



Diversity and Equity Standing Committee
Regular Meeting Agenda

(to be held both at the physical and virtual locations below)
Ukiah Valley Conference Center (UVCC)
200 S School Street, Ukiah, CA 95482

To participate or view the virtual meeting, go to the following link:
<https://us06web.zoom.us/j/99995172194>

March 27, 2024 - 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. (Not to exceed five (5) minutes)

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 APPROVAL OF MINUTES

Action Item; not to exceed five (5) minutes)

4.a. Approval of the Minutes for the February 28, 2024, Regular Meeting.

Recommended Action: Approval of the Minutes for the February 28, 2024, Regular Meeting.

Attachments:

1. February Regular Minutes

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

Not to exceed twenty (20) minutes per item.

5.a. Discuss and Take Possible Action on Committee Goals and Strategies and the City's Equity Action Plan.

Recommended Action: Discuss and take possible action on the Committee's goals, strategies, and the City of Ukiah Equity Action Plan.

Attachments: None

5.b. 2023 Diversity and Equity Annual Report.

Recommended Action: The Committee will receive and discuss the 2023 Diversity and Equity Annual Report. (Non-Action Item)

Attachments:

1. 2023 Equity Report

6 UNFINISHED BUSINESS

Not to exceed fifteen (15) minutes per item.

- 6.a. Discuss and Assign the Recommended Schedule of Proclamations for the City of Ukiah.
Recommended Action: Review, assign and approve the recommended schedule of proclamations for the City of Ukiah.

Attachments:

1. 2024 Proclamation Schedule

7 NEW BUSINESS

Not to exceed fifteen (15) minutes per item.

- 7.a. Appoint Ad Hoc to Develop Branding Design for Committee.
Recommended Action: Appoint Ad Hoc to develop branding design for the Committee.

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 Equity and 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: Approval of the Minutes for the February 28, 2024, Regular Meeting.

DEPARTMENT: City Manager / Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: _____

ATTACHMENTS:

1. February Regular Minutes

Summary: Committee Advocate Ceja to present the Minutes for the February 28, 2024, Regular Meeting for approval.

Background:

Discussion:

Recommended Action: Approval of the Minutes for the February 28, 2024, Regular Meeting.



Diversity and Equity Standing Committee
Regular Meeting Minutes

February 28, 2024 - 6:00 PM

1 ROLL CALL

Present: Orozco, Dueñas, Martínez, Gorny, Jackson, Tognoli
Absent: Marston, Lieberman
Absent by prior Arrangement: Akin
Member Qiu arrived at 6:05 p.m.

2 INTENTIONS

Committee Member Orozco shared the following inspirational quotes:

"In the long history of humankind (and animal kind, too) those who learned to collaborate and improvise most effectively have prevailed."

Charles Darwin

"Coming together is a beginning; keeping together is progress; working together is success."

Henry Ford

3 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Mendocino Women's Political Coalition (MWPC) Member, Jackeline Orozco shared the following information with the Committee:

The Women's History Gala Celebration will be Sunday, March 3, 2024, at Near and Arnold's School of Performing Arts and Cultural Education (SPACE) beginning at 1:00 p.m. honoring Troyle Tognoli and Xochilt Morales de Martinez. These are women who advocate for Diversity, Equity, and Inclusion.

4 APPROVAL OF MINUTES

4.a. Approval of the Minutes for the January 24, 2024, Regular Meeting.

Motion/Second: Dueñas/Tognoli to approve the minutes for the January 24, 2024, Diversity and Equity Committee Regular meeting as submitted. Motion carried by the following roll call votes:

AYES: Orozco, Dueñas, Martínez, Gorny, Jackson, Qiu, Tognoli

NOES: None

ABSTAIN: None

5 UNFINISHED BUSINESS

5.a. Discuss and Take Possible Action on Committee Goals and Strategies and the City's Equity Action Plan.

Background; At the Diversity and Equity Committee meeting on January 24, 2024, discussions commenced regarding the Committee's goals, strategies, and the implementation status of the City's Equity Action Plan. Given that the Equity Action

Plan had been fully implemented and integrated into the City over a two-year period, during the January meeting, the Committee proposed incorporating the plan's goals and strategies into the City Council's Strategic Plan. Subsequently, staff was tasked with initiating this process, including drafting the integration proposal, seeking input from the Committee, and presenting the finalized item at the February 21, 2024, City Council meeting.

