



## Commission on Equity Agenda

Refer to the bottom of the agenda for meeting information.

---

Monday, November 24, 2025

5:30 PM

Council Chambers and Online

---

**1. Call to Order**

**2. Roll Call**

**3. Land Acknowledgement**

We, the City of Lacey, 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 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 they have today. We recommend that community members read the Medicine Creek Treaty of 1854.

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

- A. Approval of Agenda
- B. Approval of October 27, 2025, meeting minutes

**5. Public Comment**

Refer to the bottom of the agenda for instructions on how to provide public comment.

**6. Inspirational Item**

- A. Raul Garza, Commissioner

**7. Business Items**

- A. **Poet Laurate Program Policy**  
Shannon Kelley-Fong, Assistant City Manager  
Cynthia Pratt, City of Lacey Poet Laureate
- B. **Draft 2026 Work Plan**  
Shannon Kelley-Fong, Assistant City Manager

**8. Commissioner Reports**

- A. **Leadership Thurston County Presentations**  
Clifton Brown, Commissioner

- B. **Diversity, Equity, Inclusion, and Belonging Summit Planning Update**  
Jon Hegwood, Commissioner

## 9. Director Report

- A. **North Thurston Public School Board and City Council Joint Meeting**  
Shannon Kelley-Fong, Assistant City Manager
- B. **City Council Meeting - Commission on Equity Work Plan**  
Shannon Kelley-Fong, Assistant City Manager
- C. **Lacey Youth Council Meeting**  
Shannon Kelley-Fong, Assistant City Manager

## 10. Adjourn

### Next Meetings and Upcoming Events

- **Commission on Equity Meeting** - December 22, 2025 - 5:30 p.m. at City Hall or remote
- **Commission on Equity Meeting** - January 26, 2025 - 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\\_MZXO1508QtK8whqvd61bYA](https://us02web.zoom.us/webinar/register/WN_MZXO1508QtK8whqvd61bYA)
- City Website: <https://cityoflacey.org/government/public-meetings/>
- YouTube: [https://www.youtube.com/watch?v=c\\_qm1y0S2x0](https://www.youtube.com/watch?v=c_qm1y0S2x0)
- Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 862 1953 8166)

### Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

- a. Name
- b. City of residence or connection to the City
- c. Topic or subject matter of your comments

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

- In-Person: Use the sign-up sheet located in the meeting room.
- Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:  
[https://us02web.zoom.us/webinar/register/WN\\_MZXO1508QtK8whqvd61bYA](https://us02web.zoom.us/webinar/register/WN_MZXO1508QtK8whqvd61bYA)

Instructions and access details will be provided once registration is complete.

**Written Public Comment**

Please email written public comments to [coe@cityoflacey.org](mailto:coe@cityoflacey.org). The comment period will close two hours before the meeting time. 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.



## Commission on Equity Minutes

Monday, October 27, 2025

Council Chambers and Online

### 1. Call to Order

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

### 2. Roll Call

COMMISSIONERS PRESENT: Kim Sauer, Chair; Thelma Jackson, Vice Chair; Commissioners Annie Clay, Raul Garza, Makieda Hart, and Jon Hegwood (present at 5:44 p.m.); and Michelle Ewig, Lacey Youth Council Representative

COMMISSIONERS EXCUSED: Commissioner Clifton Brown

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Veronica Hand, Equity and Inclusion Program Manager; and Brandy Legomina, Deputy City Clerk

### 3. Land Acknowledgement

Youth Council Representative Ewig presented the abbreviated Land Acknowledgment.

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

- A. Approval of Agenda
- B. Approval of August 25, 2025, meeting minutes
- C. Approval of September 6, 2025, retreat minutes
- D. Approval of September 22, 2025, meeting minutes

**Commissioner Clay moved to approve the agenda, previous meeting minutes, and consent agenda. Vice Chair Jackson seconded. The motion carried.**

### 5. Public Comment

No public comment was received verbally or in writing.

## 6. Inspirational Item

### A. Makieda Hart, Commissioner

Commissioner Hart introduced The Thread That Binds Us, a reflective exercise designed to explore the concepts of unity and community. Responses to the exercise will be reviewed during the Commission's regularly scheduled meeting in December.

