City of Lacey, Washington
Commission on Equity Agenda

Refer to bottom of the agenda for instructions on attendance and public comment.

Monday, June 26, 2023	5:30 PM	Council Chambers and Online

Call to Order

1. **Approval of Agenda, Previous Meeting Minutes, and Consent Items:**
   A. Approval of Agenda
   B. Approval of May 22, 2023 meeting minutes

2. **Public Comment:**
   Refer to the bottom of the agenda for instructions on how to provide public comment.

3. **Inspirational Item:**
   A. Commissioner Kristine Stolberg

4. **Business Items:**
   A. **Timberland Library Equity Efforts**
   Holly Paxon, Lacey Timberland Library Manager
   B. **Public Meeting Portal Overview**
   Kelly Adams, Speical Projects Administrator
   C. **Oral History Project**
   Erin Quinn Valcho, Museum Curator
   Felicia Rova-Chamroeun, Museum Coordinator
   D. **Land Acknowledgement Policy**
   Shannon Kelley-Fong, Assistant City Manager

5. **Commissioner Reports:**
   A. **2023 Juneteenth Celebration Overview**
   Chair Cliff Brown

B. **LGBTQIA+ Community Forum Update**
Vice Chair Annie Clay, Commissioner Hegwood, Commissioner Hart

6. **Director Report:**

7. **Adjourn**

Next Meetings and Events:

- **Event** - LGBTQIA+ Community Forum - July 12, 2023, 6:30 - 8 pm at the Lacey Timberland Library
- **Commission on Equity Meeting** - Monday, July 24, 2023 - 5:30 p.m. at City Hall or remote

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Attendance and Public Comment

Attend Remote or In Person
There are several ways to attend the Commission on Equity Meeting:

In Person:	Council Chambers at Lacey City Hall 420 College Street SE, Lacey, WA 98503
Via Zoom:	https://us02web.zoom.us/webinar/register/WN_slGqSE7ITg-000Pyysz0EQ
City Website:	https://cityoflacey.org/upcoming-meetings/
YouTube:	https://www.youtube.com/watch?v=1XoBhVyxwOA
By Phone:	(888) 788-0099 or (877) 853-5247 (Webinar ID 848 3012 5712)

Verbal Public Comment
The opportunity for verbal public comment is available in-person or by Zoom:

In-Person:	Use the sign-up sheet located in the Council Chambers.
Via Zoom:	Preregister using the following Zoom link no later than two hours prior to the meeting: https://us02web.zoom.us/webinar/register/WN_slGqSE7ITg-000Pyysz0EQ Instructions and access details will be provided once registration is complete.

Written Public Comment

Please email written public comments to coe@ci.lacey.wa.us by 12:00 p.m. on Monday, June 26, 2023. Commissioners will receive all written public comments provided by this deadline. Comments may not be addressed during the meeting. All comments are part of the official record.

MINUTES OF LACEY COMMISSION ON EQUITY
MONDAY, MAY 22, 2023
In Person & Remote

EQUITY COMMISSIONERS PRESENT: Chair Cliff Brown, Thelma Jackson, Kristine Stolberg, Jon Hegwood, Kim Sauer, Alanis Blackburn

EQUITY COMMISSIONERS ABSENT: Vice Chair Annie Clay, Makieda Hart

COUNCIL PRESENT: None

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager (ACM); Jen Burbidge, Parks, Culture, and Recreation Director, Grant Beck, Community and Economic Development Planning and Development Services Manager, Ryan Andrews, Community and Economic Development Planning Manager

RECORDING: https://www.youtube.com/watch?v=Kq8foyN82X4

CALL TO ORDER:

Chair Brown called the meeting to order at 5:30 p.m.

1. APPROVAL OF AGENDA AND CONSENT AGENDA:

Approval of the Consent Agenda:

- Approval of Agenda
- Meeting Minutes from the joint meeting with Lacey Youth Council on March 15, 2022
- Meeting Minutes from the joint meeting with the Parks Board of Commissioners on November 14, 2022
- Meeting Minutes from April 24, 2023

COMMISSIONER JACKSON MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA. COMMISSIONER SAUER SECONDED. MOTION CARRIED.

2. PUBLIC COMMENT:

Virtual – No Public Comment

In-person – No Public Comment

Written Public Comments - The deadline to submit written public comments was 12:00 p.m. the day of the meeting. Written comments are not addressed during the meeting; however, they are added to the official record. There were no written public comments.

3. INSPIRATIONAL ITEM:

Chair Brown provided inspirational quotes for this graduation season, including quotes from Ella Fitzgerald and former President Barack Obama.

4. BUSINESS ITEMS:

A. Parks, Culture and Recreation Events Overview

Jen Burbidge Parks, Culture, and Recreation Director provided an update to the Lacey Parks, Culture, and Recreation Comprehensive Plan.

COMMISSIONER BLACKBURN MOVED TO APPROVE THE LACEY, PARKS, CULTURE, AND RECREATION COMPREHENSIVE PAN UPDATES RELATED TO DIVERSITY, EQUITY AND INCLUSION. CHAIR BROWN SECOND. MOTION CARRIED.

B. Sign Code Discussion

Ryan Andrews, Community and Economic Development Planning Manager, and Grant Beck, Community and Economic Development Planning and Development Services Manager, presented information related to sign codes, including Supreme Court rulings and the Lacey Municipal Code. Discussion ensued.

5. COMMISSIONER REPORTS:

A. Juneteenth Event

Chair Brown provided an update on the 42nd Juneteenth Celebration planning meeting with the Fred U. Harris Masonic Lodge. The meeting included discussion on event layout, program, performances, and vendors.

B. Thurston County League of Women's Voters Equity Panel Update

Chair Brown and Commissioner Jackson provided an update on the Thurston County League of Women's Voters Equity Panel. Chair Brown, Commissioner Jackson, and ACM Kelley-Fong were panelists for the event.

6. DIRECTOR REPORT:

A. LGBTQIA+ Community Forum Update

ACM Kelley-Fong provided an update on the LGBTQIA+ Community Forum. Updates included potential dates, venue location, and collaboration efforts. Discussion ensued.

B. Equity Presentation at the Joint Lacey City Council and North Thurston Public School Board Meeting

ACM Kelley-Fong provided an update on the Equity Presentation provided at the Joint Lacey City Council and North Thurston Public School Board Meeting held on May 16, 2023. Discussion ensued.

