



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>

January 25, 2023 - 6:00 PM

1 ROLL CALL

2 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. (Not to exceed 2 min.)

3 INTRODUCTIONS/PRESENTATIONS

(Not to exceed 10 min.)

3.a. Oath of Office to be Administered to Members.

Recommended Action: Administer Oaths of Office to New Members.

Attachments:

1. Resolution 2023-03 - Appointing DE Members

4 APPROVAL OF MINUTES

(Not to exceed 5 min.)

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

Recommended Action: Approve the Minutes for the October 26, 2022, Regular Meeting.

Attachments:

1. 2022_1026_October Minutes

4.b. Approval of the Minutes for the December 14, 2022, Special Meeting.

Recommended Action: Approve the minutes for the December 14, 2022, Special Meeting.

Attachments:

1. December Special Minutes Draft

5 NEW BUSINESS

(Not to exceed 10 min. per item.)

5.a. Election of Chair and Vice Chair of the Equity and Diversity Committee, and Approval for the Diversity Equity Committee Liaison/Senior Analyst to the City Manager's Office to Act on Behalf of the Chair in Their Absence.

Recommended Action: Elect Chair and Vice Chair of the Equity and Diversity Committee, and approve the Committee Liaison/Senior Analyst to the City Manager's Office to act on behalf of the Chair in their absence.

Attachments:

1. Election Process

- 5.b. Meeting Locations.

Recommended Action: Discussion on meeting locations.

Attachments: None

6 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. (Not to exceed 5 min.)

- 6.a. Check-in Intention for the Next Year.

Recommended Action: Members give a brief check-in intention for the next year.

Attachments: None

7 UNFINISHED BUSINESS

(Not to exceed 10 min. per item.)

- 7.a. Discuss and Assign the Recommended Schedule of Proclamations for the City of Ukiah.

Recommended Action: Assign drafting the recommended schedule of proclamations for the City of Ukiah.

Attachments:

1. 2023 Schedule of Proclamations

- 7.b. City of Ukiah Communication Survey.

Recommended Action: Discuss the status of the City of Ukiah Communication Survey.

Attachments:

1. DE Community Survey

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

(Not to exceed 10 min.)

- 8.a. Review the Equity Action Plan Updates and Goals.

Recommended Action: Receive report.

Attachments:

1. January 2023 Progress Report

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 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.



AGENDA SUMMARY REPORT

SUBJECT: Oath of Office to be Administered to Members.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER:

ATTACHMENTS:

1. Resolution 2023-03 - Appointing DE Members

Summary: The City Clerk will administer the Oaths of Office. (Not to exceed 10 min.)

Background:

Discussion:

Recommended Action: Administer Oaths of Office to New Members.

RESOLUTION NO. 2023-03

RESOLUTION OF THE CITY OF UKIAH REAPPOINTING SUSAN STERN, DARREN JACKSON, LES MARSTON, XOCHILT MORALES DE MARTINEZ, ZHAO QIU, AND DENISE GORNY TO THE DIVERSITY AND EQUITY COMMITTEE OF THE CITY OF UKIAH FOR A TWO-YEAR TERM.

WHEREAS, Section 1012.A of the Ukiah City Code states that members of the City of Ukiah Diversity and Equity Standing Committee ("DEI Committee") shall be appointed by a majority of the City Council, each to serve at the will of the City Council up to a term of two (2) years; and

WHEREAS, Section 1012.A of the Ukiah City Code also states that members of the DEI Committee may be appointed to successive terms by the City Council; and

WHEREAS, the terms of current DEI Committee members Susan Stern, Darren Jackson, Les Marston, Xochilt Morales de Martinez, Zhao Qiu, and Denise Gorny will expire on February 17, 2023; and

WHEREAS, each of the aforementioned DEI Committee members has expressed interest in being reappointed as members of the DEI Committee for an additional two (2) year term; and

NOW, THEREFORE BE IT RESOLVED, that the Council of the City of Ukiah appoints Susan Stern, Darren Jackson, Les Marston, Xochilt Morales de Martinez, Zhao Qiu, and Denise Gorny to an additional two (2) year term on the City of Ukiah DEI Committee.

