



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>

October 26, 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 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 that is within the subject matter jurisdiction of the City Council, 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.

4 APPROVAL OF MINUTES

4.a. Approval of the Minutes for the September 14, 2022, Special Meeting

Recommended Action: Approve the minutes of the September 14, 2022, Special Meeting.

Attachments:

1. 09-14-22 Special Minutes

4.b. Approval of the Minutes for the August 24, 2022, Regular Meeting.

Recommended Action: Approve the minutes of the August 24, 2022, regular meeting.

Attachments:

1. Draft Minutes 2022-08-24

5 UNFINISHED BUSINESS

5.a. Receive Report from Committee Member Tognoli on the Status of the Ukiah Police Chief Recruitment.

Recommended Action: Receive report.

Attachments: None

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

- 6.a. Review Action Plan Updates and Goals.

Recommended Action: Committee will review the Equity Action Plan updates and goals.

Attachments:

1. 22-10-19 PROGRESS RPRT
2. Re_RE_RE_Speaker Request Liz Kleinrock - A-Speakers
3. PROPOSAL - DEI Training Plan
4. PROPOSAL - DEI 101 Training Facilitation - TBD
5. Survey Instructions

7 NEW BUSINESS

- 7.a. Review Calendar and Set Meeting Schedules for November and December Meetings.

Recommended Action: Set schedule for November and December meetings.

Attachments:

1. 2022 Meeting Schedule
2. 2023 Meeting Schedule

- 7.b. Review and Discuss Upcoming Committee Seat Vacancies.

Recommended Action: Discuss upcoming seat vacancies and create a plan for outreach to potential members.

Attachments:

1. 2022-05-18 Equity Diversity Committee

8 ANNOUNCEMENTS

9 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 Diversity & Equity 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.



AGENDA SUMMARY REPORT

SUBJECT: Approval of the Minutes for the September 14, 2022, Special Meeting

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER: _____

ATTACHMENTS:

1. 09-14-22 Special Minutes

Summary: Approval of the minutes of the September 14, 2022, Special Meeting.

Background:

Discussion:

Recommended Action: Approve the minutes of the September 14, 2022, Special Meeting.



Diversity and Equity Standing Committee

Special 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>

September 14, 2022 - 6:00 PM

1 ROLL CALL

Present: Orozco, Duenas, Morales de Martinez, Jackson, Marston, Stern, Tognoli, Upadhyay, Qiu
Absent: Gorny and Jones by prior arrangement

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 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The Diversity and Equity Committee (DEC) welcomes input from the audience that is within the subject matter jurisdiction of the DEC. If there is a matter of business on the agenda that you are interested in, you may address the Committee 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.

4 NEW BUSINESS

- 4.a. Selection of Committee Member to Serve as Stakeholder Representative for the City of Ukiah Police Chief Recruitment Process

Recommended Action: Select a committee member to serve as a stakeholder representative for the City of Ukiah Police Chief recruitment process.

Attachments: None

Marston/Orozco to appoint Troyle Tognoli as stakeholder representative for the City of Ukiah Police Chief Recruitment Process. Motion carried by the following roll call vote:

AYES: Ozoco, Duenas, Morales de Martinez, Jackson, Marston, Stern, Tognoli, Upadhyay, Qiu

NOES: None

ABSTAIN: None

ABSENT: Jones,

Deputy City Manager Shannon Riley provided an overview summary and background of the Ukiah Police Chief recruitment process and discussed the role of the stakeholder representative. The Committee then discussed the role and interested members, Marston and Tognoli stated their interest in serving as the stakeholder representative. The Committee conducted a vote as follows:

Troyle Tognoli to serve as stakeholder representative - Orozco, Jackson, Tognoli, Upadhyay, Qui

Les Marston to serve as stakeholder representative – Duenas, Martinez, Stern
Marston abstained

5 ADJOURNMENT

Meeting adjourned at 7:03 p.m.

