



## 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>**

**December 14, 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 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 **MONITORING THE IMPLEMENTATION OF THE EQUITY ACTION PLAN BY OBJECTIVES AND PERFORMANCE MEASURES**

#### 4.a. Review Action Plan Updates and Goals

***Recommended Action: Receive report.***

Attachments:

1. 22-12-14 Progress Report

### 5 **APPROVAL OF MINUTES**

#### 5.a. Approval of the Minutes for the October 26, 2022, Regular Meeting

***Recommended Action: Approve the minutes of the October 26, 2022, Special Meeting.***

Attachments:

1. October Draft Minutes - Copy

### 6 **UNFINISHED BUSINESS**

#### 6.a. Brown Act Regulations Discussion

***Recommended Action: Discuss Brown Act revisions.***

Attachments:

1. Brown Act Council Staff Report

6.b. Committee Seat Terms

**Recommended Action: Discuss committee seat terms.**

Attachments:

1. Equity & Diversity Committee Roster

**7 NEW BUSINESS**

7.a. 2022 Diversity and Equity Annual Report

**Recommended Action: The Committee will review and discuss the 2022 Diversity and Equity Annual Report.**

Attachments: None

**8 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 and Equity Standing 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.

# Equity Action Plan



December 2022

**REPORT**

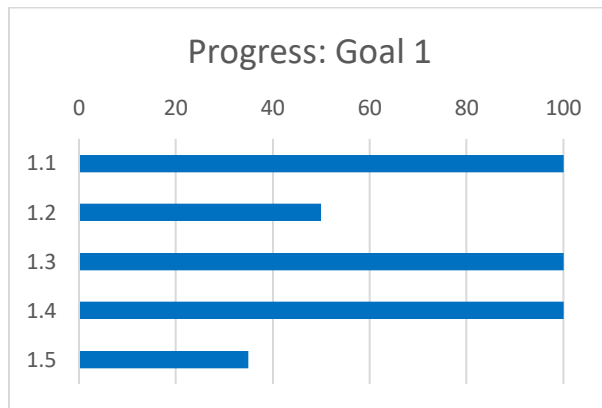
City of Ukiah, Diversity & Equity Committee



**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%



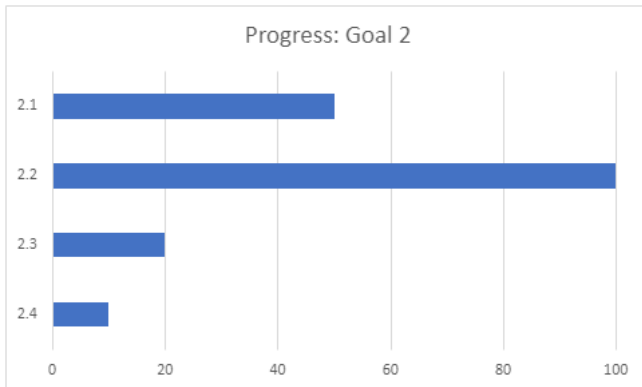
**Notes:**

<b>October 22</b>
1.5 Social media campaign continued
<b>July 22</b>
1.5 Social media campaign continued
<b>June 22</b>
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	20%
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	10%



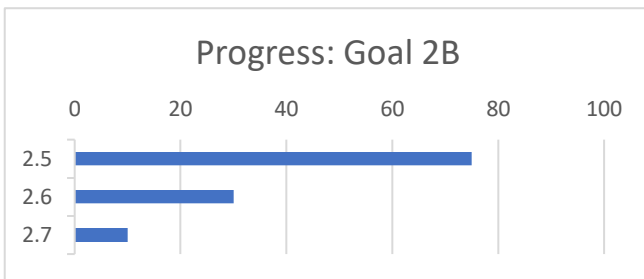
**Notes:**

<p><b>December 22</b></p> <ul style="list-style-type: none"> <li>2.3 Added tools for indentifiying Diversity, Equity and Inclusion, Climate Initiative and General Plan into the Agenda Summary Reports and budget</li> <li>2.4 Provided training on new tools</li> </ul> <p><b>July 22</b></p> <ul style="list-style-type: none"> <li>2.2 City has a new website with full ADA accessibility including accessibility to essential services applications, RFB's and RFP's (<a href="http://www.cityofukiah.com">www.cityofukiah.com</a>)</li> <li>2.3 City of Ukiah has a new utility billing platform which includes the ability to register, track and pay utility bills online</li> </ul> <p><b>June 22</b></p> <ul style="list-style-type: none"> <li>2.1 All Committee and council Meetings now available in hybrid format</li> <li>2.2 City's website is being updated to include accessibility functions, social media content and applications are being translated into Spanish</li> </ul>
---

