

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER:

ATTACHMENTS:

None

Summary: Receive report from the General Plan Ad Hoc and, if applicable, dissolve Ad Hoc.

Background:

Discussion:

Recommended Action: Receive report and, if applicable, dissolve the General Plan ad hoc.

Equity Action Plan



JULY 14, 2022

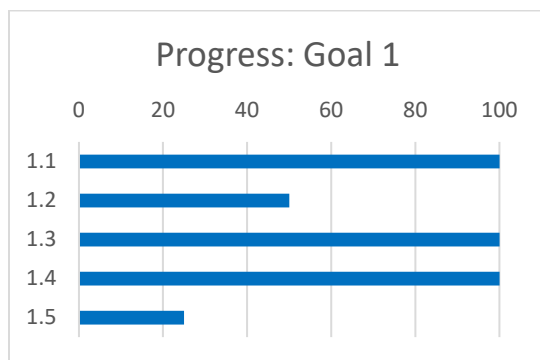
City of Ukiah, Diversity & Equity Committee



GOAL 1. Create and sustain an equitable, diverse, and inclusive workplace and workforce that reflects, values, and celebrates the diverse community we serve.

STRATEGY: Consistently, clearly, and boldly communicate that diversity, equity, and inclusion (DEI) are critical to the City's values

1.1	Create and adopt a Diversity, Equity and Inclusion statement	CM Office/Diversity and Equity Committee	Statement created	12/22	100%
1.2	Integrate the Diversity, Equity, and Inclusion statement into City initiatives and communication materials	CM Office/Diversity and Equity Committee	Statement will be integrated into City initiatives and communication materials	12/22	50%
1.3	Create a schedule of recommended proclamations to celebrate the diversity of our community and educate and raise awareness of diversity, equity, and inclusion related issues	CM Office/Diversity and Equity Committee	Schedule of recommended Proclamations received by City Council	12/11	100%
1.4	Create an Equity webpage on the City's website	CM Office	webpage created	12/22	100%
1.5	Create a social media and website campaign that highlights the value of the diversity of the organization	CM Office	Social media and website campaigns created and initial roll-out has begun	7/22	25%



Notes:

July 22

1.2 Social media campaign continued

June 22

1.1 Statement created and approved by DEI 3/22

1.2 Inclusion statement being integrated into a number of communication materials: email signature lines, applications, website, and social media

1.3 Schedule of recommended proclamation received by City Council

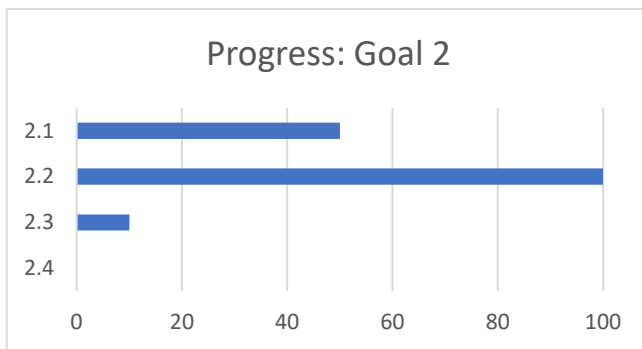
1.4 Webpage created

1.5 Social media and website campaign created and initial roll-out has begun Social media and website campaign created and initial roll-out continued

GOAL 2. Eliminate internal and external barriers to Diversity, Equity, and Inclusion within the systems of the organization.

STRATEGY A: Improve access to City communication, public meetings, and essential services to remove barriers to inclusivity.

2.1	Develop a plan to improve the accessibility of public meetings	CM Office/City Clerk	Plan created and ready for implementation	07/23	50%
2.2	Identify, develop, and implement strategies to improve the accessibility to including but not limited to, the City's website, social media content, program applications, and requests for proposal	CM Office	Documented identified strategies implemented	07/23	100%
2.3	Evaluate essential services to identify strengths and to identify and remedy barriers	CM Office	Documented process for essential service evaluation, including strengths and barriers, and identified remedies. Documented summary of identified barriers and action taken to remedy.	07/23	10%
2.4	Provide ongoing education and training on the plans and strategies identified	CM Office/HR Dept.	Summary of education and training activities related to identified strategies	12/23	0%