Traci Boyl, Senior Analyst to the City Manager's Office

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DRAFT



AGENDA SUMMARY REPORT

SUBJECT: Approval of the Minutes for the August 24, 2022, Regular Meeting.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER:

ATTACHMENTS:

- 1. Draft Minutes 2022-08-24

Summary: Approval of the minutes of the August 24, 2022, regular meeting.

Background:

Discussion:

Recommended Action: Approve the minutes of the August 24, 2022, regular meeting.



Diversity and Equity Standing Committee

Special Meeting

MINUTES

July 27, 2022 - 6:00 PM

1 ROLL CALL

Present: Orozco, Duenas, Gorny, Jackson, Marston, Stern, Qiu, Upadhyay, Jones

Absent: Duenes, Martinez

2 INTENTIONS

3 INTRODUCTION/PRESENTATION

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

Report Received.

4 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Public Comment provided by Les Marston regarding an encounter that he had with members of the City of Ukiah Police Department.

Public Comment provided by Troyle Tognoli regarding the purpose and expected outcomes of the City of Ukiah Diversity and Equity Committee Action Plan.

5 APPROVAL OF MINUTES

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

Marston/Gorny to approve Minutes for the May 25, 2022, Regular Meeting by the following roll call vote:

AYES: Orozco, Gorny, Jackson, Marston, Stern, Qiu, Upadhyay, Jones

NOES: None

Abstain: None

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

Orozco/Jones to approve the Minutes for the June 22, 2022, Regular Meeting by the following roll call vote:

AYES: Orozco, Gorny, Jackson, Stern, Upadhyay, Jones

NOES: None

ABSTAIN: Marston, Qiu, Jones

6 UNFINISHED BUSINESS

6 a. Discuss and Assign Direction Regarding Upcoming Proclamations

Upcoming proclamations were discussed and assigned to the relevant committee members.

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

Committee Discussed the General Plan Ad Hoc and determined that the Ad Hoc would provide a report at the next meeting, at which time the Committee would then determine if the Ad Hoc should be dissolved.

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

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

Report Received from Equity Action Plan Ad Hoc member Marston. Committee Liaison provided a brief summary regarding the status of several action plan items and requested additional input from the committee on Action Plan Goals 3.2 & 3.3 (Mandate diversity, equity, and inclusion training for City employees...). Committee Members Jones, Tognoli, Marston, and Gorny agreed to meet with City staff to assist in developing Goals 3.2 & 3.3 (DEI training for City of Ukiah employees).

8 NEW BUSINESS

None

9 ANNOUNCEMENTS

None

10 ADJOURNMENT

7:24 PM



AGENDA SUMMARY REPORT

SUBJECT: Receive Report from Committee Member Tognoli on the Status of the Ukiah Police Chief Recruitment.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER:

ATTACHMENTS:
None

Summary: Receive report from the committee member.

Background:

Discussion:

Recommended Action: Receive report.

Equity Action Plan



October 2022

REPORT

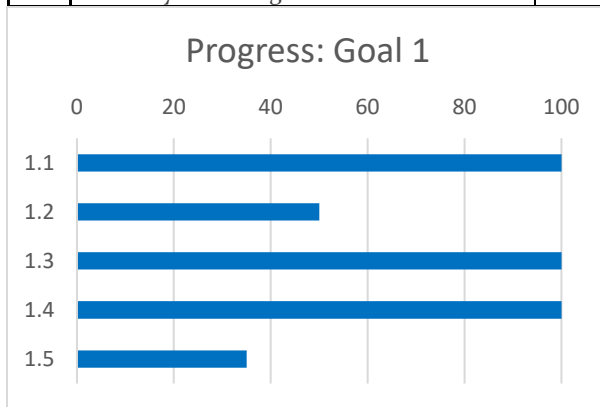
City of Ukiah, Diversity & Equity Committee



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	35%



Notes:

