



City of Lacey, Washington Commission on Equity Agenda

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

Monday, July 24, 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 June 26, 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. Annie Clay, Vice Chair

4. Business Items:

- A. **Public Meeting Portal Overview, Part II**
Kelly Adams, Special Projects Administrator
- B. **Social Services Overview and Lacey Veterans Services Overview**
Shannon Kelley-Fong, Assistant City Manager
Kelly Adams, Special Projects Administrator
Keith Looker, Veterans Services Hub Manager
- C. **LGBTQIA+ Community Forum and Community Engagement**
Shannon Kelley-Fong, Assistant City Manager
- D. **Equity Tools Overview**
Shannon Kelley-Fong, Assistant City Manager

5. Commissioner Reports:

6. Director Report:

7. Adjourn

Next Meetings and Events:

- **Commission on Equity Meeting** - August 28, 2023 - 5:30 p.m. at City Hall or remote

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

Zoom: https://us02web.zoom.us/webinar/register/WN_vKTVyhCjTKic5OVWpTf00g

City Website: <https://cityoflacey.org/government/public-meetings/>

YouTube: https://www.youtube.com/watch?v=bwFDd-Y_Z6I

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 882 3367 2013)

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.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:

https://us02web.zoom.us/webinar/register/WN_vKTVyhCjTKic5OVWpTf00g

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, July, 24, 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, June 26, 2023
In Person & Remote

EQUITY COMMISSIONERS PRESENT: Chair Cliff Brown, Vice Chair Annie Clay, Thelma Jackson, Kristine Stolberg, Jon Hegwood, Alanis Blackburn, Makieda Hart

EQUITY COMMISSIONERS ABSENT: Kim Sauer

COUNCIL PRESENT: None

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager (ACM); Kelly Adams, Special Projects Administrator, Erin Quinn Valcho, Museum Curator, Felicia Rova-Chamroeun, Museum Coordinator

RECORDING: <https://www.youtube.com/watch?v=1XoBhVyxwOA>

CALL TO ORDER:

Chair Brown called the meeting to order at 5:31 p.m.

1. APPROVAL OF AGENDA AND CONSENT AGENDA:

Approval of the Consent Agenda:

- Approval of Agenda
- Meeting Minutes from the meeting on May 22, 2023

COMMISSIONER JACKSON MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA. VICE CHAIR CLAY SECONDED. MOTION CARRIED.

2. PUBLIC COMMENT:

Virtual – No Public Comment

In-person – 1 in Person 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 5 written public comments via email.

3. INSPIRATIONAL ITEM:

Commissioner Kristine Stolberg provided information from an article from the University of Washington about LGBTQIA+ scientists advancing public health and medicine.

4. BUSINESS ITEMS:

A. Timberland Library Equity Efforts

Holly Paxton, Lacey Timberland Library Manager provided a presentation on the Timberland Library Equity Efforts. The presentation included an overview of 2020-2024 Strategic Direction, staff resources, programs, services, and online resources. Discussion Ensued.

B. Public Meeting Portal Overview

Kelly Adams, Special Projects Administrator provided a presentation on the new public meeting system, CivicClerk. Discussion Ensued.

C. Oral History Project

Erin Quinn Valcho, Museum Curator and Felicia Rova-Chamroeun, Museum Coordinator provided a presentation on the Stories of the South Sound Oral History Project. The project will collect oral histories in audio, video, or transcribed format to showcase the experiences of local communities. The project aims to help address the gaps in the Lacey Museum's collection regarding historically unrepresented voices.

D. Land Acknowledgment Policy

ACM Kelley-Fong presented a draft City of Lacey Land Acknowledgement Policy. Discussion ensued.

COMMISSIONER JACKSON MOVED TO APPROVE THE RECOMMENDATION OF THE ADOPTION OF THE DRAFT LAND ACKNOWLEDGEMENT POLICY AND TO FORWARD TO THE FULL LACEY CITY COUNCIL. COMMISSIONER HART SECONDED. MOTION CARRIED.

5. COMMISSIONER REPORTS:

A. Juneteenth Celebration Overview

Chair Brown and Commissioner Hart provided an overview of the the Juneteenth event and the successful partnership with the Fred U. Harris Lodge PHA #70.

B. LGBTQIA+ Community Forum Update

Vice Chair Clay provided an update for the LGBTQIA+ Community Forum that will be held on July 12, 2023 at the Lacey Timberland Library at 6:30 p.m.