Notes:

July 22

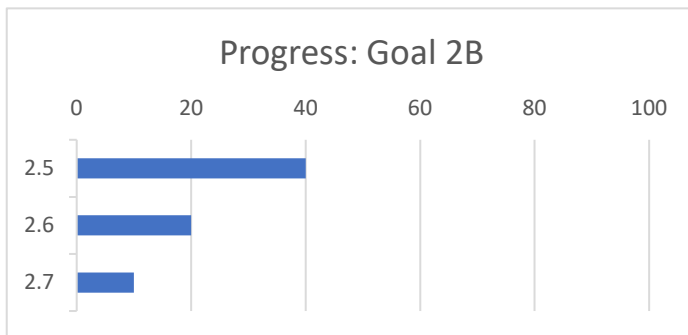
- 2.2 City has a new website with full ADA accessibility including accessibility to essential services applications, RFB's and RFP's (www.cityofukiah.com)
- 2.3 City of Ukiah has a new utility billing platform which includes the ability to register, track and pay utility bills online

June 22

- 2.1 All Committee and council Meetings now available in hybrid format
- 2.2 City's website is being updated to include accessibility functions, social media content and applications are being translated into Spanish

STRATEGY B: Improve the organization’s recruitment, development, and retention practices to remove barriers within these processes.

2.5	Review recruitment, development, and retention practices to identify barriers to employment and create a plan to reduce those barriers, including but not limited to the development and implementation, of a recruitment plan designed to increase employment that accurately reflects the community we serve	CM Office/HR Dept.	Recruitment, development, and retention practices plan complete and ready for implementation.	07/23	50%
2.6	Develop and implement an oversight process to ensure diversity in hiring, evaluation, and promotion	CM Office/HR Dept	Oversight process developed and implemented.	12/22	20%
2.7	Develop annual employee surveys that include diversity, equity, and inclusion topics and identify a review team to assess the survey, prepare a summary, and make recommendations to city leadership	CM Office/HR Dept	Annual survey developed. The review team identified.	12/22	10%



Notes:

July 22

- 2.5 Continuing - Internal team (five members – HR, CM Office, Finance, PW, PD mid-management level) meeting regularly and have begun plan draft
- 2.6 Continuing - Internal team formed (see 2.5)
- 2.7 Survey draft developed

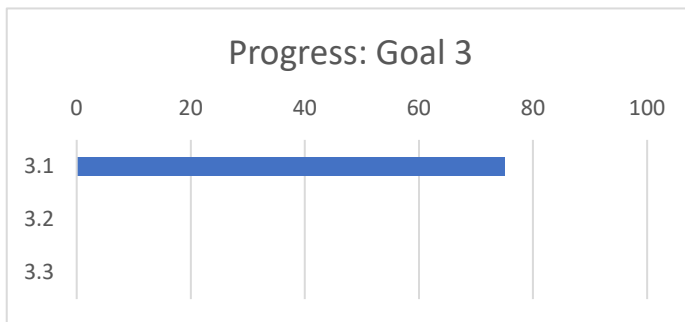
June 22

- 2.5 Internal team (five members – HR, CM Office, Finance, PW, PD mid-management level) meeting regularly and have begun plan draft
- 2.6 Internal team formed (see 2.5)
- 2.7 Survey draft developed

GOAL 3. Recruit, retain, and advance a community of staff that reflects, values, and celebrates the diversity of the community we serve.

STRATEGY: Strengthen the City to advance diversity, equity, and inclusion efforts and to provide equitable and inclusive opportunities for advancement for all staff. Listen to City staff, committee, commission, and Council members, and value and consider their opinions, perspectives, and actions.