October 22

1.5 Social media campaign continued

July 22

1.5 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

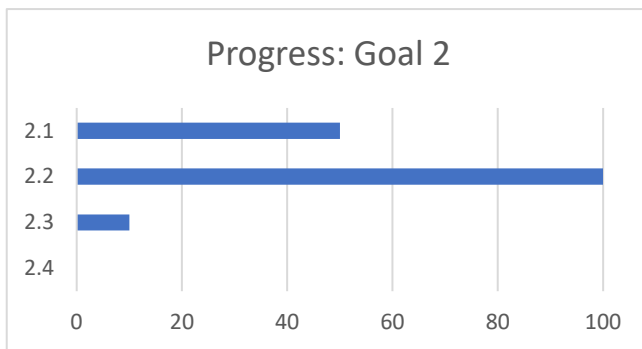
1.4 Webpage created

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

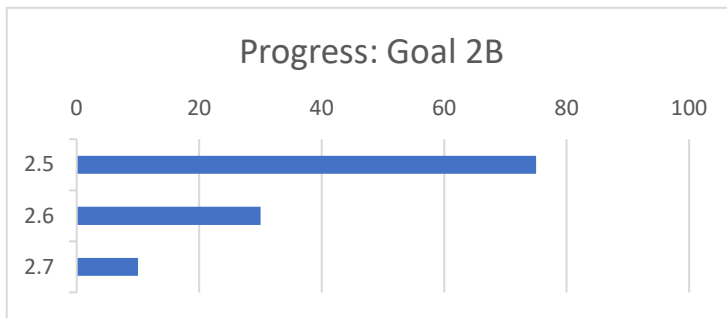
- 2.2 City has a new website with full ADA accessibility including accessibility to essential services applications, RFB's and RFP's (www.cityofukiah.com)
- 2.3 City of Ukiah has a new utility billing platform which includes the ability to register, track and pay utility bills online

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	75%
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	30%
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:

October 22

2.5 Internal team continues to meet and has a plan that will be presented to City leadership by year-end

August 22

2.5 Internal team continues to meet and has now formed 3/5 goals to improve recruitment, promotion, etc.

2.6 Continuing (see 2.5)

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

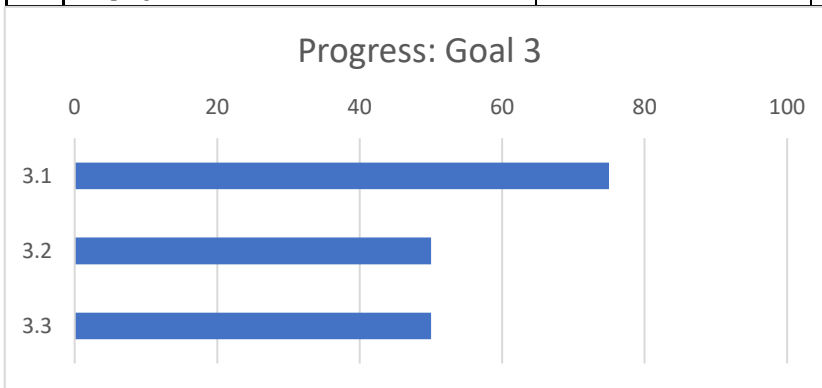
2.6 Internal team formed (see 2.5)

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	50%
3.3	Mandate biannual diversity, equity, and inclusion training for all current employees	CM Office/HR Dept.		07/22	50%



Notes:

October 22

3.2 Training/trainer has been identified and HR Dept. will work to schedule this training early 2023

3.3 (see notes from 3.2)

August 22

3.2 Committee met and discussed training goals/trainers

3.3 Staff have begun contacting trainers

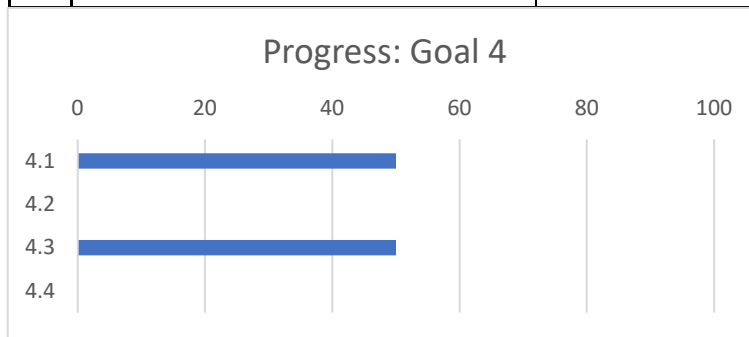
June 22

3.1 Mentorship program created

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	50%
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	50%
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:

