

to spend the COVID relief funds in the community and how residents can convey their thoughts and ideas to the City Council.

- Councilmember Woodard said the Council is always accepting public input, and the results from the survey on ARPA funds will be discussed at the Council retreat in March. Councilmember Woodard added that “Coffee with the City” is a great way to provide feedback, or communicate directly with the Council.
- With regard to a question on whether an interpreter could be available at meetings for public comment, Councilmember Woodard noted the city could contract with Language Line for telephone or in-person interpreter services.
- Commissioners asked about the city’s Community Satisfaction Survey, particularly why it was only in English and what equity lens was used when it was created and mailed. Commissioners noted the city is inconsistent because a previous mailing included Spanish and it should be done every time possible. There is an equity checklist available to ensure the city is using an equity lens before doing anything.

Commissioners asked how to ensure this does not keep happening over and over again. A checklist equity lens is needed because the city does not currently operate using one.

- The desire and need to have a DEI staff member or consultant to handle day to day operations and use an equity lens.
- The Council is part of the city but does not do the operations, but the City Manager does. The Commission should be providing feedback to the City Manager, who can relay it to the City Council on their behalf.
- Councilmember Woodard offered to provide highlights and feedback for the Commission to the Council during his Council Liaison Report at regular meetings.

Discussion of DEI Logo

Chair Richards presented sample business cards and logos of new and previously discussed logos from their last meeting. Commissioner discussion included:

- Time to review the logos and provide feedback/vote on their preference(s). The logos will be emailed to the Commissioners.
- Two Commissioners prefer the second logo.
- Why the aurora borealis was added to the mountain top design, what is the significance/symbolism, and that it may cost more to print.
- Who is the recipient of city hall email.
- If social media should be included on the business card and to add a QR Code.

- Desire to have a dedicated DEI social media account.
- Creating a direct link to the DEIC webpage for quicker access and to reduce the amount of clicks on the website for easier navigation. Spoke about Googling Lynnwood police and the link took him to the correct page with one click.
- Requested analytics for how many people view the DEIC webpage.
- Create a working document for the Commission to list questions for staff and track status. This will prevent the same questions from being asked multiple times.
- How a DEI consultant or staff member would be beneficial and help them accomplish their goals and ideas, prevent roadblocks they have encountered, provide guidance in decision making on what the city needs, and help them navigate. They do not know or understand how the city runs or what is happening behind the scenes. This has been recently discussed with the City Manager.
- Talk to current DEI directors in the area and ask if they have a commission as well. If so, why do they need both and if it works symbolically. Lynnwood has a staff person and commission.
- Since the Commissioners are volunteers and not city employees, do they have different rules? Struggling with the line on that.
- The City Council has approved their request for a consultant.

Equity Suggestions

Vice Chair Deen stated that a dedicated paid staff person would facilitate a lot of the background work that will help them move forward. She recommended the COVID funds be used for creating community classes on topics adults should know how to do, for example: how to start a business, how to do taxes, etc. To provide information for those who do not have resources, help bridge the gap, and the classes should be free or at a reduced cost. Vice Chair Deen also asked for feedback on things that need a DEI lens applied to.

Commissioner Paige said that it may be helpful for residents to know the parameters for using the ARPA funds before completing the survey. To provide an understanding why their feedback and ideas were not incorporated in how the funds will be used.

Commissioner Guillen noted that the subcommittee discussed city permits and the need to lower or remove the fee to have it affordable for low income households to make renovations. To pay for a permit is unreasonable in their opinion.

The Commission discussed the need to change some policies to not create barriers for those who have numerous already; use COVID funds to advertise with “Together, We Are” artwork citywide to promote that we are a welcoming and diverse city; why their previous suggestion of adding to the lobby wall “welcome” in different languages has not been done when it is inexpensive and a

good idea; and recapped a conversation with City Manager Hugill which clarified several questions they had about the disconnect with their ideas not being completed.

