



## 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>

August 28, 2024 - 6:00 PM

#### 1 ROLL CALL

#### 2 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.

#### 3 APPROVAL OF MINUTES

Action Item; not to exceed ten (10) minutes, both items combined.

3.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. (Action item; not to exceed five (5) minutes.)**

Attachments:

1. February Regular Minutes

3.b. Approval of the Notice of Cancellation for the March 27, 2024, Regular Meeting.

**Recommended Action: Approval of the Notice of Cancellation for the March 27, 2024, Regular Meeting. (Action item; not to exceed five (5) minutes.)**

Attachments:

1. March Notice of Cancellation

3.c. Approval of the Minutes for the April 24, 2024, Regular Meeting.

**Recommended Action:**

Attachments:

1. April Regular Minutes

#### 4 UNFINISHED BUSINESS

Non-Action Item; not to exceed ten (10) minutes.

4.a. Member Updates and Announcements.

**Recommended Action: The Committee will receive member updates and announcements. (Non-action item; not to exceed ten (10) minutes.)**

Attachments: None

#### 5 NEW BUSINESS

Not to exceed fifty-five (55) minutes, all items combined.

- 5.a. Discuss and Take Possible Action to Appoint Representatives to Participate in the City of Ukiah’s Economic Development Strategy Stakeholder Group.  
**Recommended Action: The Committee will discuss and take possible action to appoint representatives to participate in the City of Ukiah’s economic development strategy stakeholder group. (Action item; not to exceed twenty-five (25) minutes.)**  
Attachments: None
  
- 5.b. Discuss Community Events and Staffing Booth for Pumpkinfest on October 19 and 20, 2024.  
**Recommended Action: Discuss community events and volunteer staffing for the table at the 2024 Pumpkinfest. (Non-action item; not to exceed fifteen (15) minutes.)**  
Attachments:
  - 1. 2024 Pumpkinfest Sign Up
  
- 5.c. Report and Discussion on the City of Ukiah Demographics.  
**Recommended Action: The Committee will receive and discuss the City of Ukiah demographic update and report. (Non-action item; not to exceed fifteen (15) minutes.)**  
Attachments:
  - 1. City Demographics

## 6 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 (attached).

**Background:**

**Discussion:**

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**Recommended Action:** Approval of the Minutes for the February 28, 2024, Regular Meeting. (Action item; not to exceed five (5) minutes.)



**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.

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Minutes Submitted by Maria Ceja, Committee Advocate



## AGENDA SUMMARY REPORT

**SUBJECT:** Approval of the Notice of Cancellation for the March 27, 2024, Regular Meeting.

**DEPARTMENT:** City Manager /  
Admin

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

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

**ATTACHMENTS:**

1. March Notice of Cancellation

**Summary:** Committee Advocate Ceja to present the Notice of Cancellation for the March 27, 2024, Regular Meeting for approval. This meeting was canceled due to lack of quorum.

**Background:**

**Discussion:**

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**Recommended Action:** Approval of the Notice of Cancellation for the March 27, 2024, Regular Meeting. (Action item; not to exceed five (5) minutes.)



*City of Ukiah*

**Diversity and Equity Standing Committee**

Regular Meeting Minutes

**March 27, 2024 - 6:00 PM**

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Meeting was called to Order at 6:15 and roll call taken; the Chair, Martinez, **canceled due to lack of quorum**. Attendance was as shown below.

Present: Martinez, Orozco, Gorny, Jackson, Marston

Absent: Dueñas, Lieberman, Qiu,

Absent by prior Arrangement: Akin, Tognoli

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Submitted by Maria Ceja, Committee Advocate



## AGENDA SUMMARY REPORT

**SUBJECT:** Approval of the Minutes for the April 24, 2024, Regular Meeting.

**DEPARTMENT:** City Manager / Admin

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

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

**ATTACHMENTS:**

1. April Regular Minutes

**Summary:**

**Background:**

**Discussion:**

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**Recommended Action:**



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

April 24, 2024 - 6:00 PM

**1 ROLL CALL**

Present: Orozco, Dueñas, Gorny, Jackson, Marston, Tognoli, Lieberman

Absent: Akin

Absent by prior Arrangement: Martínez, Qiu

**2 INTENTIONS**

None.