7. ADJOURN

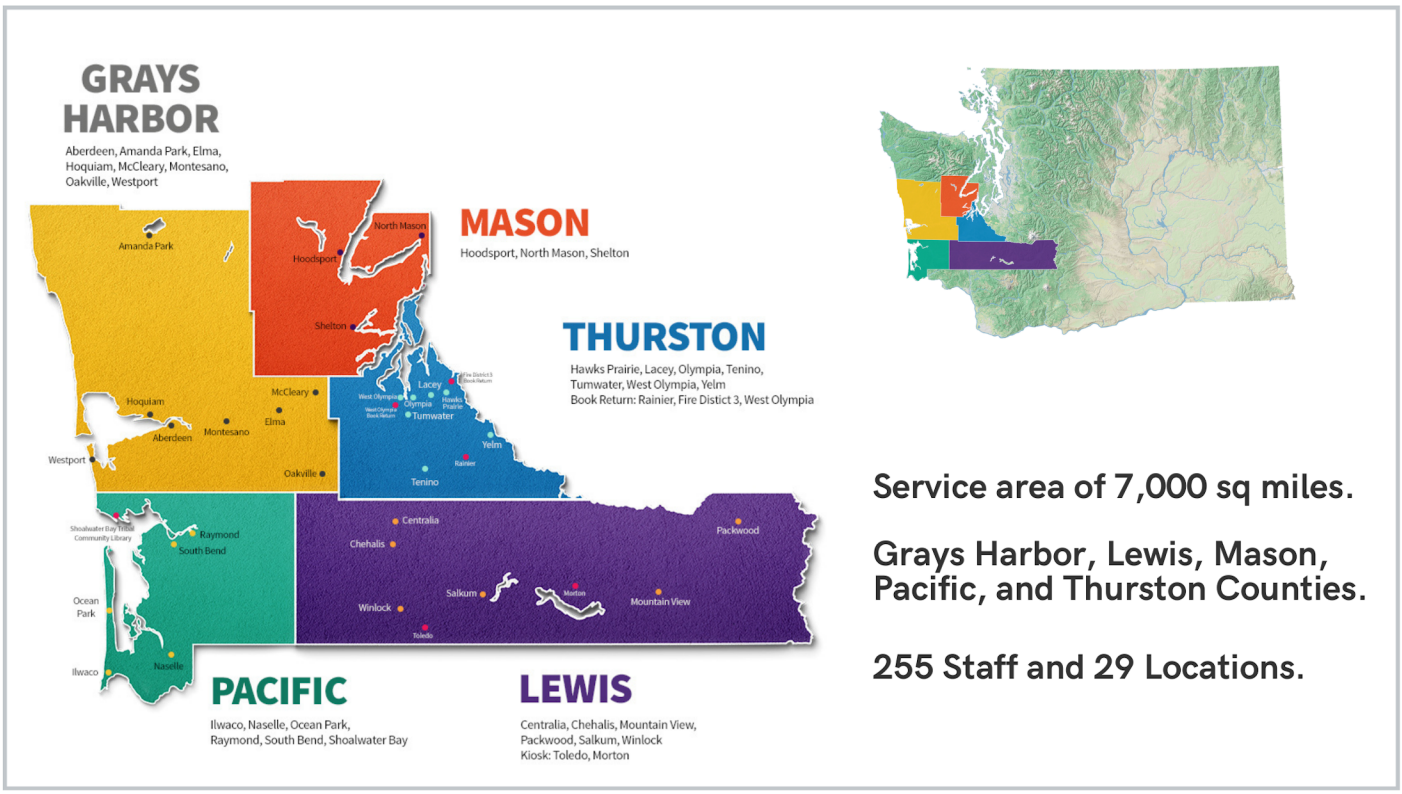
Chair Brown adjourned the meeting at 7:24 p.m.

Equity, Diversity, & Inclusion @ Timberland Regional Library

Timberland Regional LIBRARY

Juliet Lawson-Hall - District Manager of Equity, Diversity, & Inclusion

Holly Paxson - Library Manager of Lacey & Hawks Prairie Timberland Libraries



Timberland Regional Library's 255 staff and 29 public libraries provides services to the residents of five counties in Southwest Washington State: Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties; and is an Intercounty Rural Library District, funded by property taxes and revenue from timber sales nearly $25.9 million.

The Timberland Regional Library Strategic Direction for 2020-2024 was developed through community and staff participation with our Board of Trustees strategic planning committee.

We appreciate the time and effort that was given to understand the needs within the community, identify areas of focus that we assist with, and then align our resources to create positive change in those areas.

Local Communities:
Sharing local culture.
Increasing our presence in under-served communities.
Creating opportunities for inter-generational connection.

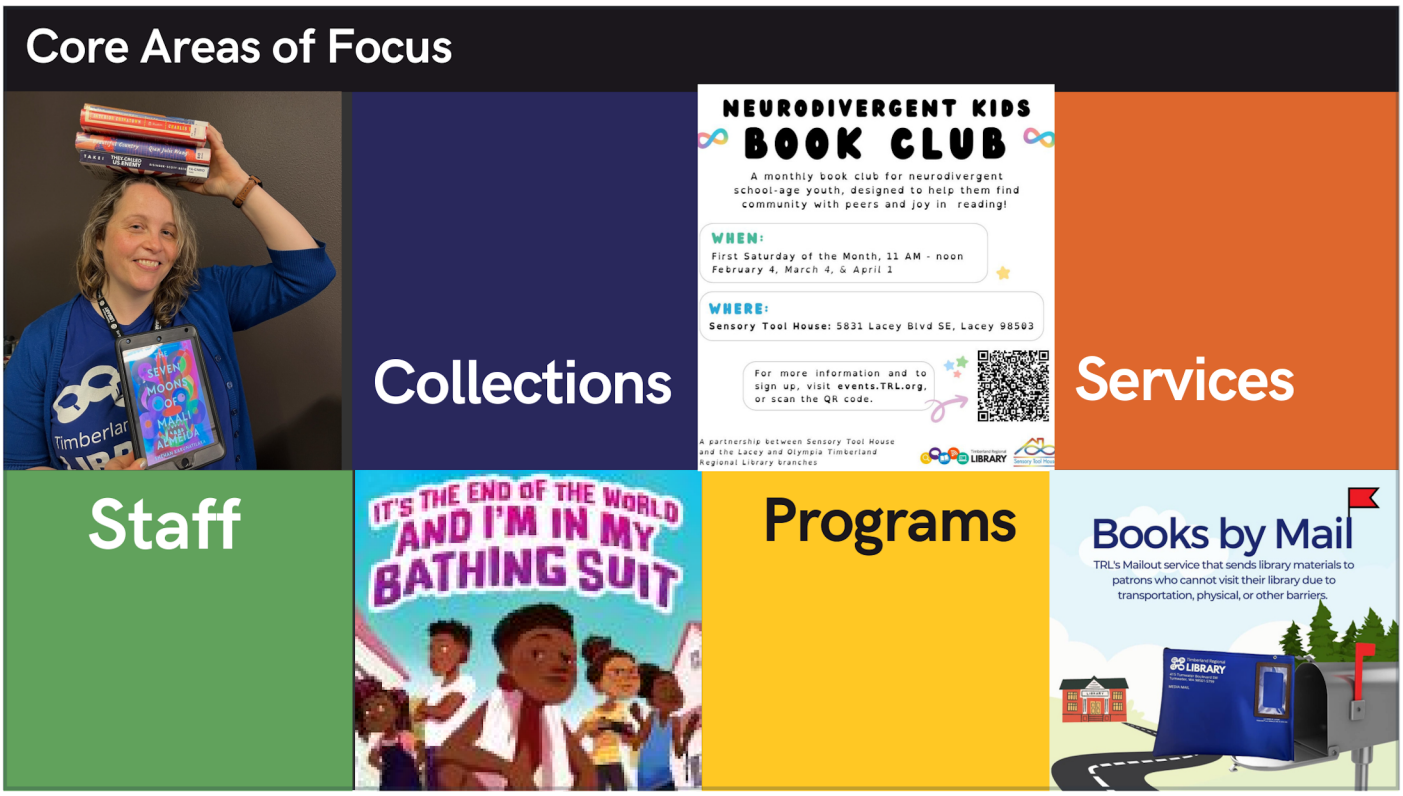
Equity, Diversity,
& Inclusion
Reaching those with disabilities and other access barriers.
Reflecting under-represented groups in our collections, staff, and services.
Partnering with local agencies and organizations to support diverse communities.