Sub-Committee Update: a. Education and Resources; b. Public Outreach; and c. Policy

Commissioner Guillen stated that the subcommittee discussed making a list of guest speakers to talk about pressing issues the community is facing. He noted that Chris Collier, Program Manager of the Alliance for Housing Affordability, will be the guest speaker at the March 16 DEIC meeting. He will cover why housing has become so expensive, why those costs continue to rise, and how to address these complex issues in our community.

Vice Chair Deen would like to spotlight monthly and support new restaurants opening in the city, especially those with owners of colors. She spoke about a few restaurants that recently opened. She encouraged the Commission to take their families there and introduce themselves to build a bridge with small business owners. Commissioner Guillen added that their information will be added to the list of minority owned businesses to provide resources, etc. Commissioner Paige said the restaurants should be shared on social media and the website to welcome them to the city.

Commissioner Paige recommended the Commission attend City Council meetings and retreats to be more aware of what is happening. He said he attended the retreat and it clarified a lot things. It may help them as a group to understand the Council's standpoint and decision making. Commissioner Mojumder noted that the Council meetings are recorded if they cannot attend or they can read the minutes. Chair Richards added that maybe there is a need to have a DEI Liaison at Council meetings to have an open door and better flow of information and answers.

City Manager Hugill joined the meeting at 8:23 p.m.

Councilmember Woodard added that the City Manager's Weekly Update is a good resource for information and being aware of what is happening. The Commission discussed where it is available on the website, how to sign up for notifications when it is available, desire to add their email addresses to the notification list, and the other News Flash/Notify Me categories.

DEI Wins & Tributes

Commissioner Paige said the police conducted an assessment for sergeants, where there were ten candidates and three were a minority. He applauded Chief Caw for the major win.

Vice Chair Deen congratulated the Mountlake Terrace boys' basketball team for advancing to the district championship on Saturday, they have overcome so much this year due to pandemic. She said if the girls win they will go to regionals.

Vice Chair Deen said that TikTok has banned mis-gendering and dead-naming transgender people. This is a solid message and respecting pronouns and identities is paramount.

Vice Chair Deen said to tribute and acknowledge Black History Month she receives a daily newsletter with a story about different great monumental people who made so many changes we are not aware of. She read a story of Barbara Smith, co-founder of the Combahee River Collective. She added that she would like to tribute Chair Richards for her land acknowledgment she did, that

is was powerful, profound and love that she did it. She supports including it every time they have a gathering. Chair Richards said it recognizes where we are and why we are here.

City Council Liaison Report

Councilmember Woodard reported on the following:

- The Collective is a good resource in the name of freedom and justice.
- Recognized how much the city does behind the scenes. The City Council is reviewing updated codes, which is predominantly what they have been working on the past few months.
- Encouraged the Commission to attend the upcoming Coffee with City where there will be a conversation about housing.
- City Council Retreat will be held on March 6 and there are a number of topics.

Councilmember Woodard responded to questions about how many chickens are allowed per household; positive feedback received on the number; Recreation and Park Advisory Commission created an Adopt-a-Park Program; a volunteer group known as the “Ivy League” has adopted Veterans Memorial Park and has been working to remove the invasive ivy; process of how to adopt a park; and the city was recognized as a Tree City USA.

Commissioners Corner

Chair Richards said last year she put on an Arts in Action event for youth to have an opportunity to show their art and activism in one. They are holding it again this year and would like to have some Mountlake Terrace youth involved.

Vice Chair Deen said that the April guest speaker will be Alekzandr Wray, Ethnic Studies Program Manager for Seattle Public Schools.

City Manager Hugill responded to questions about having meetings in person and logistics.

Commissioner Paige stated that he was asked to participate in the two-day sergeants assessment public safety testing and spoke about it entails.

Chair Richards asked City Manager Hugill if anyone in the audience has public comment. There was no public comment.

ADJOURNMENT

The meeting adjourned at 8:48 p.m.

These minutes are subject to approval at the April 20, 2022 Meeting.