- At this (February) meeting, the Committee continued to discuss future goals and objectives including community engagement. The Committee reviewed the points which came out of the discussion at the January 24, 2024, meeting including suggestions for committee members to become more engaged in the community by attending events and serving as ambassadors. These points continue to be relevant and additional points discussed were the need for a committee budget to allow the Committee Members to participate in a service club, to have a ready-to-go tabling kit (which would possibly include a small table and a table runner or banner), and attend trainings or conferences.
- The meeting frequency was discussed and will be considered at a future meeting since the direction of the committee may change to where members will be more involved in community events.
- No action was taken.

6 **NEW BUSINESS**

6.a. **Consideration of Changing the Title of the LGBTQA Member Position Representation to LGBTQ+.**

Committee Member Jackson presented the Committee with the following information and a video explaining the LGBTQ+ acronyms for the Committee to consider changing the title of the LGBTQA member position representation to LGBTQ+:

- The most politically correct and most inclusive acronym is LGBTQ+.
- Video link: <https://youtu.be/uf6iVB7O-Zg?feature=shared>

Motion to change the title of the LGBTQA Member position representation to LGBTQ+.

Motion/Second: Gorny/Orozco to approve. Motion carried by the following roll call votes:

AYES: Orozco, Dueñas, Martínez, Gorny, Jackson, Qiu, Tognoli

NOES: None

ABSTAIN: None

6.b. **Appoint Committee Member to Serve on the Measure P Oversight Committee.**

Ukiah Police Sergeant Brazill presented the item to the Committee.

- Measure P passed in 2014. These are unrestricted general use tax, and the purpose is to help augment public safety expenditures with a higher level of police and fire community service. The tax collected is to be used in addition to the commitment of the general fund.
- The most current and updated numbers on Measure P reporting can be found on the City of Ukiah's website.

- Every two years, the City Council appoints a new Measure P Oversight Committee to make sure the expenditures of Measure P are used appropriately.
- Once the Oversight Committee passes or disapproves, the report goes to Council, once Council approves or disapproves the funds being used appropriately, the Measure P Oversight Committee is dissolved.

Motion to appoint Diversity and Equity Committee Member Tognoli to serve on the Measure P Oversight Committee.

Motion/Second: Gorny/Orozco to approve. Motion carried by the following roll call votes:

AYES: Orozco, Dueñas, Martínez, Gorny, Jackson, Qiu, Tognoli

NOES: None

ABSTAIN: None

8 **ADJOURNMENT**

Meeting adjourned at 7:29 p.m.

Minutes Submitted by Maria Ceja, Committee Advocate

2023 Equity Annual Report

Ukiah is a vibrant community with a population of 16,144 (Census.gov), showcasing a mix of cultural and demographic diversity. The City of Ukiah serves as a full-service municipality, employing 217 full-time staff and over 600 staff total including part-time and temporary staff providing a wide range of services from public safety to recreational.

The City of Ukiah is the largest employer of youth in the community, hiring over 200 young individuals annually for various programs. In 2023, of those staff, 120 were bilingual.

Demographics

City as a Community	Percent of population	City as an Agency	Percent of population
White alone	70.9 %	White/Caucasian	62.7 %
Hispanic or Latino	36.3 %	Hispanic/Latino	27.3 %
Asian alone	3.4 %	Asian	2.8 %
Black or African American alone	0.3 %	Black/African American	2.2 %
American Indian and Alaska Native alone	2.7 %	Native Hawaiian/Other Pacific Islander	0.4 %
Two or more Races	11.1 %	Other – 2 or more races	2.6 %

(US Census Bureau and City Human Resources Department)

Additional self-identified US Census demographic data for residents in the city:

Language Barriers: 9.13% of the population speaks English less than very well.

Poverty: 18.2% live at or below the poverty level.

Elderly Population: 15.1% are 65 years or older.

Disabilities: 10.4% live with a disability under the age of 65.

These demographics underscore the necessity of the Diversity & Equity Committee.

Diversity, Equity, and Inclusion (DEI) Committee

The Diversity and Equity Committee was established by City Council Resolution 2020-59 in 2022. The Committee was tasked with the following directives from City Council:

1. Develop an Equity Action Plan for the agency.
2. Oversee the implementation of the plan and provide ongoing input on the progress.
3. Serve as an advisory body to the City Council and City leadership.