Children from Birth to Five
Providing appealing spaces and engaging experiences.
Clarifying what they need and how to provide for those needs.
Empowering them to build relationships with the library & within their communities.

Mission
Welcoming everyone to a vibrant world of possibilities.
Connecting people, places, and ideas.
Evolving to meet the needs of our communities.

Vision
Libraries connecting to our communities.

We Value
Access for all.
Working together.
Diverse communities and ideas.
Responsible use of public resources.



Staff
Successful EDI efforts require engagement & support of staff at every level.
Collections
From purchasing to display, prioritize materials that uplift and make visible marginalized voices & groups throughout the library. Create monthly special displays in conjunction with Celebration calendar.
Programs
Ensure programming in libraries is accessible to all members of the community, content reflects community interests and promotes interaction among diverse community members, &, wherever possible, that paid performers are members of marginalized groups.
Services
Ensure consistency of service provision across all 5 counties.
Reach underserved communities & underrepresented community members.
Remove barriers to service access throughout TRL service area.

Staff

Make sure current staff are engaged with and supportive of TRL's EDI efforts.
Organizational culture starts with the staff.
This includes engaging with the diverse staff we currently have about what TRL needs to do to make the library a place they would like to stay.
Also review current hiring guidelines to reduce unconscious bias and get out of our own way so people from marginalized groups have the opportunity to interview and be hired.
Ensure that our organizational culture aligns with and supports our strategic goals.
Retain diverse staff
Staff engagement (training, discussions)
Culture of inclusivity
Environment where everyone feels respected, seen, heard and valued.
Increase diversity
Innovative recruitment to reach diverse groups
Mentorship
Adjust Policies and procedures as needed

TRL Celebration Calendar - (go to website) Each month celebrates on or more different groups and all libraries create book recommendations, programs, social media, and in-library displays related to that month's celebration. June is Pride, celebrating the LGBTQIA+ community.

Purchasing Priorities:
Materials purchased for all communities reflect community interests and include diverse collections by diverse authors. We use a variety of sources, including non-traditional, self-published, and small press, to purchase materials to ensure we encounter great books by great own voices authors in the U.S. and other countries.

Support Local Creators -
Publishers say they are publishing more works by non-white & diverse authors than ever before, but it is still a woefully small percentage of the whole. There will never be too many diverse voices in publishing, so supporting our local creators from a young age can help make that a reality.
-Books By Kids For Kids
-LL2R Teen Contest
-Prioritize featuring program presenters who are members of marginalized groups

Mirrors & Windows
It is the practice in every single TRL facility, from Amanda Park in Grays Harbor to Winlock in Lewis, that book displays, recommended reading lists, and other promotional materials feature diverse authors, diverse characters, and diverse content.

Mirrors - community members who share those identities see themselves portrayed in the media they consume.
Windows - Community members who do not share that identity STILL READ THOSE BOOKS. By doing so, they learn to identify with & care about the diverse characters in the story. Caring leads to empathy, which leads to kindness, understanding, and dispels fear. And when that happens, then you start on the road to understanding and celebrating people for their own uniqueness, instead of fearing it.

EDI is forefront in ALL programming at TRL.
Accessibility
Diversity of presenters/program content
Support Local artists/presenters, prioritize booking presenters who are diverse or members of marginalized groups.
Strive for inclusion for everyone!

Services

It's not enough to treat each patron the same. That's not equity. We treat each patron according to their needs, to the best of our ability. We act with kindness & compassion. We balance the needs of the library and of its users. We partner with organizations that will help us increase services and opportunity for our users.
Ex. Voting Center
Internet/Printing services
Removing late fees
Making it easier to get a library card
Bringing our services to underserved areas.

More services

Wi-Fi

Computer use

Print/Scan/Fax

Remote Printing

iPads for in Library use

The Staff!

Access Wi-Fi (Daily 6 a.m. to midnight)
Computer Use – Walk-up and online reservations available.
Print/Scan/Fax – Black & White or full color.
Remote Printing – Upload your document from anywhere and release your print at any TRL location during library hours. Direct upload: www.printing.trl.org/myprintcenter
Reserve a Meeting Room – Rooms are available free of charge for use by individuals, organizations, or community groups.
LibChat – Chat with staff on our website: TRL.org (Monday through Saturday 9 AM – 5 PM)
Email: AskLib@TRL.org

iPads can be checked out for use in the branch to read, view, and explore our digital TRL collections. Relax and enjoy your favorite newspaper or magazine via Libby (Overdrive) or Press Reader, watch a film on Kanopy, access a book or audiobook with the Libby app (Overdrive), and much more! First come, first served. No holds.

*Patrons receive a $44 credit on their accounts at the start of each month for free printing. This is not a rolling balance; anything not used will disappear when accounts are reset for the next month.

Receive a FREE book for participating. For all ages!

3 easy steps:

1. VISIT any of the 29 Timberland Library location beginning June 1 and receive a FREE book and an activity log.
2. TRACK 10 activities using the paper log, or digitally at trl.beanstack.org or download the Beanstack app.
3. COMPLETE your log and collect your Certificate of Completion!

Available in English and Spanish.