**3 AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

None.

The committee took a 15-minute recess to address technical difficulties.

**4 APPROVAL OF MINUTES**

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

**Motion/Second:** Dueñas/Gorny to approve the minutes for the February 28, 2024, Diversity and Equity Committee Regular meeting as submitted and the Notice of Cancellation for the March 27, 2024, meeting. Motion did not carry. The following were the roll call votes:

AYES: Orozco, Dueñas, Gorny, Jackson, Liberman

NOES: None

ABSTAIN: Marston, Tognoli

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

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

The committee completed the discussion on next steps and the role/direction of the committee now that the Equity Action Plan has been fully implemented and the goals have been incorporated into the City Council's Strategic Action Plan. The committee agreed upon the following next steps, direction for the committee, and goals:

1. The Committee will have a small budget for branding items and an event kit for community events.
2. The committee will serve as ambassadors for DEI within the community and represent the City at community events, service clubs, etc.

3. Due to the participation in community events, the meeting frequency will be reduced to a bi-monthly meeting schedule as follows:
  - June 26<sup>th</sup>, 5:30 - 7:30 p.m. – Special Meeting, Emergency Preparedness, workshop
  - August 28<sup>th</sup>, 6:00 - 7:30 p.m.
  - October 23<sup>rd</sup>, 6:00 - 7:30 p.m.
  - December 25<sup>th</sup>, 6:00 - 7:30 p.m. (may be canceled due to holiday)

Motion to adopt new bi-monthly meeting schedule and serve as ambassadors for DEI representing the City at community events.

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

AYES: Orozco, Dueñas, Gorny, Jackson, Marston, Tognoli, Liberman

NOES: None

ABSTAIN: None

**5.b. 2023 Diversity and Equity Annual Report.**

Committee Advocate Ceja presented the 2023 Diversity and Equity Annual Report to the Committee. Ceja touched on the City's demographics in relation to the community's demographics, she discussed the City's DEI related strategies and goals and highlighted several DEI accomplishments.

**6 UNFINISHED BUSINESS**

**6.a. Discuss and Assign the Recommended Schedule of Proclamations for the City of Ukiah.**

Item was not heard at the meeting. This item will be brought back for discussion in October.

**7 NEW BUSINESS**

**7.a. Appoint Ad Hoc to Develop Branding Design for Committee.**

Motion to appoint Committee Members Jackson, Tognoli, and Liberman to the Ad Hoc for Develop Branding Design for the Committee as referenced in Item 5a.

**Motion/Second:** All in favor to approve. Motion carried by the following votes:

AYES: Orozco, Gorny, Jackson, Marston, Tognoli, Liberman

NOES: None

ABSTAIN: None

**8 ADJOURNMENT**

Meeting adjourned at 7:32 p.m.



## AGENDA SUMMARY REPORT

**SUBJECT:** Member Updates and Announcements.

**DEPARTMENT:** City Manager / Admin

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

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

**ATTACHMENTS:**

None

**Summary:** The Committee will receive member updates and announcements.

**Background:**

**Discussion:**

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**Recommended Action:** The Committee will receive member updates and announcements.  
(Non-action item; not to exceed ten (10) minutes.)



## AGENDA SUMMARY REPORT

**SUBJECT:** Discuss and Take Possible Action to Appoint Representatives to Participate in the City of Ukiah's Economic Development Strategy Stakeholder Group.

**DEPARTMENT:** City Manager / Admin

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

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

**ATTACHMENTS:**

None

**Summary:** The Committee will discuss the City's development of an Economic Development Strategy, as required by the General Plan, and will consider appointing two DEI representatives to serve on the development stakeholder group.

**Background:**

**Discussion:**

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**Recommended Action:** The Committee will discuss and take possible action to appoint representatives to participate in the City of Ukiah's economic development strategy stakeholder group. (Action item; not to exceed twenty-five (25) minutes.)