The committee consists of 11 members, including 2 council members and representatives from diverse community sectors including the following:

Persons with physical or mental disabilities; persons with lived experience of poverty; Persons from the LGBTQA community; Persons from the Hispanic/Latino community; Persons of color; Persons whose primary language is not English; Youth 21 years and younger; Seniors 65 years or older.

The Committee's mission is to promote diversity, equity, transparency, and justice through the adoption and implementation of city practices, policies, and procedures.

Equity Action Plan

The Equity Action Plan, adopted by Resolution 2022-01 in January 2022, identified the following goals and strategies to improve diversity, equity, and inclusion in the city:

- **Goal 1. Create and sustain a diverse, equitable, 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.

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

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

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

- **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 advancement opportunities for all staff. Listen to staff, committee, commission, and Council Members and value and consider their opinions, perspectives, and actions.

- **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.

- **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 community we serve.

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

- **Goal 6. Ensure accountability in the implementation of goals and assessment of progress toward outcomes**

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

Progress and Outcomes

Since the implementation of the Equity Action Plan, the City has achieved the following significant progress and outcomes:

Workplace Diversity and Inclusion

1. Created and integrated an inclusion statement into communication materials.
2. Conducted regular proclamations and social media campaigns to highlight DEI efforts.

Barrier Elimination

1. Developed and implemented an accessibility plan.
2. Conducted municipal service reviews and DEI staff training.

Staff Recruitment and Retention

1. Initiated a mentorship program and training and development plans.
2. Launched the Leadership Academy Class of 2024.

Community Engagement

1. Developed stakeholder contact lists for regular updates.
2. Enhanced community engagement in the General Plan and various committees.

Policy and Service Delivery

1. Integrated DEI into the General Plan and Council's Strategic Plan.
2. Facilitated community policing workshops.

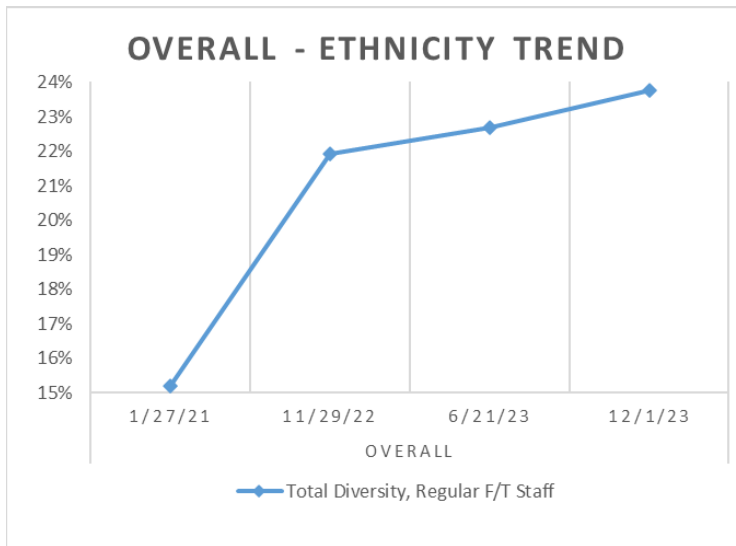
Accountability and Progress

1. Implemented Budget and ASR assessment tools for tracking progress towards DEI goals.

Staff Diversity Trends

To gauge progress in diversity of employees, staff began tracking ethnic and gender diversity as self-reported during the hiring process. Data was tracked beginning January 27, 2021, and is pulled approximately every six months.

Increase in Diversity: The City has had a **9%** increase in diversity among full-time regular staff between 2021-2023.



Ethnicity Breakdown: Compared to city demographics, the staff's diversity has shown significant alignment and improvement.

	OVERALL							
	01/27/21			11/29/22		6/21/23		12/1/23
Total Diversity, Regular F/T Staff	15%			22%		23%		24%

The diversity of all employees including full-time, part-time, and temporary staff is even higher at **37.3%** as of 12/1/23. (see graph below)

		ALL EMPLOYEES	
		#####	
Gender			
	Male	330	52%
	Female	300	48%
	TOTAL	630	100%
Ethnicity			
	White/Caucasian	312	62.7%
	Hispanic/Latino	136	27.3%
	Asian	14	2.8%
	Black/African American	11	2.2%
	American Indian/Alaskan Native	10	2.0%
	Native Hawaiian/Other Pacific Islander	2	0.4%
	Other- 2 or more races	13	2.6%
	TOTAL	498	100%

Integration of Equity Action Plan into the City Council’s Strategic Plan

The City of Ukiah’s Equity Action Plan, adopted for a two-year period, has been successfully implemented. Guided by the Diversity and Equity Committee, the outcomes indicate the effectiveness of the plan’s prescribed strategies. Consequently, to maintain the momentum of these strategies and to achieve the established goals, the plan was fully integrated into the City Council’s Strategic Plan.