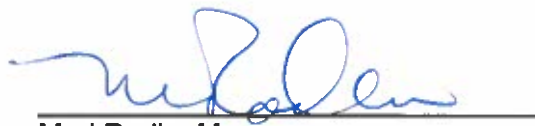
PASSED, ADOPTED and APPROVED this 11th day of January, 2023 by the following vote on roll call vote:

AYES: Councilmembers Orozco, Sher, Crane, and Mayor Rodin

NOES: None

ABSTAIN: None

ABSENT: Vice Mayor Duenas



Mari Rodin, Mayor

ATTEST:



Kristine Lawler, City Clerk



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. 2022_1026_October Minutes

Summary: Committee to approve the Minutes for the October 26, 2022, Regular Meeting.

Background:

Discussion:

Recommended Action: Approve the Minutes for the October 26, 2022, Regular 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 Boyl 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 Boyl, Committee Liaison



AGENDA SUMMARY REPORT

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

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER:

ATTACHMENTS:

- 1. December Special Minutes Draft

Summary: Approval of minutes for the December 14, 2023, Special Meeting. (Not to exceed 5 min.)

Background:

Discussion:

Recommended Action: Approve the minutes for the December 14, 2022, Special Meeting.



Diversity and Equity Standing Committee
Special Meeting Agenda

December 14, 2022 - 6:00 PM

1 ROLL CALL

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

Absent: Jones, Qiu

Absent by Prior Arrangement: Gorny

2 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Committee Liaison, Traci Boyl introduced guest Vanessa Curl, DFC Coordinator for Redwood Community Services, Inc., as an interested applicant for the Committee. Boyl also introduced Maria Ceja, Administrative Analyst to the City Manager's Office. Ceja will provide support to the Diversity and Equity Committee.

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

- 3.a. Report received from Committee Liaison, Traci Boyl on the status of the Equity Action Plan. The Committee discussed the plan and agreed that an ad hoc, consisting of Marston, Tognoli, Stern, and Martinez, would schedule a meeting to identify ways to support the implementation of the plan.

4 UNFINISHED BUSINESS

- 4.a. Brown Act Regulations received from Committee Liaison Boyl and discussed.
- 4.b. Committee Roster received from Committee Liaison Boyl and discussed. Committee recommended alternating term lengths to ensure continuity on committee. Boyl stated that she would discuss with the City attorney and move forward with re-structuring seat terms, if appropriate.

5 NEW BUSINESS

- 5.a. 2022 Diversity and Equity Annual Report presented by staff Maria Ceja and discussed. Committee provided input which will be incorporated into the presentation.

6 ADJOURNMENT

Meeting adjourned at 8:03 p.m.

Minutes Submitted by Maria Ceja, Committee Secretary



AGENDA SUMMARY REPORT

SUBJECT: Election of Chair and Vice Chair of the Equity and Diversity Committee, and Approval for the Diversity Equity Committee Liaison/Senior Analyst to the City Manager's Office to Act on Behalf of the Chair in Their Absence.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER:

ATTACHMENTS:

1. Election Process

Summary: Election of Chair and Vice Chair of the Equity and Diversity Committee. (Not to exceed 10 min.)

Background:

Discussion:

Recommended Action: Elect Chair and Vice Chair of the Equity and Diversity Committee, and approve the Committee Liaison/Senior Analyst to the City Manager's Office to act on behalf of the Chair in their absence.



Election Process

1. Provide the committee with a brief overview of the position
2. Hold a discussion to gauge interest in the position. (This is where the Chair either needs to make it clear that no nominations should take place during the discussion period, or if nominations are accepted during the discussion, then they need to be followed up immediately with the Chair asking if there is a second.)
3. The Chair invites nominations for a Vice-Chair (if none took place during the discussion)
4. Once a nomination has been made, then the Chair calls for a second to the nomination.
5. Once the nomination has been made and seconded, then the Chair calls for a Motion to accept the nomination and appoint _____ to serve as Vice Chair, followed by a roll call vote (there is only one Vice Chair, so should only be one nomination/second that makes it to appointment. If the motion to appoint/elect fails, then the process starts over again with a call from the Chair for another nomination, then a second, then a roll call vote...until a successful appointment has been made.



AGENDA SUMMARY REPORT

SUBJECT: Meeting Locations.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER:

ATTACHMENTS:

None

Summary: Discussion on meeting locations. (Not to exceed 10 min.)

Background:

Discussion:

Recommended Action: Discussion on meeting locations.



AGENDA SUMMARY REPORT

SUBJECT: Discuss and Assign the Recommended Schedule of Proclamations for the City of Ukiah.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER:

ATTACHMENTS:

- 1. 2023 Schedule of Proclamations

Summary: Assign drafting the recommended schedule of proclamations for the City of Ukiah. (Not to exceed 10 min.)