In 2022, TRL distributed 11,109 books, 652 programs with over 9,603 attending.

https://express.adobe.com/page/SAiwi22HqDr1R/

Online Resources

pressreader
kanopy
kanopy kids
CR Consumer Reports
GALE A Cengage Company
in Learning
NewsBank inc.
ancestry.com library edition
Career Cruising
ABCmouse Early Learning Academy
pronunciator Learn a new language!
SCHOLASTIC
bluebird LANGUAGE LEARNING WITH AUDIOBOOKS!
Libby.
THE USGENWEB PROJECT
NORTHSTAR DIGITAL LITERACY A program of Literacy Minnesota
NoveList
CAREER CONNECT WASHINGTON
data axle
TUMBLE BOOK LIBRARY
Britannica Escolar
Britannica MODERNA
Universal Class
ProQuest HeritageQuest
ProQuest CultureGrams
ProQuest Ancestry® Library Edition

Accessing the following websites directly (not using provided links on our website) your access might be denied, limited, or cost you money.
Be sure to access on the TRL website.

This is just a small list, more online.

Grow A Reader
Keepsake to remember favorite book titles shared together throughout your child's preschool years. Copies available in English and Spanish at all locations.

StoryTimes and La hora bilingüe

In-person StoryTimes and early learning playgroups are back in our libraries. Join our expert StoryTime providers for songs, music, movement, books, and activities for the whole family.Children must be accompanied by a participating adult.

Bilingual Zoom StoryTimes. Join us live on Zoom for stories, songs, and rhymes in English and Spanish. Register at events.trl.org to get the Zoom link.

Launchpad learning tablets are loaded with a world of learning with apps, videos, storybooks, games just for kids. 100% secure. No internet needed.

Playaway
Did you know that 85% of what we learn we learn by listening? Give kids access to their favorite books on the audiobook player built just for them. No downloads or internet needed. Simply plug in headphones and press play.

Picture Book City
Over 13,000 unique titles were moved into 14 genres.

VOX Books are the world's first audio books that live in print books. The permanently attached VOX Reader transforms an ordinary print book into an all-in-one read-along. No need for computers, tablets, or CDs. Simply push a button to listen and read.

Kanopy Kids features a collection of films and TV series that inspire and inform, helping children develop social emotional skills and reinforcing valuable learning topics.

TumbleBookLibrary
1,100 e-books for grades K-6, books in Spanish and French.

ABCmouse offers a comprehensive online curriculum for children ages 2–8+, interactive learning activities to improve reading and language arts, math, beginning science, social studies, art and music. Home Access now available!

Math backpacks contain picture books, launchpads, manipulatives, and a game, focusing on early math concepts. early math activities with their children ages 3-5.

Locations

GRAYS HARBOR COUNTY
Aberdeen Timberland Library
121 East Market Street; 360.533.2360

Amanda Park Timberland Library
6118 US Highway 101; 360.288.2725

Elma Timberland Library
119 North 1st Street; 360.482.3737

Hoquiam Timberland Library
420 7th Street; 360.532.1710

McCleary Timberland Library
121 South 4th Street; 360.495.3368

Montesano Timberland Library
W.H. Abel Memorial Library
125 Main Street South; 360.249.4211

Oakville Timberland Library
204 Main Street; 360.273.5305

Westport Timberland Library
101 East Harms Drive; 360.268.0521

PACIFIC COUNTY
Ilwaco Timberland Library
158 1st Avenue North; 360.642.3908

Naselle Timberland Library
4 Parpala Road; 360.539.3327

Ocean Park Timberland Library
1308 256th Place; 360.665.4184

Raymond Timberland Library
507 Duryea Street; 360.942.2408

South Bend Timberland Library
1st and Pacific; 360.875.5532

LEWIS COUNTY
Centralia Timberland Library
110 South Silver Street; 360.736.0183

Vernetta Smith Chehalis Timberland Library
400 North Market Boulevard; 360.748.3301

Mountain View Timberland Library (Randle)
210 Silverbrook Road; 360.497.2665

NEW
LOCATION
COMING SOON

Packwood Timberland Library
109 West Main Street; 360.494.5111

Salkum Timberland Library
2480 US Hghway 12; 360.985.2148

Winlock Timberland Library
322 Northeast 1st Street; 360.785.3461

THURSTON COUNTY
Hawks Prairie Timberland Library
8205 Martin Way; 360.252.9658

Lacey Timberland Library
500 College Street Southeast; 360.491.3860

Olympia Timberland Library
313 8th Avenue Southeast; 360.352.0595

Tenino Timberland Library
172 Central Avenue West; 360.539.3329

Tumwater Timberland Library
7023 New Market Street; 360.943.7790

West Olympia Timberland Library
625 Black Lake Blvd SW; 360.764.4440

Yelm Timberland Library
210 Prairie Park Street; 360.539.3330

MASON COUNTY
Hoodsport Timberland Library
40 N Schoolhouse Hill Road; 360.877.9339

North Mason Timberland Library (Belfair)
23081 NE State Rt 3; 360.275.3232

Shelton Timberland Library
William G. Reed Public Library
710 W Alder Street; 360.426.1362

29 locations across 5 counties & 7,000 square miles. Each library is both unique to its community but offers the same quality core services as the others.

Questions?

Thank you for letting us speak to you today! Questions?

LACEY COMMISSION ON EQUITY
June 26, 2023

SUBJECT: **Stories of the South Sound Oral History Project**

RECOMMENDATION: **Provide input on the project and recommendations for interviewees.**

STAFF CONTACT: Erin Quinn Valcho, Museum Curator EQV
Felicia Rova-Chamroeun, Museum Coordinator FRC

ATTACHMENTS: Diversity in Local History Grant Application

FISCAL NOTE: Approximately $15,000 for an intern. A grant has been applied for that would defray these costs.

PRIOR REVIEW: Lacey Historical Commission (June 21, 2023)

DEFINITIONS:

Narrator: The person who is sharing their story.

Interviewer: The person who is facilitating, listening to, and recording the narrator's story.

Oral History: A method of conducting historical research through recorded interviews between a narrator with personal experience of historically significant events and a well-informed interviewer, with the goal of adding to the historical record. Oral histories are used in museums to educate audiences in order to create a more meaningful and emotionally resonant experience.

Decolonization: The process of breaking the practice of replicating systems of colonialism and exploiting people from marginalized communities for their emotional and intellectual labor.

Oral History Decolonization: Changing the practice from the traditional museum (or interviewing institution) as owner of the recorded interview into museum as custodian of the interview with corresponding obligations to the narrator and their descendants. As ownership of the story lies with the narrator, they become a part of the interview planning process, including recording methods and future uses of the recording.

BACKGROUND:

Over the past 150 years, stories and histories of Lacey and the surrounding areas have been told by a predominantly white and heteronormative perspective. The Lacey Museum staff recognizes that because of this fact, there are significant gaps in the museum collections and research.

It is essential to include the experiences of historically underrepresented cultures and groups so that a more complete story can be told and multiple perspectives can be presented. Further, it creates opportunities for marginalized communities who have been historically minimized in, or completely left out of the narrative to then see themselves in these spaces and feel like their stories are a significant part of the history that is being preserved and share by heritage organizations like the Lacey Museum.