## 7. Business Items

### A. **Welcome Michelle Ewig, Lacey Youth Council Representative**

Kim Sauer, Chair

Ewig introduced herself to the Commission. The Commission introduced themselves and welcomed Ewig as the newly appointed Lacey Youth Council Representative.

### B. **Regional Advisory Board Meeting Discussion**

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong provided an overview of the regional advisory board meeting hosted by the Lacey Commission on Equity on September 22, 2025. The event brought together community members and representatives from Thurston County, the cities of Tumwater and Olympia, and the Lacey Human Services Commission. The meeting featured several small-group discussions centered on strengthening collaboration and sharing best practices, focusing efforts in equitable directions, and engagement strategies.

The Commission discussed opportunities for an informational newsletter, guidance on subscribing to city email lists and submitting community requests, and considerations regarding the frequency of future joint meetings with other entities.

### C. **Strengths, Opportunities, Aspirations, and Results Exercise and 2026 Work Plan**

Shannon Kelley-Fong, Assistant City Manager

The Commission continued the Strengths, Opportunities, Aspirations, and Results (SOAR) exercise initiated during the September 6, 2025, Commission on Equity Retreat. This strategic planning activity prompted the Commission to reflect on current successes, identify opportunities for growth, establish vision goals for the 2026 Work Plan and beyond, and determine actionable steps and performance measures to advance those goals. Next steps include using the SOAR feedback to draft the 2026 Work Plan which will be presented for approval by the City Council in early 2026.

Hand provided an update on the Thurston County Homebuying Expo event, scheduled for November 8, 2025, at 10:00 a.m. at the Lacey Community Center.

## **8. Commissioner Reports**

### **A. Leadership Thurston County Presentations**

Thelma Jackson, Vice Chair

Vice Chair Jackson provided a recap of the Leadership Thurston County Equity Day event. This event was attended by Vice Chair Jackson, Commissioner Brown, Assistant City Manager Kelley-Fong, and 47 community leaders in the Thurston County region. This event facilitated conversations about equity within the community and explored how community leaders are addressing equity-related issues. Discussion ensued.

Commissioner Clay provided an additional report on the Supreme Court's upcoming consideration of a challenge to the Obergefell v. Hodges ruling, which legalized same-sex marriage in 2015. The Court is scheduled to consider the challenge on November 7, 2025.

Vice Chair Jackson provided an additional report on the community-candidate meet-and-greet held on October 18, 2025, at New Life Baptist Church, in collaboration with the League of Women Voters and the National Association for the Advancement of Colored People (NAACP). The event was attended by community members and 24 candidates participating in the November 4, 2025, General Election.

## **9. Director Report**

### **A. Commission on Equity Reappointment Update**

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong reported that the City Council is scheduled to reappoint Chair Sauer and Commissioners Brown, Hegwood, and Garza in December 2025.

### **B. Community and Cultural Grant Program Update**

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong reported that the City Council has approved moving forward with a 2026 pilot of the Community and Cultural Grant Program, funded at \$25,000.

### **C. Utility Wrap Update**

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong reported that installation of the utility box wraps has begun, and selected winners will be notified accordingly. The City Council will recognize the winning artists in early 2026.

**D. North Thurston Public School Board and City Council Joint Meeting - November 12, 2025**

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong reported on a joint meeting between the Lacey City Council and North Thurston Public School Board, scheduled for November 12, 2025, at 6:00 p.m.

**E. November and December Meetings**

Shannon Kelley-Fong, Assistant City Manager

The Commission discussed anticipated attendance for the upcoming meetings scheduled in November and December 2025.

Kelley-Fong provided an additional report regarding the ordering of stickers for upcoming events.

**10. Adjourn**

Chair Sauer adjourned the meeting at 8:05 p.m.