October 22

4.1 Survey created

4.4 (see notes for 4.1)

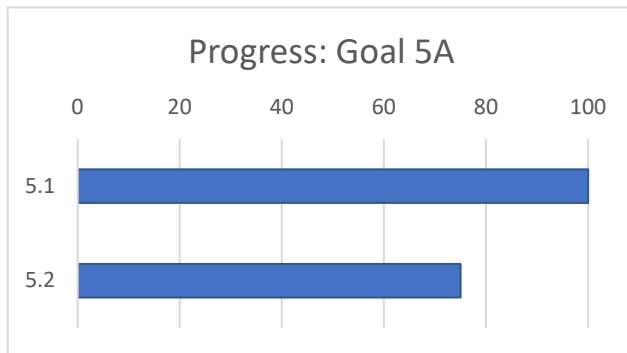
July 22

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

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

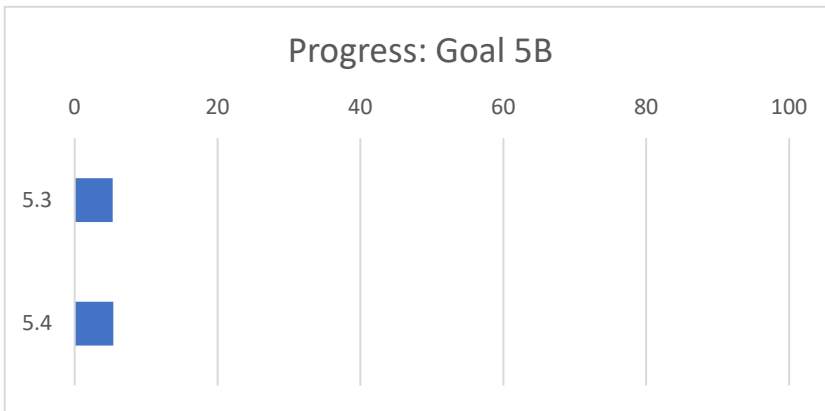
5.1 Inclusion questions added to all boards, commissions, and committee applications

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

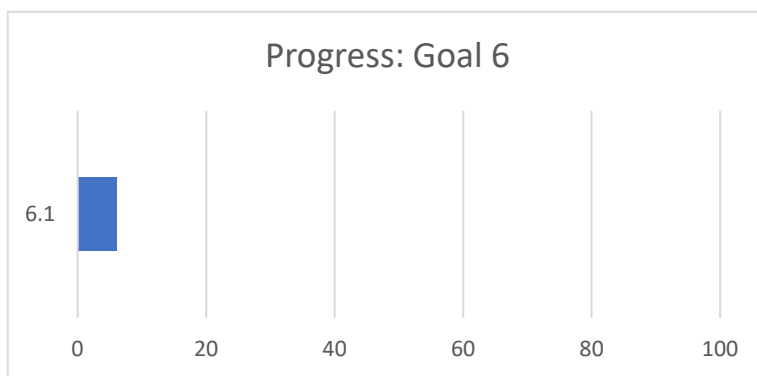
5.1 N/A

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	4/22	12.5%
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Notes:

August 22

6.1 Second press report released 08/22

June 22

6.1 First press report released 4/22

NOTES:

October 2022

- Community Services Department made specific efforts towards inclusivity and highlighted the diversity of our community at the recent Pumpkinfest through the following actions:
 - Parade announcements were given in Spanish and English
 - Pumpkinfest advertising was provided in multiple languages
 - The parade's Grand Marshall was Councilwoman Duenas
 - And performances by: Instilling Goodness school performed with traditional Chinese dancers and music, Xa-Ben-N-Po Pomo dancers, and Ballet Folkorico dancers
- Requests for proposals were sent to find a DEI trainer. A proposal has been accepted and DEI training for staff will be scheduled for early 2023. (See proposal attached)

- **August 2022**

Due to fire season, progress on the Equity Action Plan slowed this past month although work continues at a steady pace.