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

**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%



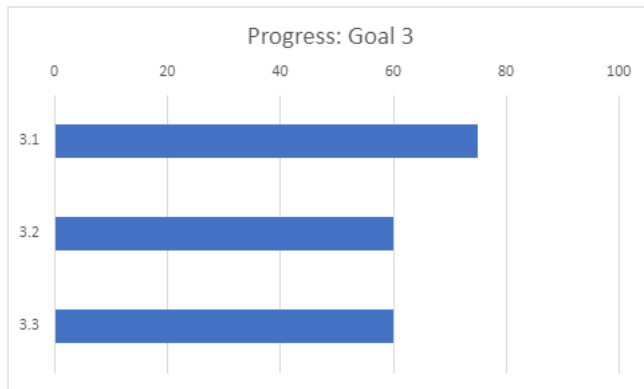
**Notes:**

<p><b>October 22</b></p> <p>2.5 Internal team continues to meet and has a plan that will be presented to City leadership by year-end</p> <p><b>August 22</b></p> <p>2.5 Internal team continues to meet and has now formed 3/5 goals to improve recruitment, promotion, etc.</p> <p>2.6 Continuing (see 2.5)</p> <p><b>July 22</b></p> <p>2.5 Continuing - Internal team (five members – HR, CM Office, Finance, PW, PD mid-management level) meeting regularly and have begun plan draft</p> <p>2.6 Continuing - Internal team formed (see 2.5)</p> <p>2.7 Survey draft developed</p> <p><b>June 22</b></p> <p>2.5 Internal team (five members – HR, CM Office, Finance, PW, PD mid-management level) meeting regularly and have begun plan draft</p> <p>2.6 Internal team formed (see 2.5)</p> <p>2.7 Survey draft developed</p>
--

**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	60%
3.3	Mandate biannual diversity, equity, and inclusion training for all current employees	CM Office/HR Dept.		07/22	60%



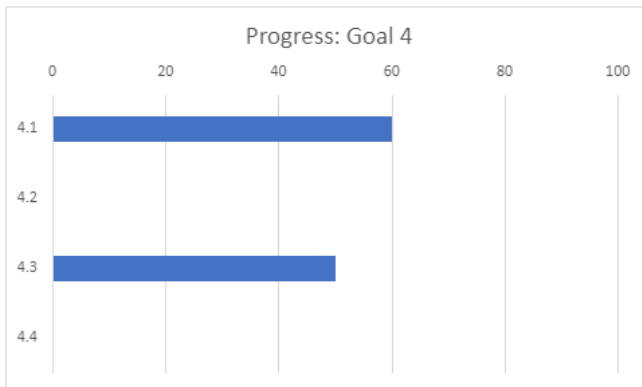
**Notes:**

<p><b>December 22</b></p> <ul style="list-style-type: none"> <li>3.2 Trainings scheduled</li> <li>3.3 (see notes from 3.2)</li> </ul> <p><b>October 22</b></p> <ul style="list-style-type: none"> <li>3.2 Training/trainer has been identified and HR Dept. will work to schedule this training early 2023</li> <li>3.3 (see notes from 3.2)</li> </ul> <p><b>August 22</b></p> <ul style="list-style-type: none"> <li>3.2 Committee met and discussed training goals/trainers</li> <li>3.3 Staff have begun contacting trainers</li> </ul> <p><b>June 22</b></p> <ul style="list-style-type: none"> <li>3.1 Mentorship program created</li> </ul>
--

**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	60%
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%



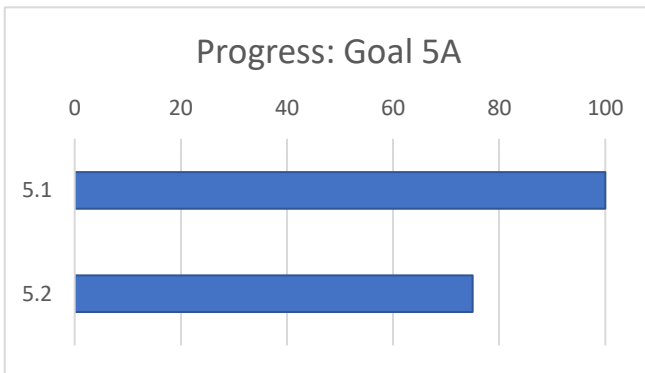
**Notes:**

<p><b>December 22</b>                  Created list of groups/agencies supporting the diversity of the community</p> <p><b>October 22</b>                  4.1 Survey created                  4.4 (see notes for 4.1)</p> <p><b>July 22</b>                  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</p>
---