C. Meeting with Dr. Sandifer at North Thurston School District

Chair Brown and ACM Shannon Kelley-Fong meet with Dr. Sandifer, North Thurston Public Schools Director of Equity and Language, to discuss North Thurston Public Schools' communications, processes, and policies. Discussion ensued.

6. DIRECTOR REPORT:

A. Advisory Board Stipend Program Update

ACM Shannon Kelley-Fong provided an update on the presentation to the Community Relations and Public Affairs Committee about the advisory board stipend program was. The full Lacey City Council is anticipated to consider the item in late July.

B. Land Acknowledgement Policy Update

ACM Shannon Kelley-Fong advised the Draft Land Acknowledgement Policy will be presented to the Community Relations and Public Affairs Committee in July.

7. ADJOURN

Chair Brown adjourned the meeting at 8:11 p.m.



LACEY COMMISSION ON EQUITY
July 24, 2023

SUBJECT: **LGBTQIA+ Community Forum**

RECOMMENDATION: For review and discussion only. Discuss if there is any additional information that is missing from this summary. Discuss potential changes to the Community Forum structure.

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

ATTACHMENTS: None

FISCAL NOTE: None

PRIOR REVIEW: None

2023 WORKPLAN: Q2 – 2 “Hold a focus group with community members / affinity group(s) (TBD)”

BACKGROUND: On July 12, 2023, the City of Lacey (City) hosted a LGBTQIA+ Community Forum (Forum) at the Lacey Timberland Library. The Forum was facilitated by the Commission on Equity (COE) led by Vice Chair Annie Clay and Commissioner Jon Hegwood. There were approximately 35 community members in attendance. At the Forum, the COE provided a brief history of the COE, reviewed the COE’s role as an advisory board to the Lacey City Council, and provided an overview of the COE’s work in 2022 and 2023.

Following this overview, the COE heard from Forum participants on ways to create a more welcoming environment, about racism and inequities in the community, how to increase participation from underrepresented community members, and barriers to participation, as well as other questions, concerns, ideas, feedback, etc.

For background, the COE, established in 2021 by Lacey City Council Ordinance 1581, is an advisory body to the Lacey City Council and is tasked with providing recommendations on ways to:

- Identify and advance opportunities that will create a more welcoming community.

- Continue critical conversations on race and equity.
- Seek greater participation from underrepresented community members.
- Identify existing gaps and barriers which could prevent full participation in government and public policy.

In Ordinance 1581, the City affirmed its commitment to “to partnering with local civic leaders and organizations to improve communication with underrepresented groups to address areas of concern.” In alignment with this commitment, the Commission on Equity’s 2023 workplan identifies hosting quarterly community forums in the community outside of City Hall or other City facilities. It is the intent of the COE to continue to hold community forums beyond 2023, recognizing that one forum or location cannot possibly capture all perspectives at any given time or throughout time.

The feedback and input verbally provided at the Forum by community members is summarized below (not verbatim). The City also provided a way for individuals to submit comments online after the Forum from July 13, 2023 to July 20, 2023. Due to the timing of this survey, the data below does not include a summary of these comments.

1. How can we create a welcoming community?

- A. Host a Pride event in the community.
- B. Expressed appreciation to the City for putting on this event.
- C. Provide more information on how to volunteer and get involved within the community. Provide more information on what is going on in the community.
- D. Concerns that there is a lack of diversity with candidates for public positions. Concerns that there is a knowledge gap on how to run for office or volunteer.
- E. Signage, flags, and other types of visualizations, are important. Have more visual representation that demonstrates that the City is welcoming, e.g., flying the Progress Pride and Juneteenth flags longer, having more murals honoring cultural communities, creating entrance signs to the City welcomes everyone in multiple languages and expresses support for LGBTQIA communities.
- F. Disappointed with the City’s past sponsorship activities, but expressed appreciation of through response by the City.
- G. Continue to collaborate with partners in the community.

- H. Create a place where people can meet and engage safely with one another.
- I. Create a support group for parents of LGBTQIA+ youth in Lacey, e.g., Lacey PFLAG.

2. What concerns do you have about racism and inequity in the community?

- A. Concerns about North Thurston Public Schools and issues youth are facing.
- B. Involve more youth voices and perspectives.
- C. Use language that all can understand (plain talk) in communications.
- D. Concerns about inaccurate information disseminated on SB5599.
- E. More information on how allies can be helpful advocates in the elimination of racial and other inequities in the community.
- F. Continue efforts to respond to homelessness; Lacey and jurisdictional partners are making strides with opening of Maple Court. Continue to collaborate with regional partners.
- G. Concerns about the continued impact of historical legacies on community, e.g., redlining and access to economic opportunities.