## COMMISSION ON EQUITY

November 24, 2025

**SUBJECT:** Poet Laureate Program Policy Review

---

**RECOMMENDATION:** Review and discuss.

**Option 1: Motion to “Recommend the draft Poet Laureate Program Policy to the Lacey City Council.”**

---

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

**ORIGINATED BY:** City Manager’s Department

**ATTACHMENTS:** 1. Draft Poet Laureate Program Policy

**FISCAL NOTE:** Potentially up to \$5,500 annually from the designated public art fund.

**PRIOR REVIEW:** Lacey Youth Council – November 18, 2025

**DEIB STRAT. PLAN:** Community Access and Engagement  
C. Enhance relationships and opportunities in the community for continued dialogue and knowledge sharing among the City, partner entities, and community members through events, programs, forums, art, etc.

---

**BACKGROUND:** On January 20, 2022, the Lacey City Council formally named **Cynthia Pratt** as its inaugural Poet Laureate through [an official Proclamation](#). This proclamation honors her lifelong dedication to poetry, education, and community engagement. To learn more, please visit the [City’s webpage](#).

Looking to the future, the City and Cynthia Pratt worked to create a Poet Laureate Program Policy to continue and expand the program, including new artists. The draft policy includes the following elements:

1. Purpose
2. Objectives
  - 3.1 Appointment Term: a two-year term; may serve two consecutive terms.
  - 3.2 Funding: Through the Art Fund, up to \$5,000 per year for City-approved Poet Laureate activities and a \$500 annual volunteer stipend for incurred costs.

- 3.3 Eligibility
- 4. Roles & Responsibilities
- 5.1 Call for Applications
- 5.2 Selection
- 6. Program Oversight

The draft policy was reviewed by the Lacey Youth Council and their feedback was integrated into the draft.

**NEXT STEPS: Option 1** is recommended.

**Option 1:** Recommend the draft Poet Laureate Program Policy to the Lacey City Council.

**Option 2:** Recommend amendments to the draft draft Poet Laureate Program Policy and then recommend the amended draft Poet Laureate Program Policy to the Lacey City Council.

**Option 3:** Do not recommend the draft Poet Laureate Program Policy to the Lacey City Council.

**Option 4:** Provide direction to City staff on other elements to consider before taking it to the Lacey City Council for review.

## City of Lacey Poet Laureate Program Policy

### 1. Purpose

The City recognizes the value of the literary arts in shaping a vibrant, inclusive, and creative community, and is committed to uplifting diverse poetic voices across neighborhoods and generations.

The Poet Laureate Program recognizes and supports an outstanding local poet who serves as a volunteer ambassador for poetry, literature, and the arts. The program aims to inspire community engagement, promote the literary arts, and celebrate the city's cultural richness through the spoken and written word.

### 2. Objectives

- A. Promote poetry as an expressive and educational art form.
- B. Expanding access to the literary arts.
- C. Using poetry to promote Lacey.
- D. Engage diverse audiences in literary activities throughout the City.
- E. Encourage the writing and appreciation of poetry in the community, e.g., community centers, public events, etc.

### 3.1 Appointment Term

- A. The Poet Laureate shall serve a **two-year** term. Community members may serve **no more than two terms**, provided, however, if there are no applicants for the poet laureate, the incumbent may be appointed for an additional two-year term. Terms do not need to be served consecutively.

### 3.2 Funding

- A. Through the Art Fund, the City will provide up to **\$5,000 per year**, subject to annual budget approval, for City-approved Poet Laureate activities. City staff will support the Poet Laureate in identifying and pursuing feasible projects.
- B. Through the Art Fund, Poet Laureates can opt in to receive a **\$500** annual volunteer stipend for incurred costs.

### 3.3 Eligibility

Applicants must:

- A. Be a resident of City for at least **one year** before application and must continue to live in the City throughout the appointment.
- B. Be at least **18 years of age**.
- C. Demonstrated history of published or performed poetry.

- D. Demonstrated a commitment to community engagement, education, and equity in the arts.
- E. Demonstrate a few instances that highlight their passion for poetry and the arts.

#### 4. Roles & Responsibilities

The Poet Laureate is expected to:

- A. Create and present original poems appropriate for all audiences for a minimum of **six (6) City publications or events each** year, as determined by the City (e.g., City publications, Poetry month events, dedications, celebrations). One of the six events will include reading a Poem at a City Council meeting in April in celebration of Poetry Month.
- B. Develop and lead a **community-based poetry program** each year (e.g., Poetry summit, workshops, public art collaborations, or apprentices).
- C. Collaborate with local schools, libraries, cultural institutions, or nonprofits to promote poetry and literacy.
- D. Submit a brief **annual report** summarizing activities and impact, including but not limited to the number of people engaged at events or programming.

