



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>

July 23, 2025 - 5:30 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

3.a. Approval of the Minutes for the March 26, 2025, Regular Meeting. (Action item; not to exceed five (5) min.)

Recommended Action: Approve the Minutes for the March 26, 2025, Regular Meeting. (Action item; not to exceed five (5) min.)

Attachments:

1. March Regular Minutes

3.b. Approval of the Notice of Cancellation for the May 28, 2025, Regular Meeting. (Action item; not to exceed five (5) min.)

Recommended Action: Approval of the Notice of Cancellation Due to Lack of Quorum for the January 22, 2025, Regular Meeting. (Action Item; not to exceed five (5) minutes.)

Attachments:

1. May Notice of Cancellation

4 REPORTS

4.a. Receive a Report on the Ukiah City Council's Adoption of a Resolution Amending Resolution 2024-09 to Revise the Diversity and Equity Committee Membership Composition.

Recommended Action: Receive a report on the Ukiah City Council's adoption of a resolution amending Resolution 2024-09 to revise the Diversity and Equity Committee membership composition and reduce the number of seats from eleven (11) to seven (7).

Attachments:

1. 2025-763 13.c._ASR_ Staff Report
2. Resolution 2024-09 - Modifying Diversity and Equity Standing Committee
3. 2025-07-01 Diversity and Equity Committee

5 INTRODUCTIONS/PRESENTATIONS

6 NEW BUSINESS

- 6.a. Appoint Chair and Vice Chair of the Diversity and Equity Committee. (Action item; not to exceed ten (10) min.)
Recommended Action: Appoint Chair and Vice Chair of the Diversity and Equity Committee.
Attachments: None
- 6.b. Discuss and Take Possible Action to Identify Goals and Establish Strategies to Mitigate Communication Gaps Between City Officials and the Community.
Recommended Action: Discuss and take possible action to identify goals and establish strategies to mitigate communication gaps between City officials and the community.
Attachments: None

7 UNFINISHED BUSINESS

8 COMMITTEE MEMBER REPORTS AND ANNOUNCEMENTS

9 ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the 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 March 26, 2025, Regular Meeting. (Action item; not to exceed five (5) min.)

DEPARTMENT: City Manager / Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: _____

ATTACHMENTS:

1. March Regular Minutes

Summary: Committee Advocate Ceja to present the Minutes for the March 26, 2025, Regular Meeting for approval (attached).

Background:

Discussion:

Recommended Action: Approve the Minutes for the March 26, 2025, Regular Meeting. (Action item; not to exceed five (5) min.)



Diversity and Equity Standing Committee
Regular Meeting Minutes

March 26, 2025 - 5:30 PM

1 ROLL CALL

Diversity and Equity Standing Committee met at a Regular Meeting on March 26, 2025, having been legally noticed on March 21, 2025. The meeting was held in person and virtually at the following link: <https://us06web.zoom.us/j/99995172194>.

Committee members Present: Orozco, Criss, Gorny, Kirsch, Williams, Akin, Lieberman

Absent:

Absent by prior Arrangement: Martinez, Tognoli

2 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No public comments were received.

3 PRESENTATIONS

3.a. Presentation on the City of Ukiah's Climate Action Plan.

Presenter: Blake Adams, Chief Resiliency Officer.

The Committee received the Presentation on the City of Ukiah's Climate Action Plan.

4 APPROVAL OF MINUTES

4.a. Approval of the Minutes for the October 23, 2024, Regular Meeting.

Motion/Second: Gorny/Lieberman to approve the Minutes of October 23, 2024, Diversity and Equity Committee Regular meeting as submitted. Motion carried by the following roll call votes:

AYES: Orozco, Criss, Gorny, Kirsch, Williams, Akin, Lieberman

NOES: None

ABSENT: Martinez, Tognoli

ABSTAIN: None

4.b. Approval of the Notice of Cancelation for the January 22, 2025, Regular Meeting.

Motion/Second: Gorny/Lieberman to approve the Notice of Cancelation of January 22, 2025, Diversity and Equity Committee Regular meeting. Motion carried by the following roll call votes:

AYES: Orozco, Criss, Gorny, Kirsch, Williams, Akin, Lieberman

NOES: None

ABSENT: Martinez, Tognoli

ABSTAIN: None

5 COMMITTEE MEMBER UPDATES AND REPORTS

5.a. Updates and Reports Provided By: Committee Member Criss, William and Orozco.