In order to address some of these missing perspectives, the Lacey Museum is embarking an oral history project to gather information on those who have been marginalized. An important first step of this project is to identify underrepresented groups in the community, and then build on existing relationships or connect with people to make explore new relationships. It is our hope that out of this relationship-building process, we will connect with people who would like to share their stories and have them preserved and shared with the public.

It is important to museum staff that this process is done through a practice of shared authority that will allow for authentic storytelling experiences and will help build meaningful relationships with underrepresented groups. Building trust is essential for people to feel that they can share stories previously unheard due to preconceived narratives built by the cultural majority. By allowing the story sharing experience to be guided by the storyteller, using formats and methods to meet their comfort level and allowing them to control the direction of the interview, we can create a more complete cultural history.

Museum Coordinator, Felicia Rova-Chamroeun, will be leading the project. Her graduate thesis work focused on how museums can decolonize their practices in collecting oral histories from communities who have faced hardship, trauma, and the diaspora. Through this project, she interviewed 15 members of the Cambodian community in the greater Seattle area. She connected with various community members to introduce herself, build relationships, and market the project. Felicia recorded and edited the videos and audio herself, and created a preview trailer for the oral histories.

REQUESTED FEEDBACK:

Museum staff are looking for guidance from the Commission on Equity. Consider these questions:

What are your suggestions for improvement to the oral history project as outlined above?

Do you have recommendations for underrepresented communities in Lacey or the wider South Sound region that we should be focusing on?

Do you have contacts with someone in those communities whose contact information you would be willing to share?

Do you have any suggestions for the best way of approaching and building relationships with potential communities?

Your application has been successfully submitted and is under review.

City of Lacey
Diversity in Local History
Stories of the South Sound

ID: R-202305-10818

Amount Requested: $14,999.50
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Contact: Erin Quinn Valcho
Email: equinnva@ci.lacey.wa.us

Status	Under Review

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Request Summary
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DEI Background
Project Description
Project Logistics
Project Impacts
Documents
Administrative Documents

Request Summary

Proposed internship project title: Stories of the South Sound

Briefly summarize the work of your proposed internship project:

To create accessibility of the diverse stories of the South Sound area. We will collect oral histories in audio, video or transcribed format to showcase the vast experiences of our local communities. These oral histories will help address the gaps in the Lacey Museum's collection regarding diverse storytelling and historical accounts.

Total intern hours requested:	647
Number of interns requested:	1
Calculation of intern costs at $21/hour:	$13,587.00
Please estimate the amount of payroll taxes you anticipate needing to pay:	$1,412.50
Please estimate the amount of funding needed to cover benefits being offered (if any):	$0.00
Total grant amount requested:	$14,999.50

Please note this grant opportunity is through reimbursement only, meaning you must demonstrate proof of payment to the intern(s) before receiving the grant funds.

Organizational Profile

Primary Contact:	Erin Quinn Valcho
Primary Contact Title:	Museum Curator
Authorized Signatory:	Rick Walk
Authorized Signatory Title:	Interim City Manager
Project Manager:	Felicia Rova-Chamroeun
Project Manager Title:	Museum Coordinator

Please describe the project manager's professional experience and training. If a volunteer, please describe their background and role within the organization.

Felicia Rova-Chamroeun, Museum Coordinator for the Lacey Museum, has six (6) years of experience in the museum field. She holds a BA in History with a concentration in Museum Studies and an MA in Museology. Her graduate thesis work focused on how museums can decolonize their practices in collecting oral histories from communities who have faced hardship, trauma, and the diaspora. She has worked in a variety of roles in the museum field including collections, education, visitor services, and volunteer management.

Staffing

If you have full-time paid staff, please list their names and titles below.

The Lacey Museum has two full-time paid staff members. Museum Curator, Erin Quinn Valcho and Museum Coordinator, Felicia Rova-Chamroeun.

If you have part-time paid staff, please list their names and titles.

How many active volunteers does your organization have?

We currently have three active volunteers.

Operations

What is your annual operating budget?	$264,000.00
Please estimate the number of objects in your collection:	5,000-10,000
Please estimate the number of archival materials in your collection (photographs, documents, books):	10,000-50,000
***Optional:* If you know the amount of archival materials in your collection measured in linear feet, please indicate that also:**	50+

DEI Background

Why is it important for heritage organizations to embrace diversity, equity, and inclusion?

Heritage organizations, like the Lacey Museum, exist to preserve and share the multifaceted histories of its communities. It is

important to present numerous perspectives of these histories rather than a singular presentation. By embracing diversity, equity, and inclusion, heritage organizations are able to be informed of the gaps that exist in their collection and to be intentional in providing a fuller history in their programs and educational resources. It creates opportunities for marginalized communities who have been historically minimized in, or completely left out of, the narrative to then see themselves in these spaces, and feel like their stories are a significant part of the history that is being preserved by heritage organizations.

Has your organization engaged in any DEI planning?

We have released a public statement of commitment to DEI

We have an active DEI committee or task force

We actively implement DEI principles into our strategic planning and goal setting

We have implemented DEI principles into our operations policies (HR, hiring, etc.)

Has your organization undergone any DEI training (internal or external)?

General DEI training for all staff

General DEI training for staff leadership

Project Description

Is your project a new initiative or a continuation of an existing initiative?	New

Deliverables

Please organize your proposed project by deliverables, meaning specific documents/items you will submit to WSHS as proof of project completion.

For each deliverable, list the item that will be submitted you will include a detailed description of all the project work that will be involved in completing that deliverable. Be sure to include information about the specific work that will be performed and the individual roles and responsibilities for that work. You may add up to 5 deliverables.

Please see the guidelines document for more information on deliverables.

Deliverable #1	A report on the collection of audio, visual, and written record of oral histories shared by communities within the South Sound region.
Estimated completion date:	6/28/2024

Detailed description:

The following milestones are phases necessary to complete the project, although the project is set to be ongoing after the grant period.

• June 2023: Presentation of the project to the City of Lacey's Commission on Equity to receive input and support for the project.
• June-July 2023 (Pre-contract): Museum Coordinator will begin researching local community groups and start outreach. This will include building a list of community groups who we have connections with and who we do not. We will then identify which community groups we need to focus on researching and building relationships with. Outreach will include emailing or calling different community groups, sending museum newsletters, press releases, social media, stationing booths at community events, a reception for community to learn about the project and participate in a group memory workshop.
• July 2023: Begin process for creating a Museum internship position with Human Resources. Begin marketing position.
• August 2023: Begin hiring process for Museum Intern with target hiring by the first week of September.
• September 2023: Start of internship. Training with the Museum Intern on oral history project and best practice will be completed in the first 2 weeks of the internship.
• September 2023 – December 2023: Continued outreach and community relationship building. Intern will help Museum Coordinator with emails, newsletters and community events.
• October 2023: Museum Coordinator will create an oral history interview release form that uses best practices in shared authority between narrators and museums. Museum Coordinator and Museum Intern will develop interview questions. Broad questions will be created to allow for flexibility in narrator stories. More specific questions will be created for the varying community groups from research and relationship building.
• December 2023 – January 2024: Museum Intern will assist Museum Coordinator schedule interview dates.