**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%



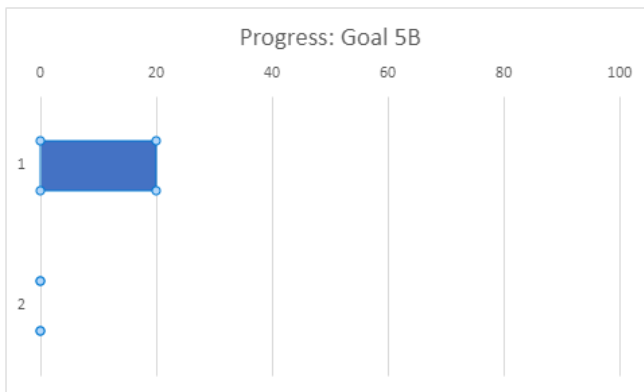
**Notes:**

<p><b>July 22</b></p> <p>5.2 Board, commission, and committee openings are now being shared on social media, and sent to the DEI Committee via email distribution list</p> <p><b>June 22</b></p> <p>5.1 Inclusion questions added to all boards, commissions, and committee applications</p> <p>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)</p>
--

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	20%
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%



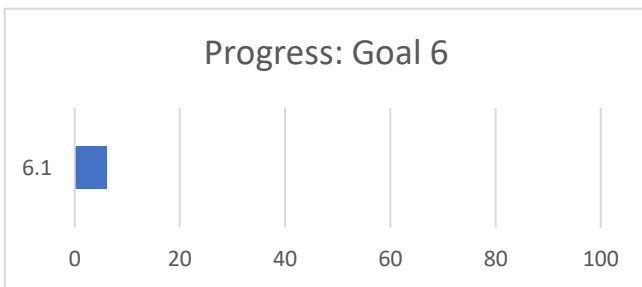
**Notes:**

<p><b>December 22</b></p> <p>5.3 Committee conducted community survey</p> <p><b>June 22</b></p> <p>5.1 N/A</p> <p>5.2 N/A</p>
---

**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%
-----	--	--	--	------	-------



**Notes:**

<p><b>August 22</b></p> <p>6.1 Second press report released 08/22</p>
<p><b>June 22</b></p> <p>6.1 First press report released 4/22</p>

## NOTES:

### December 2022

- Press release to be scheduled for early January

### 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**



# AGENDA SUMMARY REPORT

**SUBJECT:** Approval of the Minutes for the October 26, 2022, Regular Meeting

**DEPARTMENT:** City Manager /  
Admin

**PREPARED BY:** Maria Ceja, Administrative Analyst

**PRESENTER:** \_\_\_\_\_

**ATTACHMENTS:**

- 1. October Draft Minutes - Copy

**Summary:** Approve the minutes of the October 26, 2022, Special Meeting.

**Background:**

**Discussion:**

---

**Recommended Action:** Approve the minutes of the October 26, 2022, Special Meeting.



**Diversity and Equity Standing Committee**  
Regular Meeting Agenda

October 26, 2022 - 6:00 PM

---

**1 ROLL CALL**

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

**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**

None

**4 APPROVAL OF MINUTES**

4.a. Tognoli/Jones to approve the minutes for the September 14, 2022, Special Meeting

4.b. Jones/Gorny to approve the minutes for the August 24, 2022, Regular Meeting.

**5 UNFINISHED BUSINESS**

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

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

6.a. Committee reviewed the Action Plan updates and goals, discussed the DEI training and received information on the communication survey. The Committee agreed that the survey was a good starting point but would be too small a sample size to accurately measure the greater community.

**7 NEW BUSINESS**

7.a. The Committee reviewed upcoming meeting and determined that the regular meeting in November and December would be canceled and instead, the Committee would call a special

meeting on December 14, 2022, and if necessary, would also hold a special meeting on January 11, 2023. Calendar and set meeting schedules for November and December meetings.