3. How could we increase participation from underrepresented community members?

- A. Concerns that there is a knowledge gap on how to run for office or volunteer.
- B. Host youth and young child friendly events and programs.
- C. To enhance participation, find existing gaps in engagement and focus efforts on closing these gaps.
- D. Concerns about transportation access.
- E. Concerns about language access and providing information in multiple languages.
- F. Enhance communications on more social media platforms.

4. What barriers have you seen or experienced in participating in decisions that impact the community?

A. Enhance communication efforts by the City.

5. Did you experience any barriers to your participation today?

A. Expressed that it was refreshing to discuss LGBTQIA+ issues openly.

B. Enhance focus on youth voices and participation. Hold a forum for community members 18 years old and under.

6. Is there anything else that you would like to tell us?

A. Enhance communication efforts by the City. Communication is one of the hardest things; people don't read.

B. Concerns about safety of transgender and queer youth.

C. Include data and statistics in forthcoming DEI strategic plan.

D. Get more out more information on how community members can be more involved.

E. Concerns about people experience homelessness.

F. Enhance LGBTQIA+ events, like Olympia Pride parade.

G. Collaborate and share information with partners.

NEXT COMMUNITY FORUM: The Commission on Equity will tentatively host the next Community Forum in September or October. The location of this forum is to be determined.

RECOMMENDATION: Review and discussion only. Discuss if there is any additional information that is missing from this summary. Discuss potential changes to the Community Forum structure.



LACEY COMMISSION ON EQUITY
July 24, 2023

SUBJECT: Equity Tools and Equity Lens Overview

RECOMMENDATION: Informational only. Initial introduction of Equity Tools and Equity Lens.

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

ATTACHMENTS: None

PRIOR REVIEW: None

FISCAL IMPACT: Unknown

2023 WORKPLAN: Q3 – 7 “Research and review Equity Tools”

BACKGROUND: The following provides a brief overview of equity tools and equity lens (referred collectively as “equity tools”).

What are equity tools? Equity tools are often a decision-making model used to integrate equitable considerations into new proposals, policies, processes, procedures, and practices. These tools attempt to systematically examine how different community groups could be impacted by a proposed action or decision. Equity tools often include: 1) consideration of impacts on social identities, groups, or categorizations (e.g., race, gender, language, sexual orientation, age, etc.), 2) an emphasis on data; and 3) encourage community input and involvement. Equity tools are frequently used to help inform decisions, much like environmental impact statements, fiscal impact reports, and other risk assessments.

What are equity tools commonly used for?

Equity tools are often used to try to minimize unanticipated adverse consequences in a variety of contexts, including:

1. New Proposals
2. Budgeting decisions
3. Policy decisions
4. Programming and events decisions

What do equity tools look like? Equity tools can vary. However, they commonly share the following elements:

- Proposal
- Purpose or desired outcome
- Scoping
- Data collection
- Stakeholder and community engagement
- Analysis, including research on benefit and burden, harm reduction, and improved opportunities, etc.
- Implementation plan
- Reporting and accountability measures

The following provide a few examples of equity tools from other organizations:

- Renton, WA: [Equity Lens](#) | [Equity and Inclusion - City of Renton \(rentonwa.gov\)](#)
- Seattle, WA: [Racial Equity Tool Kit](#) | [Racial Equity Toolkit - CivilRights | seattle.gov](#)
- King County, WA: [Equity Impact Review](#) | [Tools and Resources - King County](#)
- Eugene, OR: [Housing Implementation Pipeline Racial Equity & Accessibility Lens Toolkit](#)
- Madison, WI: [Racial Equity and Social Justice Tool](#) | [Analysis Tools | Civil Rights, City of Madison, Wisconsin](#)
- Roseville, Minnesota: [Racial Equity Toolkit](#)
- Multnomah County, OR: [Equity Lens](#) | [Equity and Empowerment Lens | Multnomah County \(multco.us\)](#)
- Government Alliance on Race and Equity: [GARE Racial Equity Toolkit](#)

Requested feedback: Perform a high-level overview of the example tools and provide general feedback on equity tools to City staff. The Commission on Equity will continue to review and evaluate equity tools at future meetings.