The Council’s Strategic Plan is the principal framework for the City’s direction, encompassing all programs, policies, and projects. By embedding the Equity Action Plan into the Strategic Plan, diversity, equity, and inclusion (DEI) principles have become a permanent fixture in the City’s operational and strategic pursuits.

This integration reflects our enduring commitment to DEI, ensuring its presence as a fundamental consideration in the City’s decision-making process. It marks a shift in the City’s operational ethos, positioning DEI as a cornerstone of municipal governance.

Next Steps

The Diversity & Equity Committee, acting as DEI Ambassadors, will continue to represent the city at events, provide input on grant applications, programs and services, provide recommendations to council, prepare an annual Equity Report, and participate actively in community service.

Conclusion

The City of Ukiah is committed to embedding diversity, equity, and inclusion into every facet of the organization. It’s not just what we do; it’s who we are. Staff is grateful for the City Council’s support and looks forward to continuing the efforts to make Ukiah a more inclusive, equitable, and diverse community.



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. 2024 Proclamation Schedule

Summary: The Committee will review, assign and accept the recommended schedule of proclamations for the City of Ukiah. (Not to exceed 10 min.)

Background:

Discussion:

Recommended Action: Review, assign and approve the recommended schedule of proclamations for the City of Ukiah.

2024 PROCLAMATION SCHEDULE

DATE	ACTION	CATEGORY	Assigned to	Received by
01/16/24	SEND Proclamation for Review/Edits	Black History Month - February	Troyle	
01/29/24	SUBMIT Proclamation to City Clerk		Maria C.	
02/07/24	Receive Proclamation	Black History Month - February		Troyle Tognoli
02/12/24	SEND Proclamation for Review/Edits	Women's History Month - March	Kristine	
02/22/24	SUBMIT Proclamation to City Clerk		Kristine	
03/06/24	Receive Proclamation	Women's History Month - March		MWPC
04/08/24	SEND Proclamation for Review/Edits	Asian Pacific American Month	Sean White	
04/08/24	SEND Proclamation for Review/Edits	Older Americans' Month	Corinne	
04/22/24	SUBMIT Proclamations to City Clerk		Maria C.	
05/01/24	Receive Proclamation	Asian Pacific American		
05/01/24	Receive Proclamation	Older Americans' Month		
05/13/24	SEND Proclamation for Review/Edits	Pride Month-LGBTQA+	Darren	
05/13/24	SEND Proclamation for Review/Edits	Juneteenth	Troyle	
05/13/24	SEND Proclamation for Review/Edits	National Immigrant Heritage		
05/27/24	SUBMIT Proclamations to City Clerk		Maria C.	
06/05/24	Receive Proclamation	Pride Month-LGBTQA+		
06/05/24	Receive Proclamation	Juneteenth		(skipped '23)
06/05/24	Receive Proclamation	National Immigration		
06/10/24	SEND Proclamation for Review/Edits	Disability Independence Day	Denise	
06/24/24	SUBMIT Proclamations to City Clerk		Maria C.	
07/03/24	Receive Proclamation	Disability Independence Day		
08/12/24	SEND Proclamation for Review/Edits	Hispanic Heritage Month	Xochilt	
08/26/24	SUBMIT Proclamations to City Clerk		Maria C.	
09/04/24	Receive Proclamation	Hispanic Heritage Month		
09/09/24	SEND Proclamation for Review/Edits	National Indigenous Peoples' Day	Les	
09/09/24	SEND Proclamation for Review/Edits	National Disability Employment	Denise	
09/23/24	SUBMIT Proclamations to City Clerk		Maria C.	
10/02/24	Receive Proclamation	National Indigenous		
10/02/24	Receive Proclamation	Disability Employment		



AGENDA SUMMARY REPORT

SUBJECT: Appoint Ad Hoc to Develop Branding Design for Committee.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: _____

ATTACHMENTS:

None

Summary: The Committee will appoint an Ad Hoc to develop the branding design for the Committee. This Ad Hoc will be dissolved once the branding designs are complete.

Background:

Discussion:

Recommended Action: Appoint Ad Hoc to develop branding design for the Committee.