6 UNFINISHED BUSINESS

6.a. Review and Discuss Committee Attendance, Commitments, and Committee Goals

Presenter: Traci Boyl, Committee Liaison.

The Committee participated in a workshop to begin the process of identifying goals and priorities for the next two years.

7 NEW BUSINESS

No New Business.

8 ADJOURNMENT

Meeting adjourned at 7:15 p.m.

Next meeting: Wednesday, May 28, 2025, at 5:30 p.m. at the Ukiah Valley Conference Center.

Minutes Submitted by Maria Ceja, Committee Advocate



AGENDA SUMMARY REPORT

SUBJECT: Approval of the Notice of Cancellation for the May 28, 2025, Regular Meeting. (Action item; not to exceed five (5) min.)

DEPARTMENT: City Manager / Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: _____

ATTACHMENTS:

1. May Notice of Cancellation

Summary: Committee Advocate Ceja to present the Notice of Cancellation for the May 28, 2025, Regular Meeting for approval (attached). This meeting was canceled due to lack of quorum.

Background:

Discussion:

Recommended Action: Approval of the Notice of Cancellation Due to Lack of Quorum for the January 22, 2025, Regular Meeting. (Action Item; not to exceed five (5) minutes.)



City of Ukiah

Diversity and Equity Standing Committee

Regular Meeting Minutes

May 28, 2025 - 5:30 PM

Meeting was **canceled due to lack of quorum by Vice Chair Orozco**. Attendance was as shown below.

Present: Orozco, Criss, Kirsch, Lieberman,
Absent: Williams, Akin, Tognoli,
Absent by prior Arrangement: Martinez, Gorny,

Submitted by Maria Ceja, Committee Advocate

DRAFT



AGENDA SUMMARY REPORT

SUBJECT: Adoption of a Resolution Amending Resolution 2024-09 to Revise the Diversity and Equity Committee Membership Composition.

DEPARTMENT: City Manager / Admin

PREPARED BY: Traci Boyl, Senior Management Analyst

PRESENTER: Traci Boyl

ATTACHMENTS:

- 1. Resolution 2024-09 - Modifying Diversity and Equity Standing Committee
- 2. 2025-07-01 Diversity and Equity Committee

Summary: Staff recommends adopting a resolution amending Resolution 2024-09, which currently governs the structure and role of the Diversity and Equity Committee, to reduce the total number of committee seats from eleven (11) to seven (7). This amendment preserves the committee’s purpose, including its role as a DEI ambassador body, while improving meeting consistency and maintaining inclusive representation.

Background: In 2020, the Ukiah City Council adopted Resolution 2020-59, establishing an 11-member Diversity and Equity Standing Committee tasked with developing an Equity Action Plan. The Committee successfully developed the plan, which was adopted through Resolution 2022-01. In 2024, the initiatives outlined in the Action Plan were incorporated into the City Council’s Strategic Plan through Resolution 2024-09 (Attachment 1), at which time the Committee’s role shifted to serving as ambassadors in the community.

Since the incorporation of the plan into the City Council’s Strategic Plan, City staff have diligently tracked and continued implementing the various initiatives outlined in the plan. As a result, the Committee’s workload has decreased significantly, which has contributed to a noticeable decline in meeting attendance. From 2020 to 2022, only three members per year missed three or more meetings. Since 2023, that number has doubled, with six members missing three or more meetings each year. In 2025, two out of the three scheduled meetings have already been canceled due to lack of quorum.

Additionally, filling vacant seats has become increasingly difficult. The Committee currently has four open seats, including one that has remained vacant for over a year. For reference, a Committee roster is attached (Attachment 2)

Discussion: Frequent absenteeism and longstanding vacancies have made it difficult to convene and conduct the work effectively. Therefore, Staff recommends adopting a resolution (Attachment 3) modifying Resolution 2024-09 to reduce the number of seats from eleven (11) to seven (7), to strengthen quorum reliability while preserving diverse representation and ensuring the Committee’s ongoing active role as Diversity, Equity, and Inclusion (DEI) ambassadors in our community.