3.1	Create a mentorship program to create mentoring opportunities throughout the organization.	CM Office	Program created and implemented	07/22	75%
3.2	Mandate diversity, equity, and inclusion training for all new hires during the orientation process	CM Office/HR Dept.	Diversity, Equity, and Inclusion training included in new employee orientation process and diversity, equity, and inclusion training scheduled for all employees	07/22	0%
3.3	Mandate biannual diversity, equity, and inclusion training for all current employees	CM Office/HR Dept.		07/22	0%



Notes:

July 22

N/A

June 22

3.1 Mentorship program created

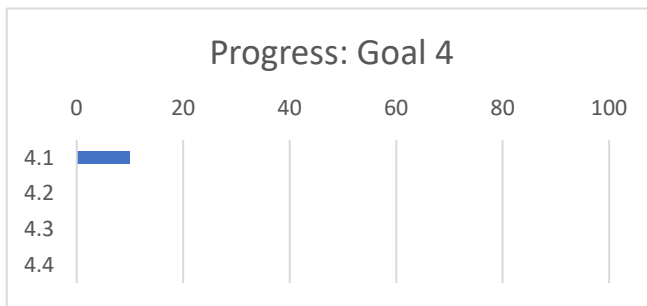
3.2 N/A

3.3 N/A

GOAL 4. Identify and actively engage underrepresented communities in which to retain, expand, develop, and implement programs

STRATEGY: Leverage existing resources to conduct asset mapping and develop a needs assessment with recommendations inclusive of input from underrepresented members of the community.

4.1	Coordinate with existing groups representing the diversity of the community we serve to identify the best methods for connecting with those groups	CM Office/Diversity and Equity Committee	Detailed database of identified groups and their contact info. including best ways to connect	12/22	10%
4.2	Conduct focus groups and listening sessions	CM Office/Diversity and Equity Committee	Documented summary of focus group and listening sessions	12/22	0%
4.3	Conduct community-wide surveys	CM Office	Documented summary of surveys and results	12/22	0%
4.4	Provide ongoing recommendations regarding the need assessment to City leadership	CM Office/Diversity and Equity Committee	Quarterly recommendation reports from the Ad Hoc to City leadership	12/22	0%



Notes:

July 22

4.1 Requested a list of contacts from the Diversity and Equity Committee, met with Social Services DEI Committee to explore collaboration opportunities. Social Services DEI to present to City's Diversity and Equity Committee on 7/27/22

June 22

4.2 N/A

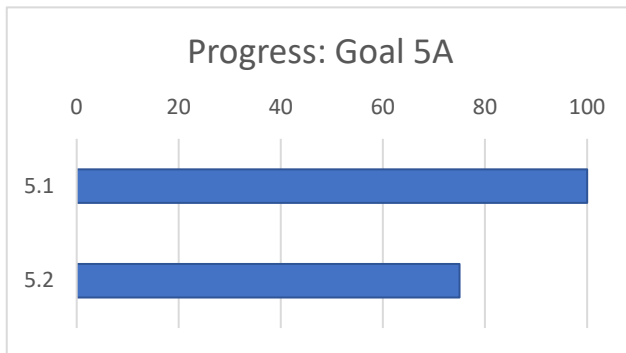
4.3 N/A

4.4 N/A

GOAL 5. Instill diversity, equity, and inclusion as essential core elements of policy-making, accountability, and delivery of City services.

STRATEGY A: Increase the diversity of the City’s Boards, Commissions, and Committees to accurately reflect the diversity of the community we serve.

5.1	Add diversity/inclusivity questions to all board, commission, and committee applications to evaluate applicants' understanding of/and experience working with diverse groups	CM Office/City Clerk	Diversity and inclusivity questions included on all board, commission, and committee applications	07/22	100%
5.2	Identify and implement methods of engaging and advertising employment and board/committee openings to reach a more diverse audience of potential applicants	CM Office/HR Dept.	Identified summary of methods implemented to engage and advertise for employment and board/committee openings.	07/22	75%



Notes:

July 22

5.2 Board, commission, and committee openings are now being shared on social media, and sent to the DEI Committee via email distribution list