- A second press release was issued on 8/2/2022
- Internal Recruitment/Promotion team making significant progress in their plan
- Committee met to assist with a training plan
- New programs are being implemented for electric bikes and energy rebates for low-income customers

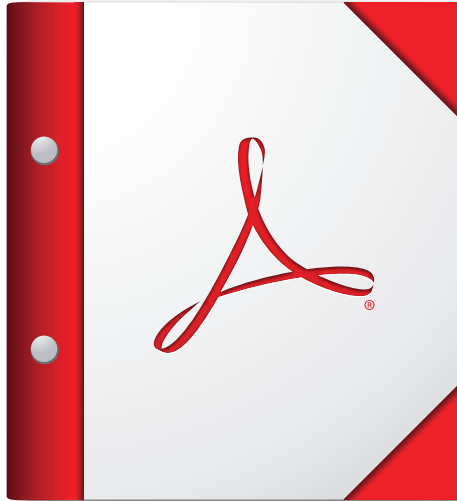
July 2022

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



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DEI Training Plan Estimate & Proposal

September 23, 2022

This estimate and proposal is for the provision of a comprehensive on-going training plan for the City of Ukiah's staff. Estimates are based on in-person trainings. Trainers would include me and other issue experts that would need to be identified.

SUMMARY	
Title:	Diversity, Equity & Inclusion Training Plan for the City of Ukiah
Training Description:	Comprehensive training plan, and menu, to be used over-time among city staff to establish a baseline competency in DEI and to foster new habits for an organizational culture shift that centers DEI.
Outcome(s):	(1) Training plan easily fits into existing training (2) Plan meets the needs of existing staff at all levels (3) Plan meets the needs of new staff at all levels (4) Plan includes training components for City Council Members (5) Learning opportunities/materials are accessible to all staff and elected
Duration	January 1, 2023 to December 31, 2023
Rate:	\$250/hour for training services \$75/hour for consultation & all other general facilitation services
Facilitator/Trainer Experience:	Facilitated conversations during open public meetings, for community collaboratives, state-wide director's association, focus groups and among grass roots community action groups. Diversity, Equity & Inclusion training for the City of Ukiah Diversity & Equity Task Force and the Mendocino College Board of Trustees.
Facilitation Style:	Encourages inclusivity, builds climate of trust and authenticity for open exchange of ideas and concerns. Allows space for organic evolution of the conversation but will intervene if the group seems to be struggling or if interest is wavering. Will challenge the group, when appropriate, to consider alternatives or a more expansive view. Is socially-emotionally aware to watch for cues from the group and to pick up on unspoken needs.

ITEM	DESCRIPTION	HOURS	RATE	COST
Planning & Training	Design and implement customized in-person trainings including: DEI 101, structural “isms” that impact housing, school to prison pipeline, immigration, tribal relations, assimilation etc., local histories of POC, LBTQIA+, ability impaired individuals, immigrants etc., systems change for equity & justice.	36	\$250/hr.	\$9,000
General Consulting	Identify needs, development of the training plan, training calendar, communications, training materials, evaluation forms, interface with city staff on the development of the training plan	44	\$75/hr.	\$3,300
Issue area experts/trainers <i>(to be outsourced)</i>	Design & implement in-person and recorded trainings on: LGBTQAI+, ableism, racism/color-ism, legal status, language etc., internal analysis of DEI targets established by the City, local historians, DEI in HR, DEI behaviors & practices (individual & organizational), and leading cultural shifts.	80	\$250/hr. (Estimated)	\$20,000
One-On-One Coaching <i>(to be outsourced)</i>	Individualized coaching for leaders	120	\$300/hr. (Estimated)	36,000
Total				\$62,300