Staff recommend the following committee composition:

- Two (2) City Councilmembers
- Five (5) at-large community members, each representing one of the nine distinct demographic groups as follows: Individuals and families who are low income; persons with physical or mental disabilities; persons from

the LGBTQA community; members of Native American tribes and communities in Mendocino County; members of the Hispanic/Latino community; persons of color; people whose primary language is not English; youth ages 21 and younger; and seniors 65 years and older.

While an applicant may identify with multiple groups (e.g., being both a senior and someone whose primary language is not English), they would select only *one* demographic group to represent on their application. We would not accept more than one member representing the same demographic group, nor would we accept multiple applications for representation of the same group.

Recommended Action: Adopt a resolution amending Resolution 2024-09 to revise the Diversity and Equity Committee membership composition and reduce the number of seats from eleven (11) to seven (7).

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

REVENUE: Yes / No GRANT: Yes / No

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Marianne Aranda, Sr. Recreation Coordinator; Darcy Vaughn, City Attorney's Office

STRATEGIC PLAN (SP)SPSP 3C - Instill diversity, equity, and inclusion as essential core elements of policymaking, accountability, and delivery of City services.

CLIMATE INITIATIVES (CI):

GENERAL PLAN ELEMENTS (GP):

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2024-09**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH MODIFYING THE DIVERSITY AND EQUITY STANDING COMMITTEE****WHEREAS:**

1. The population of the City of Ukiah and the larger community living in the Ukiah Valley who work and shop in the City of Ukiah consist of a diversity of demographic groups, including individuals and families who are low income, persons with physical or mental disabilities, persons from the LGBTQ+ community, members of Native American tribes and communities in Mendocino County, members of the Hispanic/Latino community, persons of color, people whose primary language is not English, youth 21 years and younger, and seniors 65 years and older; and
2. These different demographic groups face unique barriers to accessing employment and municipal services and have different needs affecting their receipt of municipal services than the general population; and
3. Other demographic groups exist in this area which are not specifically identified in this resolution, but the identified groups are believed to be the most substantial of such groups; and
4. If other such groups are identified as significant as a result of the Committee's work or otherwise, the membership of the Committee can be expanded to include them in the future; and
5. The City has established a standing committee of the City Council, known as the Diversity and Equity Standing Committee, which is an advisory body reporting to the City Council and to the City Manager and City Department Heads, as a means to adopt written objectives to improve diversity and equity in the City's workforce and in the provision of municipal services; develop a written Action Plan to achieve those objectives; implement and oversee the Action Plan; provide an annual review and update to the City Council on the Committee's progress; and propose revisions to the plan as necessary.

NOW, THEREFORE BE IT RESOLVED as follows:**1. MEMBERSHIP; APPOINTMENT**

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 LGBTQ+ 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.

2. TERM OF OFFICE; VACANCIES

- 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 Section 1. The person appointed shall serve for the remainder of the term of that vacancy. Members whose terms expire may be reappointed to serve subsequent terms.
- B. Vacancies. Vacancies may occur as a result of the member's death or incapacity, resignation, no longer residing or working in the City, termination by the City Council with or without cause or failure of a member to attend three (3) meetings in any consecutive four-month period without the prior approval of the Committee.

3. DUTIES OF THE COMMITTEE

Having developed and implemented its two-year Action Plan and incorporated DEI priorities into the City's major planning documents and strategic plan, the Committee shall now have the following responsibilities:

1. To continuously assess the impact of the City's DEI efforts within the community and make recommendations regarding City programs, policies, and services as necessary.
2. To serve as ambassadors promoting diversity, equity, and inclusion within the community and representing the City's commitment to these values.
3. To raise public awareness about the City's commitment to DEI initiatives and values by sharing information about City programs, policies, employment opportunities, and services through social media channels, email, and word of mouth.

4. EXPENSES OF MEMBERS; NO COMPENSATION

The members of the Committee shall receive no compensation or reimbursement for expenses.

5. CHAIRPERSON; OFFICERS

The Committee shall elect a presiding officer to preside at special and regular meeting. City staff assigned by the City Manager shall provide support services, including preparation and posting of agendas, preparing minutes, staff reports and other documents as required for the conduct of the Committee's business.

6. COMMITTEE GOVERNANCE.

- A. Brown Act. The Committee shall comply with the Brown Act. Upon the first appointment of its members, it shall establish a meeting date and time for regular meetings and a procedure for placing items on its agendas. Special meetings may be called by the Chairperson, City staff assigned to assist the Committee or by the Committee during a regular or special meeting.
- B. Parliamentary procedure. The Committee shall adopt any rules it considers necessary for the orderly conduct of its meetings which may, but are not required to, use all or any portion of Robert's Rules of Order or the City Council rules for conducting City Council meetings.

