

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 (813 0437 9110) and click "join" (you will be prompted to install the Zoom application if you do not already have it); and 3) Enter passcode (05 19 21).

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

Wednesday, May 19, 2021
7:00 p.m.

Remote Meeting Via
Telephone or Teleconference

1. CALL TO ORDER
2. Land Acknowledgement
3. Approval of February 17 Meeting Minutes
4. Public Comments
5. Guest Speaker - Al'n Duong - AAPI Month
6. Building Roots
7. Sub Committee Check-In
 - a. Education and Resources
 - b. Public Outreach
 - c. Policy
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. You may also make a request for records by contacting the Public Records Officer at 425.744.6235 or recordsofficer@mltwa.gov.

MINUTES

MOUNTLAKE TERRACE DIVERSITY EQUITY AND INCLUSION COMMISSION MEETING

February 17, 2021
7:00 p.m.

Remote Meeting Via
Telephone and Teleconference

COMMISSIONERS PRESENT

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

COMMISSIONERS ABSENT

Commissioner Hale (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.

Attendance Roll Call

City Manager Scott Hugill took roll via teleconference.

MOTION

Commissioner Paige Jr. Move to excuse Commissioner Hale.
Commissioner Meier

Motion carried 6-0.

Land Acknowledgement

Chair Richards read the land acknowledgement statement into the record.

Approval of December 16, 2020 and January 20, 2021 Minutes

Approval of the December 16, 2020 and January 20, 2021 minutes have been moved to the March 17 meeting.

Commissioner Paige Jr. asked if there is anything the Commission can do to help complete the minutes.

Public Comments

Jeanne Crevier stated that she is a member of the league of women voters and one of their activities is to participate in the role of “observer,” which entails listening to government agency meetings to learn how governmental systems are working and ensure the open public meetings policy is being followed.

Discussion of Guest Speaker

Chair Richards asked the Commission for their thoughts about having guest speakers from only the city or other outside entities and the process.

The Commissioners discussed the desire to learn more about the community by having both city and diverse speakers from different agencies and entities; choosing the speaker based on current events or based on the calendar month; education on what is going on in the city by scheduling various organizations that make up the city; and discussed potential guest speakers such as the Chief of Police, local school principals, Edmonds School District, choice schools and other groups.

City Manager Hugill spoke about the Commission’s earlier request for the Edmonds School District to speak and that he reached out to the superintendent, who offered to have their equity and inclusion staff speak to the Commission. Commissioner Paige Jr. asked what is being done about the disparity that is happening at the school district and transition of in-person classes.

There was consensus to have the Chief of Police as the first guest speaker and then access more social workers.

Discussion ensued on different types of guest speakers, who will be the point person for coordinating speaker ideas, and if there is a shared information space for the commission. City Manager Hugill said the information should be emailed to staff and they will share with the Commission.

Sub-Committee Discussion

Chair Richards asked the Commission for updates on what items are being focused on, which need more attention, and where they are at in the process.

a. Education and Resources (Vice Chair Deen; Commissioner Guillen; and Commissioner Meier)

Commissioner Guillen said the sub-committee connected and he reviewed and explained a list of 76 resource links for Latins and Spanish, which were posted on the DEIC website. He added that he translated the citywide “Listening Sessions” postcard mailing to Spanish for staff.

Commissioner Paige Jr. reminded that the Asian population also needs outreach/resources to be brought in to share experiences of exclusion.

Commissioner Guillen noted that by the next meeting, information on city demographics will be added to the website and the sub-committee will look at census data of the community’s makeup.

b. Public Outreach (Commissioner Doyle, Commissioner Hale, and Commissioner Paige Jr.)

Commissioner Doyle said that this sub-committee is trying to find time when they can all meet. In the meantime, they are brainstorming individually to see where ideas intercept.

There was Commissioner discussion on if there are funds available for an incentive survey to encourage more participation for community engagement; if an incentive could help support local businesses by offering free coffee, coupons, etc.; focus groups in different communities; how the MLT ARC Group has a business spotlight every few weeks to promote local restaurants with owners who are of color, etc. and if this is something the Commission can join forces with them on; highlight other businesses which are minority owned so they are known about and to help get them included in city business.

c. Policy (Chair Richards and Commissioner Paige Jr.)

Commissioner Paige Jr. said the sub-committee reviewed three items: (1) Create a mission statement (similar to the Washington County Oregon report he provided) to provide policy direction concerning DEI; (2) How does the city hire for diversity and attract diversity when positions open; and (3) The need for a policy the city can incorporate when racial incidents occur in the city – a written policy on what they are going to say and how to address it as a city. He spoke about the City of Lynnwood's process. He added that the city needs a policy and that all residents have equal access to view it.

The Commission discussed how the city handles DEI training and the desire to create a policy if there is not one in place, and that some people do not report incidents and keep it private.

Review of Listening Sessions Webpage

City Manager Hugill displayed the draft Listening Sessions webpage for the Commission to review and provide input, in particular the example questions. He said the citywide postcard includes a QR code which directs to the DEIC webpage where there is a Google translate for all languages.

This Commissioners discussed reviewing the postcard and providing comments to staff, deadline for the review, which Commissioners will attend each listening session on March 3 and March 6, their role, if all commissioners will listen even if they are not hosting the session, how the host should conduct the meeting, process, how long the public can speak, the intent is to listen and learn and get ideas of what to include in the work plan, learn what the issues are, if the sessions will be recorded, how to address a question if it is requested during the session, post responses to questions on the website after, pros and cons of recording the listening sessions, if it not recorded the need for notes, what if there is a quorum, and the Commission receiving meeting guidelines and final supplemental questions prior to the meeting.

Council Liaison Report

Councilmember Woodard provided an update of recent City Council action and discussion, including backyard poultry, funding for boards and commissions and the Council's recent retreat.

Commissioners Corner

Commissioner Paige Jr. said Councilmember Woodard did a great job last week reading a book online for the Edmonds School, and that he is doing the same. His video will air on February 22 and he was excited to participate and lend a hand.

Vice Chair Deen asked about the virtual 5k run/walk she read about. Chair Richards explained the “Challenge for Change 5k” for black lives matter, and spoke about registration and dates and where the proceeds are going.

Vice Chair Deen asked if the Commission was allowed to create a social media presence under the city’s social media policy. City Manager Hugill summarized the city’s social media policies, noting that it would be best if the information for social media came through the city’s accounts for purposes of recordkeeping, and attributing it to the Commission.

Chair Richards asked where they could find the city’s social media policies, and how to reach out to more groups and events, such as the Edmonds School District’s “N-Word Teaching” event. Also looking for families to participate on a planning committee for Asian Pacific Islanders in April.

ADJOURNMENT

The meeting adjourned at 8:43 p.m.