#### 5.1 Call for Applications

- A. The City's City Manager's Department issues a call for applications every two years, or as necessary due to vacancies.
- B. Application materials will include:
  - i. Resume or Curriculum vitae, including information on any published poems
  - ii. Sample of original poetry (3 to 5 poems)
  - iii. Documentation that they meet the program eligibility criteria
  - iv. Statement of interest, including:
    - a. Why are they passionate about poetry
    - b. How they would promote poetry and the City
    - c. How they would engage the community
    - d. How they would track the impact of their programming (e.g., metrics)
    - e. Proposal for two community-based poetry programs
    - f. Proposed budget for all Poet Laureate activities. If selected, City staff will work with the Poet Laureate to identify and pursue feasible projects and associated costs

## 5.2 Selection

- A. If an art committee is not in place, an Advisory Board determined by the City will review the applications. The following community participants may join this Advisory Board for the purpose of recommending a Poet Laureate:
  - a. The current Poet Laureate, if one is serving. A past Poet Laureate may fill this position if the current Poet Laureate is unable.
  - b. A representative from North Thurston Public Schools, South Puget Sound Community College, or Saint Martin's University with experience in poetry or literature.
  - c. Up to two members of local poetry organizations.

All community participants are eligible to cast a vote in the recommendation of the next Poet Laureate. The Advisory Board and community participants will make a recommendation to the City Council based on a simple majority vote. Applicants will be evaluated based on artistic merit, community engagement experience, proposed community-based poetry programs, budget, and other relevant factors.

- B. The City Council may appoint a Poet Laureate at its discretion.

## 6. Program Oversight

- A. The City Manager's Department will provide administrative support and oversee compliance with program goals.
- B. The City reserves the right to remove the Poet Laureate in the event of misconduct, failure to fulfill duties, or other cause.

Your City: \_\_\_\_\_

1. Something you enjoy about Lacey:

2. Something you'd like to see added / changed:

3. Favorite place in Lacey / Why:

4. What you hope the future looks like / Why:



## COMMISSION ON EQUITY

November 24, 2025

**SUBJECT:** Draft 2026 Work Plan

---

**RECOMMENDATION:** Review and discussion only.

Tentative action scheduled for December 22, 2025,  
Commission on Equity meeting

---

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

**ORIGINATED BY:** City Manager's Department

**ATTACHMENTS:**  
1. Draft 2026 Work Plan  
2. SOAR Feedback

**FISCAL NOTE:** None at this time

**PRIOR REVIEW:** [Commission on Equity Meeting – October 27, 2025](#)  
[Commission on Equity Retreat – September 09, 2025](#)

**DEIB STRAT. PLAN:** Programs, Policies, and Services  
B. Provide services that are responsive, transparent, accountable, equitable, and welcoming with an emphasis on providing a safe, trusted environment for underserved community members.

---

**BACKGROUND:** The Commission on Equity (COE) is tasked with creating a work plan for the upcoming year for the Lacey City Council's consideration. The Lacey City Council is tentatively scheduled to review the COE 2026 Work Plan at their February 10, 2026, Worksession.

At the Commission on Equity meeting on October 27, 2025, the COE performed a **Strengths, Opportunities, Aspirations, and Results (SOAR) Exercise**. A SOAR exercise is a powerful, strengths-based strategic planning activity that focuses on what a group, like the COE, or organization, like the City, does well — rather than focusing primarily on gaps or weaknesses (like the more common Strengths, Weaknesses, Opportunities, and Threats), while also focusing on the future. As part of this exercise,

considering the framework of the Diversity, Equity, Inclusion, and Belonging Strategic Plan (DEIB Plan), the COE considered the following:

**1. Strengths**

- What are we doing well right now?
- What makes us unique?

**2. Opportunities**

- What possibilities can we take advantage of?
- What's changing in our environment, community, or culture?
- Who can we collaborate with?