- 7.b. The Committee reviewed and discussed upcoming seat vacancies and Committee Liaison Boyd agreed to consult with the City Attorney to clarify questions on vacancies and how those would be filled and would return with that information at the December 14, 2022 meeting.

**8 ANNOUNCEMENTS**

None

**9 ADJOURNMENT**

Meeting adjourned at 7:15 p.m.

---

Minutes Submitted by Traci Boyd, Committee Liaison



# AGENDA SUMMARY REPORT

**SUBJECT:** Brown Act Regulations Discussion

**DEPARTMENT:** City Manager / Admin

**PREPARED BY:** Maria Ceja, Administrative Analyst

**PRESENTER:** \_\_\_\_\_

**ATTACHMENTS:**

- 1. Brown Act Council Staff Report

**Summary:** Discuss Brown Act revisions.

**Background:**

**Discussion:**

---

**Recommended Action:** Discuss Brown Act revisions.



# AGENDA SUMMARY REPORT

**SUBJECT:** Discussion of Brown Act Updates for 2023, and Adoption of Resolution Modifying Agenda Order.

**DEPARTMENT:** City Attorney                      **PREPARED BY:** Darcy Vaughn, Assistant City Attorney  
**PRESENTER:** Darcy Vaughn, Assistant City Attorney

**ATTACHMENTS:**

- 1. AB 2449 Implementation Memo
- 2. Resolution - Agenda Order - redline & clean

**Summary:** The City Attorney's office will explain and answer questions about Brown Act updates that will go into effect on January 1, 2023, and engage Council in discussion about implementing any procedural changes necessary, and Council will consider adopting a resolution adding an agenda item to address future notifications in respect to AB 2449.

**Background:** In response to the COVID-19 pandemic, Governor Newsom issued Executive Orders lifting several of these requirements to allow agencies to hold public meetings while complying with shelter-in-place orders and social distancing recommendations. In September 2021, the Governor signed AB 361, which effectively incorporated those Executive Orders into the Brown Act. Under AB 361, an agency can hold fully remote or hybrid teleconference meetings without meeting the access and notice requirements listed above, provided that:

- 1. The Governor has declared a state of emergency, and
- 2. Either state or local officials have imposed or recommended measures to promote social distancing, or the legislative body finds that meeting in person would present imminent risks to health or safety of attendees.

The COVID State of Emergency declaration is expected to be lifted on February 28, 2023. At this time, agencies will no longer have the necessary authority to hold AB 361 virtual meetings as a result of COVID-19. Please note that until the State of Emergency declaration is lifted, all legislative bodies of the City may continue to hold virtual meetings under the existing AB 361 rules. However, in the absence of a declared state of emergency, the Brown Act requires that a teleconference meeting must comply with the following:

- 1. At least a quorum of the board must participate from locations within the agency's jurisdiction.
- 2. Each teleconference location must be identified in the notice and agenda of the meeting.
- 3. Agendas must be posted at each teleconference location.
- 4. Each location must be accessible to the public.
- 5. The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.
- 6. All votes must be by roll call.

However, effective January 1, 2023, the Brown Act updates in AB 2449 will give individual members of legislative bodies increased flexibility to participate in meetings via teleconference in the event of a personal emergency without the requirement of a state of emergency declaration. AB 2449 provides complex alternative teleconference procedures to allow members of a legislative body to participate remotely, the application of which turns on individual facts and circumstances. AB 2449 sets forth requirements for a Board

member's remote participation in a public meeting, but agencies may continue to hold virtual meetings at which the public or agency staff members participate remotely.

**Discussion: Requirements for individual legislative body members meeting remotely:**

Pursuant to AB 2449, a legislative body may hold a “hybrid” (partial teleconference, partial in-person) meeting without following the pre-pandemic requirements for teleconferencing, provided that a quorum of the legislative body still meets in person at a single location that is identified in the meeting agenda and that is open to the public. A member of a legislative body may participate in a public meeting via teleconference in the following limited circumstances:

1. With “just cause”, the member can participate remotely after giving notice as soon as possible and as late as the start of a regular meeting. The legislative body does not need to take action to allow the member to attend the meeting virtually under the "just cause" provision. AB 2449 defines “just cause” as:
  - (a) a family childcare or caregiving need;
  - (b) a contagious illness;
  - (c) a need related to a physical or mental disability that is not otherwise accommodated; or
  - (d) travel while on official business.