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(707) 391-2321
roseanne.ibarra22@gmail.com

DEI 101 Training Proposal

September 23, 2022

This proposal is for the provision of training services for the City of Ukiah for its staff. Training dates are to be determined. The trainings included in this proposal are: two (2) in-person DEI 101 trainings and one recorded training for anyone that is not able to attend in-person. The recommended order of trainings is to schedule the first 101 training in the winter, perhaps in January after the holidays. Then release the recorded training, a week after the first 101 training and notice the final in-person 101 training for the spring, in March or April.

SUMMARY	
Training Title:	Diversity, Equity & Inclusion 101
Training Description:	Introductory training on the concepts of diversity, equity & inclusion (DEI) and how it applies in the workplace; for the individual, the organization and local government.
Training Duration:	3 hours
Date:	TBD
Time:	TBD (e.g. 9:00 a.m. to 12:00 p.m.)
Workshop Outcome(s):	(1) Definitions and examples of unconscious bias, privilege, structural racism, equity etc. (2) City employees become familiar with DEI concepts and local issues/challenges related to DEI (3) Examples of how DEI can be infused in the workplace among public servants and in local government
Rate:	\$250/hour
Total Facilitator Hours	18
Facilitator/Trainer Experience:	Facilitated conversations during open public meetings, for community collaboratives, state-wide director's association, focus groups and among grass roots community action groups. Diversity, Equity & Inclusion training for the City of Ukiah Diversity & Equity Task Force and the Mendocino College Board of Trustees.

Facilitation Style:	Encourages inclusivity, builds climate of trust and authenticity for open exchange of ideas and concerns. Allows space for organic evolution of the conversation but will intervene if the group seems to be struggling or if interest is wavering. Will challenge the group, when appropriate, to consider alternatives or a more expansive view. Is socially-emotionally aware to watch for cues from the group and to pick up on unspoken needs.
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ITEM	DESCRIPTION	HOURS	COST
Planning & Prep for 3 trainings	Design customized training (4 hrs) that aligns with the defined goals of the client. Includes up to two 30 minute phone calls with the client. Calls may include: (1) finalize agenda and the intended experience & outcomes for participants, review any special needs of participants (0.5 hr); (2) final call to finalize details for the training session; and materials/set-up the day of the training 30 mins. each for 2 live trainings (1 hr)	6	\$1,500
2 - In-person Training Sessions	Facilitate training and engage participants in meaningful learning experiences. Complete two in-person trainings to provide participants opportunities to attend a live training. Each training is 3 hours each.	6	\$1,500
1 - Recorded Training Session	Pre-record a training session that includes self-directed interactive components for individuals that cannot attend the in-person training dates. Three hours for the training itself, 1 hour to add in interactive components (quizzes/videos etc.) and 2 hour to edit the content.	6	\$1,500
Total		18	\$4,500

Survey Instructions:

Please ask ten (10) people to complete the 3-minute City of Ukiah communication survey.

To avoid skewing survey results, please do not ask people in your household; please **do not** share on social media or send by email to multiple contact groups. Suggested participants include people you work with, neighbors, or random participants at the grocery store, sporting event, or another community event.

Surveys may be conducted over the phone, in person, or by email. Please see the instructions for each method below:

EMAIL:

Cut and paste the following text into an email:

The City of Ukiah is conducting a brief survey to understand what types of information people want to receive from the City, how they would like to receive that information, and if there are preferences about those choices based on age. The survey is expected to take approximately 3 minutes and can be found at the following link: <https://www.surveymonkey.com/r/NFQDR9L> . The City will use this information to inform future communication strategies.