PASSED, ADOPTED and APPROVED this 3rd day of April 2024 by the following vote on roll call vote:

AYES: Councilmembers Rodin, Orozco, Sher, Crane, and Mayor Duenas
NOES: None
ABSTAIN: None
ABSENT: None



Josefina Duenas, Mayor

ATTEST:



Kristine Lawler, City Clerk

Diversity and Equity Standing 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 LGBTQ+ 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 Section 1. The person appointed shall serve for the remainder of the term of that vacancy. Members whose terms expire may be reappointed to serve subsequent terms.

B. Vacancies. Vacancies may occur as a result of the member's death or incapacity, resignation, no longer residing or working in the City, termination by the City Council with or without cause or failure of a member to attend three (3) meetings in any consecutive four-month period without the prior approval of the Committee.

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: Committee members will evaluate the impact of the City's DEI efforts and recommend changes to City programs, policies, and services as needed. They will act as ambassadors, promoting diversity, equity, and inclusion and representing the City's commitment to these values. Additionally, they will raise public awareness about DEI initiatives by sharing information on City programs, policies, job opportunities, and services through various communication channels.

(See other side for roster)

Name/Address	Contact Info	Member Position	Current Appt. Date	Expiration Date
Juan Orozco 11 Creekside Ct. Ukiah, CA 95482	707-367-1216 jorozco@cityofukiah.com	City Council Member	N/A	N/A
Heather Criss 648 Willow Ave. #A Ukiah, CA 95482	707-349-0475 hcriss@cityofukiah.com	City Council Member	N/A	N/A
Xochilt Morales de Martinez 947 N. Oak St. Ukiah, CA 95482	707-467-1786 707-367-1786 707-367-1786 xochilt1956@yahoo.com;	Persons with physical or mental disabilities	12/18/2024	12/18/2026
Denise Gorny 2300 Road E Redwood Valley, CA 95470	707-485-7949 707-463-4700 707-367-4999 denise.gorny@scdd.ca.gov	Persons with lived experience of poverty	12/18/2024	12/18/2026
Elizabeth Kirsch 3801 D Low Gap Rd Ukiah, CA 95482	707-367-0339 707-367-0339 707-367-0339 izzykirsch@gmail.com	Persons from the LGBTQA community	2/5/2025	2/5/2027
Brian Williams 2203 Road H Redwood Valley, CA 95470	707-391-9030 707-391-9030 707-391-9030 bwilliams@mendocino.edu	Native American tribes and communities in Mendocino County	12/18/2024	12/18/2026
VACANT		Persons of color		
VACANT		Youth 21 years and younger		
VACANT		Persons from the Hispanic/Latino community		
David Lieberman 1493 Fawnwood Drive Ukiah, CA 95482	707-467-1319 707-462-4343-7001 707-813-7757 davidgm@mcn.org	Seniors 65 years or older	7/19/2023	7/19/2025
VACANT		Persons whose primary language is not English		



AGENDA SUMMARY REPORT

SUBJECT: Appoint Chair and Vice Chair of the Diversity and Equity Committee. (Action item; not to exceed ten (10) min.)

DEPARTMENT: City Manager / Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: _____

ATTACHMENTS:

None

Summary: Appointment of Chair and Vice Chair of the Diversity and Equity Committee. (Action item; not to exceed 10 min.)

Background:

Discussion:

Recommended Action: Appoint Chair and Vice Chair of the Diversity and Equity Committee.



AGENDA SUMMARY REPORT

SUBJECT: Discuss and Take Possible Action to Identify Goals and Establish Strategies to Mitigate Communication Gaps Between City Officials and the Community.

DEPARTMENT: City Manager / Admin

PREPARED BY: Traci Boyl, Senior Management Analyst

PRESENTER: _____

ATTACHMENTS:

None

Summary: The Committee will participate in a facilitated roundtable discussion to identify goals and establish strategies to mitigate communication gaps between City officials and the community.

Background:

Discussion:

Recommended Action: Discuss and take possible action to identify goals and establish strategies to mitigate communication gaps between City officials and the community.