• January 2024 – May 2023: Museum Coordinator and Museum Intern conduct interviews with people in local community groups.
• June 2024: Museum Coordinator and Museum Intern edit audio, video, or transcriptions to present to the public at the museum. Editing will include museum logo and credits, as well as removing any background noise and shortening interviews for the run time in museums overall oral history exhibit piece. Original interviews will be kept in museum collection. Museum Intern will complete their internship during the last week of June.

The timeline is mapped out by months rather than specific dates to account for working with communities. This allows flexibility in scheduling as we want to be mindful of the value of people's time and effort in working with us on this project. Building relationships also takes time and should not have a specific due date to be genuine. The intent is to continue to build genuine relationships with local community groups during and after the completion of this project. We hope that this project will be a stepping stone towards larger DEI projects in the future.

Project Logistics

Please describe your readiness to begin your project. What date do you plan to begin? What other work needs to be completed before you can begin?

Before the project begins we will create a project plan starting in June 2023. The project plan will include building a list of community groups who we have connections with and who we do not. This will allow us to identify which community groups we need to focus on researching and building relationships with. We will continue to build on relationships from other projects that include the City of Lacey's utility wrap art project, working with the Nisqually and Squaxin Island tribes in public programs, and the Jackson Interpretive Marker. We will also identify in our project plan the materials needed for gathering the oral histories which include camera equipment, microphones, and video/audio editing software. Resources on best practices in oral history will be collected and research on what other museums have done in their collection of oral histories. We will also draw on the experience of Museum Coordinator, Felicia Rova-Chamroeun who has collected oral histories of the Cambodian community in the greater Seattle area. This project will then be presented to the City of Lacey's Commission on Equity on June 26, 2023 to gain support and insight in to further best practices and recommendations. The Commission on Equity is an advisory board to the Lacey City Council tasked with: identifying and advancing opportunities that create a more welcoming community; continuing critical conversations on race and equity; seeking greater participation from underrepresented community members, and identify existing gaps and barriers which could prevent full participation in government and public policy. By presenting the project to the Commission on Equity it will provide additional insight to perspectives, considerations, or ideas that we may have overlooked in the project.

A training plan for the Museum Intern will be created in July to prepare for onboarding in September. This training plan will include the resources on best practices mentioned previously. We will provide the Museum Intern with information about the history of the Lacey and South Sound area, the gaps that the museum collection has, and the project plan.

What percentage of this project could be completed remotely?	50
How many hours per week are you planning for the intern(s) to be working on this project?	16
If awarded a grant, will you have consistent funds to be able to pay intern(s) twice per month before receiving reimbursement?	Yes

Project Impacts

Please describe how your project will help improve the diversity of the historical narrative your organization is sharing and/or bring DEI concepts to your operations and and programming.

Through this oral history project, we will begin the process of filling gaps in our museum collection and research, to include the histories and experiences of historically underrepresented cultures and groups throughout Lacey and South Sound history. Over the past 150 years, stories and histories of Lacey have been told by a predominantly white and heteronormative perspective. The museum is working towards bringing to light the perspectives of people in different cultural, racial and ethnic backgrounds, as well as LGBTQIA+ community members. We lack the collections and exhibits that can portray a wider history of these lived experiences.

By building relationships with local community groups and working to collect a wider story base, we are creating a means to have the museum be more representative of its local communities. We not only want our space to reflect the community that surrounds it, but for our community to feel included and that they will be seen and have their voices heard. We are hoping through this project that we will increase the number of guests that visit the museum from various backgrounds to feel that they can see people like themselves in our space. At the same time, we hope that people will be able to learn from the experiences of others to provide wider perspectives of Lacey history.

Please describe how your proposed project will broaden your organizational audience, contribute to your audience diversity, and/or strengthen community engagement.

By working with different communities in the local South Sound area to complete this project, we will be expanding our audience to the communities we build relationships with. We believe that by providing a platform for different community groups to share local history through their perspectives and experiences, it will create a welcoming and inclusive environment where people who identify with said communities will want to visit the museum space. It will create more opportunities for community engagement and expand what the museum can do for the community as an educational resource. It will increase the engagement of various audiences and may challenge their understanding of history through their perspective. This allows us the opportunity to have productive dialogue around the history marginalized communities have faced and educate audiences from outside those communities.

This work will prepare us for the Lacey Museum's new museum project. As we will eventually transition in to a new and larger space, we will have already started programs and educational resources surrounding the need for representation in our local communities. It is our goal to focus on creating the groundwork of DEI practices in our local history now and expanding on it, so that our communities can be a part of our growth physically and in DEI practice.

We have attached the collections audit from 2022 to show the current lack of representation in our museum collection and the limitations.

Please describe your organizational DEI goals/plans beyond the completion of this grant project and how you will leverage this project to advance future DEI work in your organization.

Our DEI goals and plans beyond this project are extensive as our need to expand our knowledge and collection is necessary to better serve our local communities. This project builds on the DEI work of the Jackson Family Interpretive Marker to expand audience knowledge of the legacy of Black and African American communities in Lacey and the collections audit that was begun in 2022. This project will further our work to fill the gaps in the museum collection surrounding marginalized and underrepresented groups. This project will build on and create established connections within various community groups and will provide the opportunity to invite them to co-create exhibits surrounding their communities. It will also provide us the knowledge to create programming representative of our local communities and receive their input on what they would like us to convey to museum audiences. Going forward, it is the community aspect that will be at the forefront of how we plan exhibits and education.

The City of Lacey is working towards completing a DEI Strategic Plan and have placed increasing community access and engagement as one of the policies. The objectives include enhancing relationships and opportunities in the community for continued dialogue and knowledge-sharing among the City, partner entities, and community members thought events, programs, forums, art, etc. It also includes being intentional and creating meaningful tools and metrics that contribute to equitable outcomes.

Documents

Please upload the following documents to complete your application by using the blue "+" buttons. Once uploaded, they will display below. **Please clearly label the documents using file names that correspond to the document type requested.**

Note: You may upload multiple documents in each popup window.