Background:

Discussion:

Recommended Action: Assign drafting the recommended schedule of proclamations for the City of Ukiah.

Recommended Proclamations for the City of Ukiah for the Year 2023

1. **January** – Commitment to Equity, Diversity and Inclusion
2. **February** – Black History Month
3. **March** – Women’s History Month
4. **May** – Asian Pacific American Month
5. **May** – Older Americans’ 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 9** – National Indigenous Peoples’ Day
12. **October** – National Disability Employment Awareness Month



AGENDA SUMMARY REPORT

SUBJECT: City of Ukiah Communication Survey.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER:

ATTACHMENTS:

- 1. DE Community Survey

Summary: Discuss the status of the City of Ukiah Communication Survey. (Not to exceed 5 min.)

Background:

Discussion:

Recommended Action: Discuss the status of the City of Ukiah Communication Survey.

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)

Equity Action Plan



January 2023

REPORT

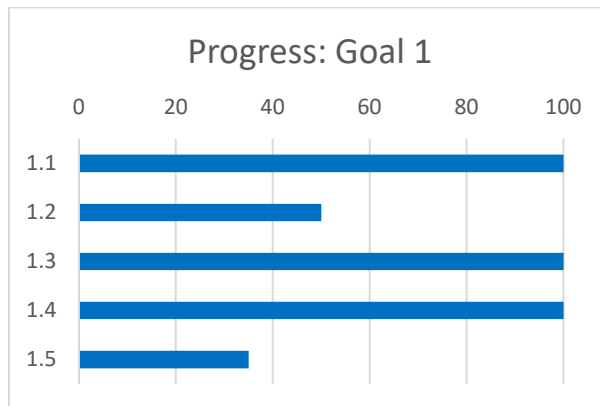
City of Ukiah, Diversity & Equity Committee



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

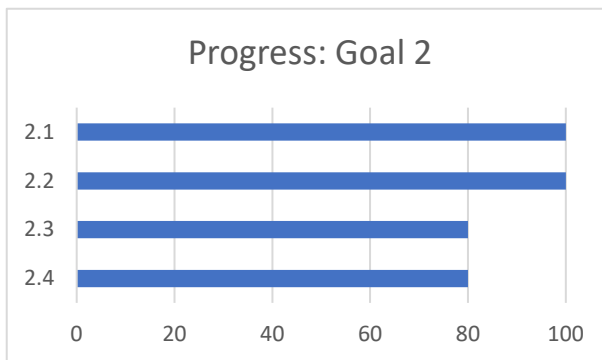
1.4 Webpage created

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	100%
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	80%
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	80%



Notes:

January 23

- 2.1 Upgrades are complete for Chamber & meeting rooms three and five. Regular maintenance is required going forward
- 2.3 Integrated DEI initiatives into the 2040 General Plan, Council's Strategic Plan, and ASR's
- 2.4 Provided training on the tracking tools to all staff writers and directors

December 22

- 2.3 Added tools for indentifiying Diversity, Equity and Inclusion, Climate Initiative and General Plan into the Agenda Summary Reports and budget
- 2.4 Provided training on new tools

July 22

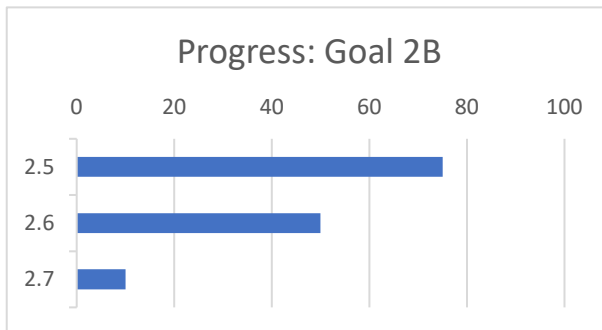
- 2.2 City has a new website with full ADA accessibility including accessibility to essential services applications, RFB's and RFP's (www.cityofukiah.com)
- 2.3 City of Ukiah has a new utility billing platform which includes the ability to register, track and pay utility bills online

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	50%
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

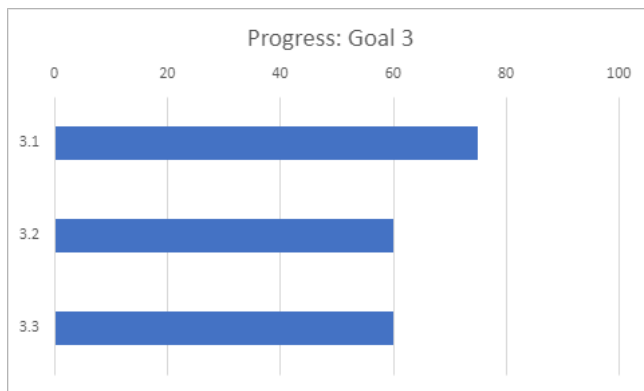
2.6 Internal team formed (see 2.5)

