

PUBLIC NOTICE: Pursuant to the Governor's [Proclamation 20-28](#), there are limitations on public gatherings so the meeting will take place online in an effort to curtail the spread of COVID-19. All meeting participants will attend remotely and the public may watch the meeting online or listen to it over the telephone.

To listen to the Diversity, Equity & Inclusion Commission meeting via telephone, call 1-253-215-8782. To watch the meeting online: 1) Go to <https://zoom.us/join>; 2) Enter meeting ID (821 9555 6243) and click "join" (you will be prompted to install the Zoom application if you do not already have it); and 3) Enter passcode (04 28 21).

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**AGENDA  
MOUNTLAKE TERRACE  
DIVERSITY, EQUITY & INCLUSION COMMISSION  
SPECIAL MEETING**

Wednesday, April 28, 2021  
7:00 p.m.

Remote Meeting Via  
Telephone or Teleconference

1. CALL TO ORDER
2. Land Acknowledgement
3. Approval of January 20, 2021 Minutes
4. Public Comments
5. Guest Speaker Sheikh Umair Ahmed
6. Forward Progress
7. Sub Committee Check-In
8. Celebrating Diversity, Equity & Inclusion Wins
9. City Council Liaison Report
10. Commissioners Corner
11. ADJOURNMENT

The City of Mountlake Terrace strives to provide access and services to all members of the public. Please notify the city at least one week prior to the event if reasonable accommodations are needed. Large print and audio are available upon request. Meeting materials are available on the city's website at [www.cityofmlt.com/AgendaCenter/13](http://www.cityofmlt.com/AgendaCenter/13). You may also make a request for records by contacting the Public Records Officer at 425.744.6235 or [recordsofficer@mltwa.gov](mailto:recordsofficer@mltwa.gov).

# MINUTES

## MOUNTLAKE TERRACE DIVERSITY EQUITY AND INCLUSION COMMISSION MEETING

January 20, 2021  
7:00 p.m.

Remote Meeting Via  
Telephone and Teleconference

### COMMISSIONERS PRESENT

Chair Richards (Via Teleconference)  
Vice Chair Deen (Via Teleconference)  
Commissioner Guillen (Via Teleconference)  
Commissioner Hale (Via Teleconference)  
Commissioner Meier (Via Teleconference)  
Commissioner Paige Jr. (Via Teleconference)

### COMMISSIONERS ABSENT

Commissioner Doyle (Excused)

### STAFF MEMBERS PRESENT

Steve Woodard, City Council Liaison (Via Teleconference)  
Scott Hugill, City Manager (Via Teleconference)

### CALL TO ORDER

The meeting was called to order at 7:00 p.m.

Roll call was taken and Commissioner Doyle was excused.

### Land Acknowledgement

Chair Richards read the following land acknowledgement:

The meeting is being held on the traditional lands of the Coast Salish Tribes

We acknowledge the original inhabitants of this place, the Sdohobsh (Snohomish) people and their successors the Tulalip Tribes, who since time immemorial have hunted, fished, gathered, and taken care of these lands. We respect their sovereignty, their right to self-determination, and we honor their sacred spiritual connection with the land and water.

### Review and Approval of Community Agreements

The Commission discussed “community agreements,” which would serve as the expectations of the Commission and the community for public comments. The agreements include one person speaking at a time, respecting time limits so that everyone has an opportunity to speak, and keeping comments productive.

Commissioner Meier moved to approve the Community Agreements, and Vice Chair Deen seconded. The motion passed 6-0.

Public Comments

There was no public comment.

Discussion of Community Listening Session Possible Dates

The Commission discussed various dates to hold community Listening Sessions, and selected the evening of Wednesday, March 3, and mid-morning on Saturday, March 6. The Commission then identified which Commissioners would host/facilitate each meeting, with no more than three in the role of host/facilitator so that the sessions would not be formal meetings.

Commissioners discussed mailing a postcard to the community with the dates and times of the sessions, together with questions for the community to think about and share thoughts at the sessions. Commissioners will send ideas of questions for the postcards to staff, who will share the questions and a draft of the postcard with the Chair and Vice Chair prior to mailing.

Review of Logistics of Agenda

Chair Richards and Vice Chair Deen shared they did not want to be ‘gatekeepers’ of the agenda, so that if Commissioners had items for meetings, they should send it to staff at least a week prior to the meeting so that it can be included on the agenda. If Commissioners have an item for discussion after the agenda cut-off, they can raise it in the meeting during Commissioners Corner.

Commissioners requested that staff have the meeting agenda out the week prior to the meeting so that there is time for review of the items.

Discussion of Sub-Committee Assignments

Commissioners discussed various sub-committees to begin identifying work items to address. The following committees and assignments were identified:

## Education and Resources:

- Commissioner Meier
- Commissioner Guillen

## Public Outreach

- Commissioner Paige
- Commissioner Hale

## Policy

- Commissioner Paige

Chair Richards noted a preference for Public Outreach, and Vice Chair Deen Education and Resources or Public Outreach.

Additional ideas for subcommittee workplans are expected to follow from the Listening Sessions.

Review of Vaccine Resources

The Commission discussed how to provide information on COVID-19 statistics and health information, and asked that the city post information on the Commission's webpage as it becomes available.

City Council Liaison Report

Councilmember Woodard discussed the city's sponsorship of the Lift Every Voice Legacy (LEVL) event honoring Martin Luther King, Jr. Day, the availability of speakers from Edmonds and Lynnwood DEI Commissions, the city's partnership with Lynnwood for a social worker, Van Ry Boulevard ribbon-cutting, ARC-coordinated cleanup event, and the Edmonds School District's Black History Month curriculum.

Commissioners Corner

Commissioner Paige suggested inviting the Chair of Lynnwood's DEI Commission to speak with the group, shared his experience of recording the reading of a book to students as part of the Edmonds School District's Black History Month curriculum, and suggested a calendar of events being held throughout the area so that groups do not feel left out in their message or celebration.

Vice Chair Deen suggested the Commission look at multiple platforms to get messages out to the community – that while the postcard mailing for the Listening Sessions is good, people today expect information faster, and Twitter, Instagram and more are needed to reach different ages and demographics.

ADJOURNMENT

The meeting adjourned at 9:00 p.m.

These minutes are subject to approval at the April 21, 2021 Meeting.