## AGENDA SUMMARY REPORT

**SUBJECT:** Discuss Community Events and Staffing Booth for Pumpkinfest on October 19 and 20, 2024.

**DEPARTMENT:** City Manager /  
Admin

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

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

**ATTACHMENTS:**

1. 2024 Pumpkinfest Sign Up

**Summary:** Committee Advocate Ceja to present the Diversity and Equity Committee with the Pumpkinfest Schedule. The Committee members discuss community events and will sign up to volunteer to staff the table at the Pumpkinfest.

**Background:**

**Discussion:**

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**Recommended Action:** Discuss community events and volunteer staffing for the table at the 2024 Pumpkinfest. (Non-action item; not to exceed fifteen (15) minutes.)

# UKIAH COUNTRY PUMPKIN FEST: DOWN THE RABBIT HOLE

## Event Information for Alice in Wonderland - Down the Rabbit Hole

- **Date and Time:** Saturday October 19th, 10am to 6pm & Sunday October 20th, 10 am to 4:00 pm
- **Location:** Alex R. Thomas Plaza/School Street in Downtown Ukiah
- **Activities:** The event features music, vendors (food/information/arts/crafts), and more

**Sign up** (you can sign up for more than one time):

Time	Name	Email	Mobile Phone	Notes
Sat. 10am-2pm				
Sat. 10am-2pm				
Sat. 10am-2pm				
Sat. 10am-2pm				
Sat. 2pm-4pm				
Sat. 2pm-4pm				
Sat. 2pm-4pm				
Sat. 2pm-4pm				
Sat. 4pm-6pm				
Sat. 4pm-6pm				
Sat. 4pm-6pm				
Sat. 4pm-6pm				
Sun. 10am-2pm				
Sun. 10am-2pm				
Sun. 10am-2pm				
Sun. 10am-2pm				
Sun. 2pm-4pm				
Sun. 2pm-4pm				
Sun. 2pm-4pm				
Sun. 2pm-4pm				



## AGENDA SUMMARY REPORT

**SUBJECT:** Report and Discussion on the City of Ukiah Demographics.

**DEPARTMENT:** City Manager / Admin

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

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

**ATTACHMENTS:**

1. City Demographics

**Summary:** Committee Liaison Boyl will present the Committee with the City of Ukiah demographic update and report (attached).

