



City of Lacey, Washington
Commission on Equity Approved Minutes
Monday, September 23, 2024 - Council Chambers and Online

1. Call to Order

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

2. Roll Call

COMMISSIONERS PRESENT: Annie Clay, Chair; Kim Sauer, Vice Chair; Clifton Brown; Makieda Hart; Jonathan Hegwood; Thelma Jackson; and Kristine Stolberg

COMMISSIONERS EXCUSED: None

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Elissa Fontaine, City Clerk; Michelle Chavez, Human Services Coordinator; Paul J. White, Deputy City Clerk; and Brandy Legomina, Deputy City Clerk

3. Land Acknowledgment

Commissioner Jackson presented the abbreviated Land Acknowledgment.

4. Approval of Agenda, Previous Meeting Minutes, and Consent Items

A. Approval of Agenda

B. Approval of August 26, 2024, meeting minutes

Chair Clay requested an amendment to the agenda, removing item 7.A
Introduction: Lacey Youth Council Representative – Kieran Powell.

Commissioner Brown moved to approve the amended agenda, previous meeting minutes, and consent items. Commissioner Jackson seconded.
Motion carried. Commissioner Hegwood did not vote.

5. Public Comment

No public comment was received.

6. Inspirational Item

A. Diversity, Equity, Inclusion, and Belonging Strategic Plan Adoption Celebration
Annie Clay, Chair

The Commission celebrated the adoption of the Diversity, Equity, Inclusion, and Belonging (DEIB) Strategic Plan.

7. Business Items

- A. Introduction: Lacey Youth Council Representative - Kieran Powell
Annie Clay, Chair

Item was rescheduled to a future meeting date.

- B. Advisory Board Handbook Update
Shannon Kelley-Fong, Assistant City Manager
Elissa Fontaine, City Clerk
Brandy Legomina, Deputy City Clerk
Paul J. White, Deputy City Clerk

Kelley-Fong presented updates to the Advisory Board Handbook. These updates included streamlined content, current information, public comment and public hearing policies, and scripts to assist presiding officers during public comment periods and disruptions.

Fontaine presented required training on the Open Public Meetings Act (OPMA) and the Public Records Act (PRA). OPMA training included discussion on meetings, quorums, liabilities for violating the OPMA, and meeting support. PRA training included an overview of what constitutes a public record, electronic and physical records, records retention, public records requests, and government issued technology.

Legomina and White presented Robert's Rules of Order and meeting best practices. This presentation provided an overview on quorum, motions and seconds, amendments, point of order, discussion, debate, votes, and remote attendance.

- C. Human Services Update: Commission, Grant Program, and Needs Assessment Survey
Michelle Chavez, Human Services Coordinator

Chavez provided an overview of the work done by the Human Services Work Group (HSWG). Staff recommended establishing a Human Services Commission to provide recommendations on human services needs, policies and programs, and 2024 Human Services grant and Community Development Block Grant (CDBG) funding.

Chavez presented an update on the 2024 Human Services Grant Award. This presentation summarized the applications received, the scoring tool used, and the recommendations of the Human Services Work Group. The City Council will award these grants tentatively in October 2024.

Chavez presented the Human Services Needs Assessment Survey, in which the



Commission on Equity previously provided feedback at the July 22, 2024 meeting. This survey is intended for the community to provide feedback on basic needs and quality of life.

D. Equity Index Map Discussion

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong presented an overview on equity index maps. This presentation included discussion on the fiscal costs of implementation; how data provided in maps can be used as an equitable tool used for policy decision-making; and equity index components to use as potential indicators.

8. Commissioner Reports

Chair Clay reported on Hispanic Heritage Month events and congratulated Kelley-Fong on receiving the Washington City/County Management Association's Outstanding Assistant City Manager award for 2024.

Commissioner Jackson requested information on the City of Olympia's Discrimination Report.

A. Parks Improvement Funding Work Group Update

Jon, Hegwood, Commissioner

No report was provided.

9. Director Report

A. Tentative October Schedule

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong provided a status update on the 2024 Work Plan and presented various future items.

B. Other Items

No other items were presented.

10. Adjourn

Chair Clay adjourned the meeting at 8:23 p.m.

Minutes approved October 28, 2024.