AB 2449 also limits a member to participating remotely under this provision to two meetings per calendar year.

2. In “emergency circumstances,” defined as a physical or family emergency that prevents the member from attending in person, the member can participate remotely by giving notice and requesting approval to do so from the legislative body. Unlike the "just cause" provision, the "emergency circumstances" provision requires that legislative body take action and approve the remote attendance at the start of the meeting for the member to be allowed to participate remotely for that meeting. The legislative body may take action on the request as soon as possible, including at the beginning of the meeting, even if there was not sufficient time to place the request formally on the agenda.

Under either circumstance, the member in question must give a general description of the circumstances relating to their need to appear remotely, but need not disclose any medical diagnosis, disability, or other confidential medical information. Staff has prepared a draft memorandum (Attachment 1) outlining the requirements for individual members of any City legislative body to notify and justify remote participation in a public meeting.

In addition, AB 2449 provides that a member cannot participate solely by teleconference due to "emergency circumstances" under the new teleconference framework for more than 3 consecutive months or more than 20 percent of the agency’s regular meetings, or more than two meetings per year if the agency meets fewer than 10 times per year. As noted above, members participating remotely under the "just cause" provision are limited to two remote meetings per calendar year.

A member of the legislative body participating from a remote location under the AB 2449 rules for teleconferencing must participate through both audio and visual technology during the entire meeting.

Disclosure Requirement

AB 2449 requires that a member participating telephonically shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals.

AB 2449 Notifications and Considerations Resolution

To address future notifications and considerations in respect to AB 2449, Staff is recommending that Council adopt a resolution (Attachment 2) modifying the agenda order by adding a new agenda section: *AB 2449 Notifications and Considerations*. Once AB 2449 goes into effect, this section would be used to comply by giving written notification of any Councilmember remote participation.

**Additional requirements for hybrid meetings:**

A quorum of the legislative body must still meet in-person, and the body must meet the following relaxed remote access rules that went into effect with AB 361:

1. Provide either a two-way audio visual system or a two-way phone service in addition to live webcasting;
2. Identify a call-in or internet-based access option on the agenda, in addition to the in-person meeting location;
3. Ensure that if a disruption to the online meeting occurs, the body takes no further action on agendized items until public access is restored; and
4. Avoid requiring public comments to be submitted in advance, and provide a real-time option for the public to address the body at the meeting.

---

**Recommended Action:** Provide direction to Staff on any additional information needed or actions to be taken, and adopt resolution modifying the agenda order.

---

**BUDGET AMENDMENT REQUIRED:** N/A

---

**CURRENT BUDGET AMOUNT:** N/A

---

**PROPOSED BUDGET AMOUNT:** N/A

---

**FINANCING SOURCE:** N/A

---

**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

---

**COORDINATED WITH:** City Clerk

---

**DIVERSITY-EQUITY INITIATIVES (DEI):**N/A

---

**CLIMATE INITIATIVES (CI):**N/A

---

Approved:   
Sage Sangiacomo, City Manager



# AGENDA SUMMARY REPORT

**SUBJECT:** Committee Seat Terms

**DEPARTMENT:** City Manager / Admin

**PREPARED BY:** Maria Ceja, Administrative Analyst

**PRESENTER:**

**ATTACHMENTS:**

- 1. Equity & Diversity Committee Roster

**Summary:** The Committee will discuss seat terms.

**Background:**

**Discussion:**

---

**Recommended Action:** Discuss committee seat terms.

# **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.

<b>Name/Address</b>	<b>Contact Info</b>	<b>Member Position</b>	<b>Current Appt. Date</b>	<b>Expiration Date</b>
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 463-1454 889-7176 choecon@hotmail.com	Persons of color	12:00:00 AM	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



# AGENDA SUMMARY REPORT

**SUBJECT:** 2022 Diversity and Equity Annual Report

**DEPARTMENT:** City Manager / Admin

**PREPARED BY:** Maria Ceja, Administrative Analyst

**PRESENTER:** \_\_\_\_\_

**ATTACHMENTS:**  
None

**Summary:** The Committee will review and discuss the 2022 Diversity and Equity Annual Report.

**Background:**

**Discussion:**

---

**Recommended Action:** The Committee will review and discuss the 2022 Diversity and Equity Annual Report.