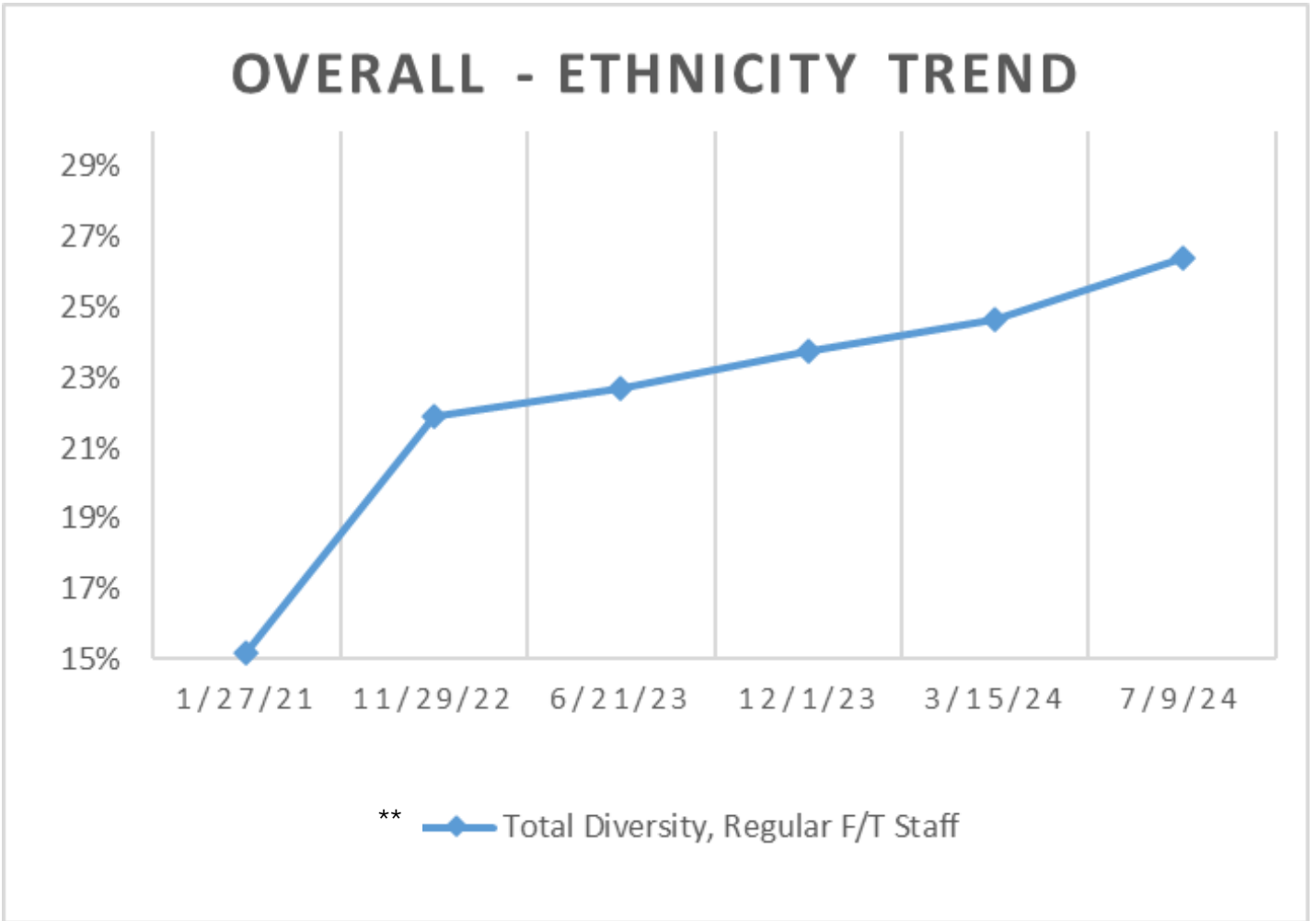
**Background:**

**Discussion:**

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**Recommended Action:** The Committee will receive and discuss the City of Ukiah demographic update and report. (Non-action item; not to exceed fifteen (15) minutes.)

## Demographics



FULL TIME CITY EMPLOYEE ETHNICITY DATA						
	1/27/21	11/29/22	6/21/23	12/1/23	3/15/24	7/9/24
Total Diversity, **	15%	22%	23%	24%	25%	26%
Regular F/T Staff						

City as a Community	Percent of population	City as an Agency	Percent of population
White alone	70.9%	White alone	63.4%
Hispanic or Latino	36.3%	Hispanic or Latino	26.9%
Asian alone	3.4%	Asian alone	2.6%
Black or African American alone	0.3%	Black or African American alone	1.9%
American Indian and Alaskan Native alone	2.7%	American Indian and Alaskan Native alone	2.2%
Native Hawaiian and Other Pacific Islander	0.3%	Native Hawaiian and 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)

**ALL CITY EMPLOYEE DATA**

7/9/24

**Gender**

<i>Male</i>	298	56%
<i>Female</i>	233	44%
<b>TOTAL</b>	531	100%

**Ethnicity**

<i>White/Caucasian</i>	294	63.4%
<i>Hispanic/Latino</i>	125	26.9%
<i>Asian</i>	12	2.6%
<i>Black/African American</i>	9	1.9%
<i>American Indian/Alaskan Native</i>	10	2.2%
<i>Native Hawaiian/Other Pacific Islander</i>	2	0.4%
<i>Other- 2 or more races</i>	12	2.6%
<b>TOTAL</b>	464	100%

\*\* **Total Diversity** 37%

\*\*Ethnic/Race Diversity

08/20/2024