**3. Aspirations**

- What do we want to accomplish in the next 12 months?
- What do we want to accomplish in the next few years?

**4. Results**

- What outcomes will show we're making progress?
- What does success look like in the short- and long-term?
- How will we track or celebrate successes and impact?

The following are the notes from the COE SOAR exercise (these notes were also integrated into the draft 2026 Work Plan):

**Strengths / Reflections:**

- Council support
- City staff support
- Commitment of Commission on Equity members: We show up
- Diverse backgrounds and experiences
- Interactions as a group
- Action-focused
- Mission-driven
- Leader in Thurston County
- Relationships with City Departments
- Learn from experiences
- Growth mindset
- Embracing technology, e.g., Equity Map
- Visible in the community
- Developed partnerships
- Results – implementing DEIB Strategic Plan
- Vocal
- Youth support and voices

## **Opportunities:**

- Connect with new councilmembers
- Lead the way with other regional advisory boards and groups
- Use our experience and continue to move forward
- Equity work is now more critical than ever; challenging work is ahead
- More community engagement
- Avoid duplication
- Recognition for Human Services Grant Program
- Hold Regional Advisory Board Meetings
- Transform systems, focus on inequities
- Education opportunities
- Outcomes of employee survey
- Expand equity discussion to other community elements: education, health, housing
- Use the Equity Map: Host Neighborhood Meetings

## **Aspirations:**

- Quarterly Regional Advisory Board meetings
- Juneteenth
- Mentorship programs: Youth, Young Adults, City staff
- Multilingual newsletter
- Community outreach
- Advisory Group: More impact, growth mindset
- Equity Map: Neighborhood Meetings
- Staff Training Plan Review / Workplace Culture
- Engage with those with limited digital access
- Sidewalks
- Transportation: JBLM, Bike
- Continue work on Community Connectivity Tool (CCT)
- Explain the complexity of systems/changes
- 2025 Report: Impact / Results

## **Results:**

- Performance indicators are being met
- Questions and inquiries are second nature in responding
- Work creates results and new pathways
- Actions are being done
- Visible change starting to occur
- Increased engagement

- Celebrate small wins
- COE continued to be asked to be part of events
- Departments want to come to the COE
- Resources are more equitably distributed
- Newsletter allows for a community feedback loop
- End 2026: Invitations to present on COE work
- Snacks
- Open House-like engagements
- Updated phone systems, use as an education tool, accessibility features
- Review Land Acknowledgment with Nisqually Indian Tribe

### **Draft 2026 Work Plan**

Based on the DEIB Strategic Plan and SOAR Exercise, **Attachment 1** provides a draft 2026 Work Plan for COE review. The Lacey City Council is tentatively scheduled to review the COE 2026 Work Plan at their February 10, 2026, Worksession.

### **Next Steps**

The draft COE 2026 Work Plan is for discussion only. Staff will bring the draft COE 2026 Work Plan to the Commission on Equity for a recommendation at the December 22, 2025, meeting.

Photos to be added later



# Commission on Equity

Work Plan 2026



**Background:** On January 21, 2021, the Lacey City Council established the Commission on Equity (“COE”) with Ordinance 1581. The COE, an advisory body to the Lacey City Council, 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.

**Commissioners:**

First Name	Last Name	City / UGA	Position	Term	Term Expiration	OMPA Training Date
Clifton	Brown	City	Commissioner	2nd	12/31/2028	09/23/2024
Kim	Sauer	City	2025 Chair	2nd	12/31/2028	09/23/2024
Thelma	Jackson	City	2025 Vice Chair	2nd	12/31/2027	09/23/2024
Annie	Clay	UGA	Commissioner	2nd	12/31/2027	09/23/2024
Raul	Garza	City	Commissioner	1st	12/31/2028	12/19/2024
Makieda	Hart	UGA	Commissioner	2nd	12/31/2028	09/23/2024
Jonathan	Hegwood	City	Commissioner	2nd	12/31/2028	09/23/2024
Michelle	Ewig	Youth	LYC Rep.	1st	06/31/2026	-

**City Staff Support:**

Shannon Kelley-Fong, Assistant City Manager  
 Veronica Hand, Equity and Inclusion Program Manager  
 Brandy Legomina, Deputy City Clerk