Roster of Governing Authority Members - *List of members of your board of trustees, tribal council, etc., including affiliations and length of current terms.*

Organization Chart - *If you have 10+ employees, please upload an organization chart.*

IRS Determination Letter - *For non-profits only.*

Current Financial Statements - *Such as a balance sheet, a cash flow statement, or your last fiscal year's IRS 990 form.*

Mission, Vision, and/or Values Statement(s) - *Mission statement is required; vision and values statements are optional.*

Diversity, Equity, and Inclusion Statement - *If available.*

Documentation of Funds to Pay Intern(s) - *This grant is a reimbursement grant, meaning you must demonstrate proof of payment to the intern(s) before receiving the grant funds. Please provide documentation that you have funds available to do so—this may be proof of available cash on hand or a written commitment of funds to pay intern signed by organizational leadership.*

Other Supporting Documents - *(Optional) Please upload any other supporting documents or images that help convey the work and/or scope of the proposed project or your organization planning/capacity.*

UPLOADED DOCUMENTS

DLH Grant Commitment of Funds Letter - Signed 5.31.2023.pdf

----- Select Document Type -----
Added by Felicia Rova-Chamroeun at 12:23 PM on June 1, 2023

Historical Commission contacts 2022-2023.docx

----- Select Document Type -----
Added by Felicia Rova-Chamroeun at 2:58 PM on June 1, 2023

2021-AFR-GFOA-Submission-Final-Draft.pdf

Annual Report
Added by Felicia Rova-Chamroeun at 2:57 PM on June 1, 2023

City of Lacey DEI.pdf

Diversity, Equity, and Inclusion Statement
Added by Felicia Rova-Chamroeun at 12:32 PM on June 1, 2023

WP City of Lacey Mission and Values.pdf

Mission, Vision, and/or Values Statement(s)
Added by Felicia Rova-Chamroeun at 12:35 PM on May 26, 2023

LaceyMuseum_DLH_Audit.xlsx

Other documents that help make the case for your organization
Added by Felicia Rova-Chamroeun at 9:16 AM on May 31, 2023

ADMINISTRATIVE DOCUMENTS

COMMISSION ON EQUITY
June 26, 2023

SUBJECT: **Land Acknowledgment Policy**

RECOMMENDATIONS: **Motion to: Recommend the adoption of the draft Land Acknowledgment Policy to the Lacey City Council.**

STAFF CONTACT: Shannon Kelley-Fong, Assistant City Manager SKF

ATTACHMENTS: 1. Draft Land Acknowledgement Policy

ORIGINATED BY: City Manager's Office

PRIOR REVIEW: Commission on Equity Meeting - November 28, 2022
Commission on Equity Meeting - November 22, 2021

BACKGROUND: The City of Lacey ("City") is located on the traditional territories of the Coast Salish people, specifically the people of the Medicine Creek treaty (1854), including the Nisqually Indian Tribe and the Squaxin Island Tribe. The City works with the Nisqually Indian Tribe and Squaxin Island Tribe in government-to-government partnerships.

Land Acknowledgements are formal statements that recognize, pay tribute to, express gratitude and respect for, affirms the ongoing relationship between indigenous people and the land, and helps raise awareness of the Indigenous histories, perspectives, and experiences —past, present, and future. Land Acknowledgments serve as one element of a broader effort to support Indigenous communities. These acknowledgements are statements recognizing the history and presence of Indigenous peoples and their enduring relationship to traditional homelands. Statements often call attention to treaty rights and historical injustices, while also honoring the modern culture and contributions of Indigenous people.

Land Acknowledgements are rooted in many Indigenous people's practices and cultural protocols. As described on the Duwamish Tribe webpage:

> **"**It is important to note that this kind of acknowledgement is not a new practice developed by colonial institutions. Land acknowledgement is a traditional custom dating back centuries for many Native communities and nations. For non-Indigenous communities, land acknowledgement is a powerful way of showing respect and honoring the Indigenous Peoples of the land on which we work and live. Acknowledgement is a simple way of resisting the erasure of Indigenous histories and working towards honoring and inviting the truth…

The purpose of Land Acknowledgements are commonly to:

- Recognize and respect Indigenous communities;
- Provide support for Indigenous communities;
- Continue to build strong and authentic relationships with Indigenous communities;
- Bring awareness of histories that led to past and current development of area, including history of dispossession, displacement, colonialization, cultural erasure, broken treaties, etc.;
- Recognize Indigenous history, culture, and positive impacts on the greater community; and
- Used as an initial step to inspire more action and better relationships.

Importantly, land acknowledgements are not to be performative acts and can cause concern when Indigenous Peoples are not included as stakeholders in the development process. Since the Commission on Equity's last review of the draft Land Acknowledgement Policy on November 28, 2022, the City reached out to the Nisqually Indian Tribe and Squaxin Island Tribe. In addition to providing the foundation of the land acknowledgement, the Nisqually Indian Tribe provided some additional recommendations that were incorporated into the drafts presented in **Attachment 1**. Recommendations from the Nisqually Indian Tribe included:

- Adding language that this policy is subject to change; and
- Adding language on the Medicine Creek Treaty (presented to the Commission on Equity's during the last review).

The draft Land Acknowledgment Policy, **Attachment 1**, includes the following elements:

1. Purpose of the policy and land acknowledgements
2. Full City of Lacey Land Acknowledgement
3. Abbreviated City of Lacey Land Acknowledgement
4. Land Acknowledgement Uses:
    a. City Meetings, Events or Programming
    b. City Plans, Reports and Other Adopted Documents

c. Signage, Markers, Maps, and Other Materials

5. Location of the Land Acknowledgement on the City's Website

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ADVANTAGES:

1. The draft Land Acknowledgement Policy provides a consistent way for the City to recognize, respect, support, and build relationships with Indigenous communities, while also bring awareness of histories that led to past and current development of area.

DISADVANTAGES:

1. None foreseen.

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10.08 Land Acknowledgement

The purpose of this policy is to establish a City of Lacey Land Acknowledgment and provide guidance for City of Lacey employees, volunteers, appointed officials, and elected officials on its use. This policy is subject to change.

Land Acknowledgements

Land Acknowledgements are rooted in many Indigenous people's practices and cultural protocols in order to recognize other Indigenous peoples whose land one is a guest on.

> **"**It is important to note that this kind of acknowledgement is not a new practice developed by colonial institutions. Land acknowledgement is a traditional custom dating back centuries for many Native communities and nations. For non-Indigenous communities, land acknowledgement is a powerful way of showing respect and honoring the Indigenous Peoples of the land on which we work and live. Acknowledgement is a simple way of resisting the erasure of Indigenous histories and working towards honoring and inviting the truth…"
>
> Duwamish Tribe webpage

A land acknowledgement is a formal statement that recognizes, pays tribute to, expresses gratitude and respect for, affirms the ongoing relationship between indigenous people and the land, and helps raise awareness of the Indigenous histories, perspectives, and experiences — past, present, and future. In addition, Land Acknowledgements:

- Express~~es~~ support for Indigenous communities.
- Raise awareness of histories that led to past and current development of area, including history of dispossession, displacement, colonialization, cultural erasure, broken treaties, etc.
- Recognize the positive impacts of indigenous history and culture on the greater community.
- Are ~~Used as~~ a first step to inspire more action and better relationships indigenous people.
- Are not intended to be a performative act.
- Are ceremonial in nature and do not carry any legal authority.