June 22

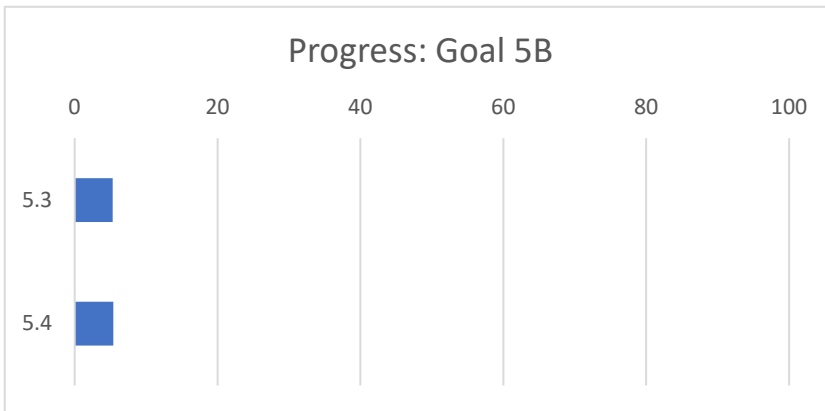
5.1 Inclusion questions added to all boards, commissions, and committee applications

5.2 Internal employee team have identified methods for increasing a diverse audience of potential applicants (summary of methods to be discussed at the upcoming workshop June 22, 2022)

GOAL 5. Instill diversity, equity, and inclusion as essential core elements of policy-making, accountability, and delivery of City services.

STRATEGY B: Improve the quantity, quality, and accessibility of City programs to reflect the needs of the diverse community we serve.

5.3	Conduct a community-wide survey to assess program needs and/or interests in the community	CM Office	Survey with results conducted	12/22	0%
5.4	Complete an inventory and analysis of existing programs to identify gaps and create a plan to reduce the identified gaps	CM Office	Analysis complete, gaps identified, and a plan to reduce the gaps ready for implementation.	12/22	0%



Notes:

June 22

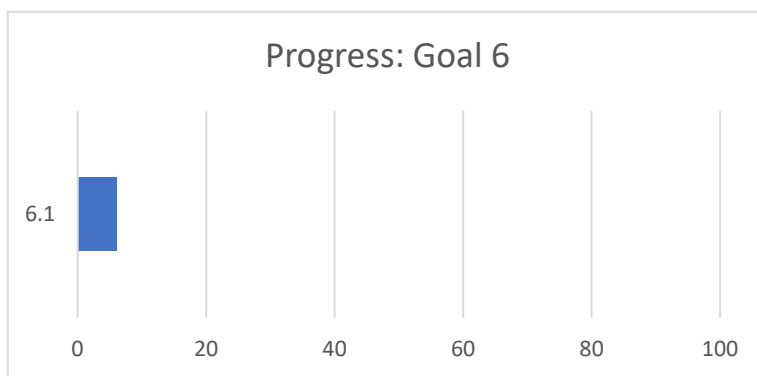
5.1 N/A

5.2 N/A

GOAL 6. Ensure accountability in the implementation of goals and assessment of progress toward outcomes

STRATEGY: Develop external processes to preserve and ensure accountability in the process and implementation of goals, strategies, and critical steps to evaluate the progress towards the outcomes and goals and to assist in the annual accountability report to the Ukiah City Council

6.1	Celebrate achievements and make recommendations for corrective action through ongoing monitoring and quarterly evaluations by the Ad Hoc	CM Office/Diversity and Equity Committee	Quarterly progress reports and press releases summarizing recommendations and achievements	04/22	12.5%
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Notes:

June 22

6.1 First press report released 4/22

NOTES:

July 2022

July brought significant updates to City technology to improve accessibility and expand access to reach even more members of our community. Technological updates include the following:

- A new ADA-accessible, mobile-enabled website with language options and a comprehensive FAQ.
- A new online utility billing payment portal. Access and pay your utility bill online.
- New employment recruitment portal. The recruitment portal allows users to save resumes/applications, sign up for job alerts based on their preferences, and apply for and submit electronic paperless application

May 2022

- Diversity, Equity, and Inclusion priorities are incorporated into the City Council's Strategic Plan (Strategic Plan updated and adopted with the annual budget each year)
- Police Chief assisted in the facilitation and coordination of the Lake and Mendocino County First Responder Autism Seminar (engaging underrepresented populations to improve services)
- Police Department is providing recruitment flyers in English and Spanish
- PD created a process for improving response to persons with access and functional needs
- Fire Department created living/sleeping quarters to accommodate all genders
- Community Development held Housing Element workshops and CDBG utility assistance workshops in Spanish; provided child care as well
- Developing a needs assessment related to parks and recreation
- Applied for and received Outdoor Equity Grant to develop parks in underrepresented communities