PHONE or IN-PERSON

Provide people with the information below, and if they agree, conduct the brief survey (attached) and deliver survey results to me by email at tboyl@cityofukiah.com, USPS or deliver to the Ukiah Civic Center at 300 Seminary Ave., Ukiah, CA 95482

The City of Ukiah is conducting a brief survey to understand what types of information people want to receive from the City, how they would like to receive that information, and if there are preferences about those choices based on age. The survey is expected to take approximately 3 minutes; The City will use this information to inform future communication strategies.

1. Please check the type of messages you prefer to receive from the City of Ukiah and the method by which you prefer to receive those notifications.

	Facebook	Nextdoor	Instagram	Newspaper - Print Edition	Printed Flyers, Posters, etc.	Email	Other
Street Construction/Closures	☐	☐	☐	☐	☐	☐	☐
Community/Special Events	☐	☐	☐	☐	☐	☐	☐
Trash and Recycling Notices	☐	☐	☐	☐	☐	☐	☐
Public Safety Alerts	☐	☐	☐	☐	☐	☐	☐
Recreation Events/Programs	☐	☐	☐	☐	☐	☐	☐
Traffic/Parking	☐	☐	☐	☐	☐	☐	☐
Utility Work (non emergency)	☐	☐	☐	☐	☐	☐	☐
Job Vacancies/Volunteer Opportunities	☐	☐	☐	☐	☐	☐	☐
Proposed/Pending Development & Projects	☐	☐	☐	☐	☐	☐	☐
City Council and Planning Commission Meeting, Agendas, and Minutes	☐	☐	☐	☐	☐	☐	☐
Updates to Budgets, Taxes, and Fees	☐	☐	☐	☐	☐	☐	☐
Press Releases	☐	☐	☐	☐	☐	☐	☐

Other (please specify other types of information you wish to receive and/or ways to receive that information)

2. If you have a question for the City, how are you most likely to seek the answer?

- ☐ in person at City Hall
- ☐ City's website
- ☐ phone call
- ☐ email
- ☐ Other (please specify)

3. How satisfied are you with communication from the City of Ukiah?

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

4. In what language do you speak most often?

- ☐ Arabic
- ☐ Armenian
- ☐ Chinese
- ☐ English
- ☐ French
- ☐ French Creole
- ☐ German
- ☐ Greek
- ☐ Gujarati
- ☐ Hindi
- ☐ Italian
- ☐ Japanese
- ☐ Korean
- ☐ Persian
- ☐ Polish
- ☐ Portuguese
- ☐ Russian
- ☐ Spanish
- ☐ Tagalog
- ☐ Urdu
- ☐ Vietnamese
- ☐ Other (please specify)



AGENDA SUMMARY REPORT

SUBJECT: Review Calendar and Set Meeting Schedules for November and December Meetings.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER: _____

ATTACHMENTS:

1. 2022 Meeting Schedule
2. 2023 Meeting Schedule

Summary: The committee will review the attached regular meeting schedule and discuss it. Due to the holidays, the committee may decide to cancel or re-schedule the regular November and December meetings.

Background:

Discussion:

Recommended Action: Set schedule for November and December meetings.

DEI Regular Meeting Schedule

2022

Regular Meeting

Holiday

January

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DEI Regular Meeting Schedule

2022

Regular Meeting

Holiday

January

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
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27	28	29	30	31		

April

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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17	18	19	20	21	22	23
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May

Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
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30	31					

November

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		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



AGENDA SUMMARY REPORT

SUBJECT: Review and Discuss Upcoming Committee Seat Vacancies.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER: _____

ATTACHMENTS:

1. 2022-05-18 Equity Diversity Committee

Summary: The committee will discuss upcoming seat vacancies (see attached committee roster) and identify a plan to conduct outreach to fill those vacancies.

Background:

Discussion:

Recommended Action: Discuss upcoming seat vacancies and create a plan for outreach to potential members.