The City's Land Acknowledgement was ~~informed by input by~~reviewed by members of the Nisqually Indian Tribe ~~tribal members~~. ~~(*pending*).~~ In adopting a local land

acknowledgement, the City is not taking a position on the status of federal recognition for any tribe. The City recognizes that land acknowledgements are powerful statements and that these statements are most meaningful when paired with authentic and sustained relationships with Indigenous communities.

City of Lacey Land Acknowledgement

> We acknowledge the ancestral land we are on today as the traditional territory of the Tribal People of the Treaty of Medicine Creek, signed in 1854, including the Nisqually Indian Tribe and Squaxin Island Tribe.
>
> We acknowledge, remember, and must not forget those Tribal People that are named but not recognized today, and who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants ~~that~~ who are still here.
>
> We acknowledge, Indigenous People who called the land home before the arrival of settlers and have been here Since Time Immemorial.
>
> We recognize the relationship that exists between Indigenous People and their traditional territories, which include the religious significance, self-determination, identity, and economic factors. The relationship helps all people heal from the past and learn how not to inflict new wounds today.
>
> We recognize and respect Indigenous People as traditional stewards of this land, and acknowledge the Tribal Governments and their role today in taking care of these lands.
>
> We recognize that this land acknowledgement, and the Nisqually-Lacey Accord of 2011, are small steps toward true allyship. We commit to partnering with the Tribal People of the Treaty of Medicine Creek to continue to uplift the voices, experience, and histories of indigenous people of this land and beyond.
>
> We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as it has today.
>
> We recommend that community members read the Medicine Creek Treaty of 1854.

City of Lacey Abbreviated Land Acknowledgement

> We [or insert object, e.g., "This Marker is"] are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge, and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in

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taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as it has today. We recommend that community members read the Medicine Creek Treaty of 1854.

Land Acknowledgement Use

The above Land Acknowledgements may be used:

1. To open City meetings, events, or programming;
2. As part of City plans, reports and other adopted documents; and
3. On City signage, markers, maps, and other materials.

Guidelines for use of the Land Acknowledgment is provided below. Please contact the City Manager's Office if you are planning to use the Land Acknowledgement for ~~options~~ uses #2 and #3.

1. City Meetings ~~or~~, Events or Programming

For City Council meetings, the full or abbreviated Land Acknowledgement should:

1. Be printed on every regular and special Council meeting agenda, and
2. Read out loud at Council meetings where appropriate, as determined by the Mayor or presiding officer.

Additionally, the Land Acknowledgement ~~can~~ may be used at the beginning of meetings or other events hosted by the City. Such meetings could include, but are not limited to:

3. City staff meetings;
4. City Advisory Board or Commission meetings;
5. Community meetings hosted by the City, such as town halls, open houses, focus groups, or similar;~~.~~
6. Ceremonial events, such as ribbon-cuttings; and
7. City events, such as large-scale Parks, Culture, and Recreation events.

It is not recommended to assert or suggest using the Land Acknowledgement for meetings or events hosted by other organizations.

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Recommendations for Use at City Meetings or Events:

1. The full or abbreviated Land Acknowledgement should be read at the beginning of meetings or events.
2. Keep the introduction of the Land Acknowledgement simple and direct:

   "To start this meeting/event, I would like to read the City's adopted Land Acknowledgment statement…"
3. Best practice guidance from Indigenous People is that you speak from your heart when reading the Land Acknowledgement, do not make the reading performative.
4. Do not include other announcements about social, political, or City initiatives alongside the Land Acknowledgement. The Land Acknowledgement should be and feel separate from any other announcements.

If anyone at a City meeting or event has a question or concern about the use of the Land Acknowledgement, they can be refer to the City's website (insert) and/or the City's Manager Office.

2. City Plans, Reports and Other Adopted Documents

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The full text of the Land Acknowledgement can be added to the beginning of City Plans, Reports and Other Adopted Documents. In this context, "Adopted Documents" is defined as policy documents that are adopted by the City Council.

For such documents, the full text of the Land Acknowledgement should be used with the footer:

"Visit [insert] for more information."

As some documents have pages that are intentionally left blank, the Land Acknowledgement should appear on the first page that has text after the cover page. The Land Acknowledgement should appear before all other text elements. No visual or graphics should accompany or be integrated into the Land Acknowledgement text. The Land Acknowledgement should be set in the same font as other text in the document. Italics may be used at the author's discretion.

3. Signage, ~~Historical~~ Markers, Maps, and Other Materials ~~Etc~~.

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The full or abbreviated Land Acknowledgement can be added to printed City signage, ~~historical~~ markers, maps, and other materials ~~etc~~.

For such a use, when possible, the full Land Acknowledgement should be used, with the following footer:

"Visit [insert] for more information."

With projects with space limitations that prevent the use of the full Land Acknowledgement, the abbreviated Land Acknowledgement should be used, with the following footer:

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"Visit [insert] for more information."

No visual or graphic should accompany or be integrated into the Land Acknowledgement text. The Land Acknowledgement should be set in the same font as other text in the document. Italics may be used at the author's discretion.

Land Acknowledgement on City Webpages

A link to the Land Acknowledgement webpage should be made available on the top banner of the City website and other City operated websites. Given the presence of this link, there is no need to include the Land Acknowledgement on specific projects, programs, or other webpages. A link to the Medicine Creek Treaty of 1854 will be provided on the Land Acknowledgement page.

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42nd Juneteenth Celebration Feedback

06.17.2023

How could we create a more welcoming and equitable community?	
1	Create more and host more events by/for POC communities!
2	In observance of the Juneteenth RAC event. It was one of the best I ever been to. Great food and ambience. Out of town guest.
3	Breaking up Folly Ground and Replanting, Research and advancing all with tools, Trades and skills. (email address included)
4	Have more events for the community ♡♡
5	Where is Lacey's Pride event?
6	Cap on rent Prices. Sidewalks across town that are ADA accessible
7	We could perhaps host get-togethers for minority groups to make them more welcome
8	Welcoming people – hiring people who are friendly and approachable. – History: My son has one time 2 years of paraeducator who was doing social distance and was unkind to parents for no reason. Asian family.

create more and host more events
by/for poc communities!

In observance of the Juneteenth
RAC event. It was one the best
I ever been to. Great food and
andience.

Out of town guest

Where is Lacey's Pride event

- Cap on rent Prices.

- Side walks across town that are ADA accesable

Breaking up Folly Ground
and Replanting, Research
and advancing all
with tools, Trades
and skills

Alander Pulliam
www.alanderpulliam.com

Have more events for the
Community

♡ ♡

Ezra
Moreno

could
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for minority
groups to make them —
more welcome

[redacted]

Welcoming people — hiring
people who are friendly
and approachable.
History
- my son has one time
2 years of paraeducator
who was doing social
distance & was
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family