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



Notes:

December 22

3.2 Trainings scheduled

3.3 (see notes from 3.2)

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

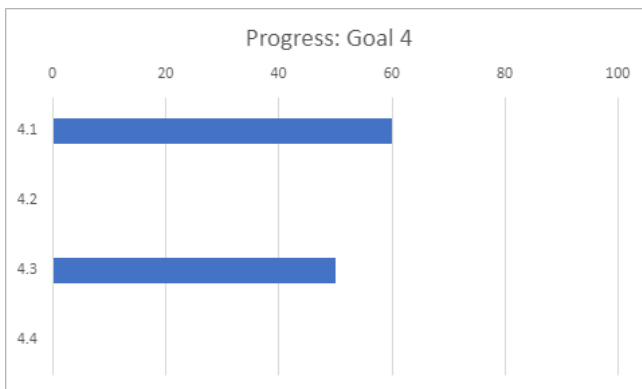
June 22

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	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:

December 22

4.1 Created list of groups/agencies supporting the diversity of the community

October 22

4.1 Survey created

4.4 (see notes for 4.1)

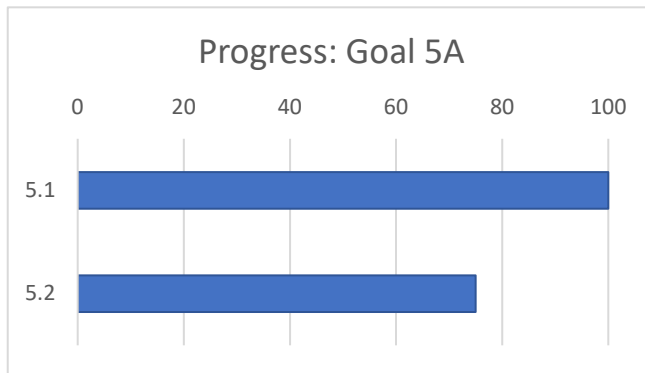
July 22

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

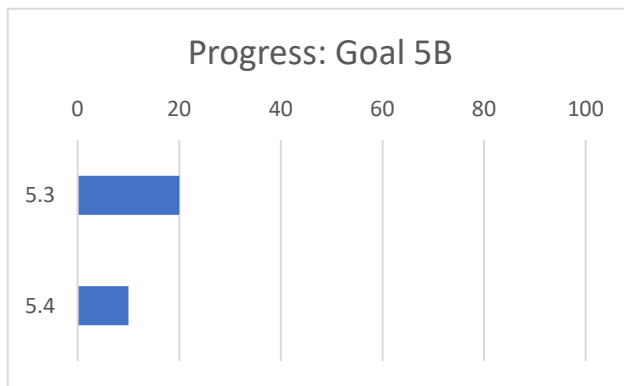
June 22

- 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	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	10%



Notes:

January 23

5.4 Executive team reviewing strategic plan to identify gaps. Strategic planning sessions planned for late-spring

December 22

5.3 Committee conducted community survey

June 22

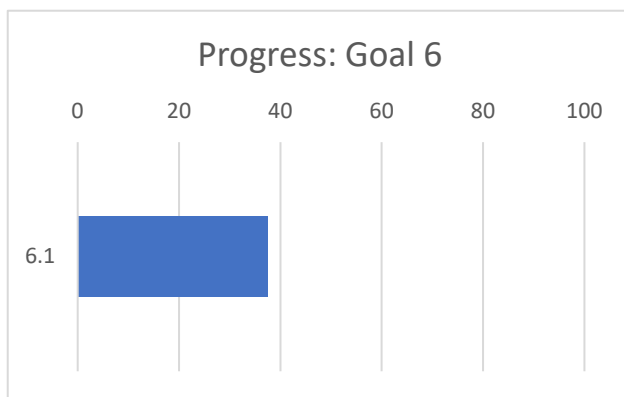
5.1 N/A

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	37.5%
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Notes:

January 23

6.1 Third press report released 01/23

August 22

6.1 Second press report released 08/22

June 22

6.1 First press report released 4/22

NOTES:

January 2023

- [Annual accountability report to Council January 11, 2023](#)

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