EQUITY & DIVERSITY COMMITTEE

Board Contact Person: Traci Boyl - 467-5720

Established: Resolution No. 2020-59: There is hereby created a Standing Committee of the City Council known as the Equity and Diversity Standing Committee, which is an advisory body reporting to the City Council and to the City Manager and City Department Heads

City Dept. Affiliation: City Manager's Office

Membership: The Equity and Diversity Standing Committee ("Committee") shall consist of eleven (11) members. The members shall consist of two members of the City Council and one member from each of nine organizations in the City of Ukiah or the Ukiah Valley, including Redwood and Potter Valleys, which serve or represent: (1) Persons with lived experience of poverty (currently or formerly living at or below the poverty level); (2) Persons with physical or mental disabilities; (3) Persons from the LGBTQA community; (4) Native American tribes and communities in Mendocino County; (5) Persons from the Hispanic/Latino community; (6) Persons of color (7) Persons whose primary language is not English; (8) Youth 21 years and younger; and (9) Seniors 65 years or older. In addition, committee members must either reside or work in the City of Ukiah. Members shall be appointed by the City Council based on written applications submitted by deadlines established by the City Council and any oral interviews the City Council may elect to conduct.

Term: A. Terms of Office. All appointments to the Committee shall be for a term of two (2) years during which the member serves and the will and pleasure of the City Council. Appointments to fill vacancies during a term of office shall be filled as provided in S

Appointed By: Committee members must either reside or work in the City of Ukiah. Members shall be appointed by the City Council based on written applications submitted by deadlines established by the City Council and any oral interviews the City Council may elect to conduct.

Meets: TBD

Function: The City seeks to establish a standing committee of the City Council as a means to adopt written objectives to improve diversity and equity in the City's workforce and in the provision of municipal services; developing a written Action Plan to achieve those objectives; implementing and overseeing the Action Plan; providing an annual review and update to the City Council on the Committee's progress; and proposing revisions to the plan as necessary.

Name/Address	Contact Info	Member Position	Current Appt. Date	Expiration Date
Juan Orozco 11 Creekside Ct. Ukiah, CA 95482	467-3935 367-1216 jorozco@cityofukiah.com	City Council Member	N/A	N/A
Josefina Duenas 715 S. Dora St. Ukiah, CA 95482	234-9237 jduenas@cityofukiah.com	City Council Member	N/A	N/A
Xochilt Morales de Martinez 947 N. Oak St. Ukiah, CA 95482	463-2984 468-1010 x1270 367-1786 xochilt1056@yahoo.com	Persons with physical or mental disabilities	2/17/2021	2/17/2023
Denise Gorny 2300 Road E Redwood Valley, CA 95470	485-7949 463-4700 367-4999 denise.gorny@scdd.ca.gov	Persons with lived experience of poverty	2/17/2021	2/17/2023
Darren Jackson 2551 N. State St., #7 Ukiah, CA 95482	376-5917 darren7195@outlook.com	Persons from the LGBTQA community	2/17/2021	2/17/2023
Les Marston 214 S. Bush St. Ukiah, CA 95482	462-6846 972-5310 ljmarston@rmlawoffice.net	Native American tribes and communities in Mendocino County	2/17/2021	2/17/2023
Susan Stern 687 N. Bush St. Ukiah, CA 95482	608-770-9090 608-770-9090 sternhickey@gmail.com	Persons from the Hispanic/Latino community	2/17/2021	2/17/2023
Zhao Qiu 103 Scott Street Ukiah, CA 95482	467-9502 707-463-1454 707-889-7176 choecon@hotmail.com	Persons of color	5/18/2022	2/17/2023
Sonu Upadhyay 1121 S Dora St, G Ukiah, CA 95482	467-5763 supadhyay@cityofukiah.com	Persons whose primary language is not English	5/5/2021	5/5/2023
Troyle Tognoli 845 Dora Ave. Ukiah, CA 95482	963-6658 972-7024 972-8735 troyle@pacific.net	Youth 21 years and younger	2/17/2021	2/17/2023
Corinne Jones 4060 Eastside Calpella Ukiah, CA 95482	310-776-2697 707-468-9347 310-776-2697 cjones@ccmc1.org	Seniors 65 years or older	3/3/2021	3/3/2023