**Meeting Schedule:** Typically, Fourth Monday of the Month, 5:30 p.m., Remote / City Council Chambers

**Webpage:** [Commission on Equity - City of Lacey](#)

**Public Comment:** At each regular meeting

**Review of 2022 - 2025 COE Activities:**

**Table A** provides a succinct overview of COE efforts over the past few years.

<b>Table A</b>		
<b>Overview of Commission on Equity Work 2022-2023</b>		
<b>Year</b>	<b>Month</b>	<b>Activity</b>
2022	January	Discussed participation in Lacey's Cultural Celebration DEI Strategic Plan Workshop #4: Revisit Equity Values, Mission, and Vision Statements & Overview of Values-based decision making in practice Community Engagement Update Focus Group Subcommittee Update Juneteenth Celebration Update
2022	February	Joint Meeting w/ Lacey City Council – Review of Work & 2022 Work Plan Review of BIPOC Business Startup Training Program LPD Presentation DEI Strategic Plan Workshop #5: Values Based Decision Making in Practice Focus Group Strategy Booth at the Lacey Cultural Celebration
2022	March	Held a focus group with Lacey Youth Council Held a booth at the Lacey Cultural Celebration Discussed developing a Community Connectivity Assessment (CCA) Reviewed DEI Strategic Plans from other organizations DEI Strategic Plan Workshop #7: Creating and Prioritizing Action
2022	April	Reviewed Parks & Recreation Facility Policies Reviewed Parks, Culture & Recreation Comprehensive Plan - Public Involvement Plan Reviewed the City's Communications Plan
2022	May	Thurston County Climate Mitigation Plan & Advisory Board Current Planning – CED Presentation Reviewed Proclamation Policy Reviewed Flag Policy and Juneteenth Flag addition in 2022 Continued discussion on CCA development Juneteenth Celebration Update Police Facility Community Advisory Panel Update (CAP)
2022	June	Held 41st Juneteenth Celebration in partnership with the Fred U. Harris Lodge

		<p>DEI Strategic Plan Workshop #9: Monitoring and accountability of DEI Strategic Planning</p> <p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 1</p> <p>Continued review of the Flag Policy</p> <p>Police Facility Community Advisory Panel Update (CAP)</p>
2022	July	<p>Public Works Presentation</p> <p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 2</p> <p>Flag Policy Review; Created a recommendation</p> <p>2022 Work Plan Check-in</p>
2022	August	<p>Finance Presentation</p> <p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 3</p> <p>Juneteenth After Action Report</p>
2022	September	<p>City Attorney's Office Presentation</p> <p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 4</p>
2022	October	<p>Nat and Thelma Jackson Historical Marker &amp; Art Piece Dedication @ the Lacey Community Center</p> <p>Overviewed the Affordable Housing Strategy</p> <p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 5</p>
2022	November	<p>Reviewed a Draft Land Acknowledgement and Land Acknowledgement Policy</p> <p>Reviewed the City's Art Plan &amp; Utility Wrap Project 2023</p> <p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 6</p>
2022	December	<p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 7</p> <p>Reviewed a draft Work Plan 2023 &amp; Joint Meeting with Lacey City Council</p> <p>Community Engagement Efforts &amp; Initiatives</p>
2023	January	<p>Advisory Body Compensation</p> <p>Draft Land Acknowledgement and Land Acknowledgement Policy Review</p> <p>Sponsorship Policy Review</p>
2023	February	<p>NTPS Update on Equity Efforts</p> <p>JPII Update on Equity Efforts</p>

		<p>LPCR Comprehensive Plan first draft review</p> <p>Utility Wrap Update</p> <p>Senior Services for the South Sound Presentation</p> <p>Focus Groups with community members</p> <p>Lacey Cultural Celebration</p> <p>Joint Meeting with the Lacey City Council</p>
2023	March	<p>Scholarship Policy Review</p> <p>Cultural Celebration Review</p> <p>Black and African American Community Forum Review</p> <p>Juneteenth Planning Update</p> <p>Advisory Body Compensation Update</p> <p>Utility Wrap Project Update</p> <p>Thurston League of Women Voters Equity Commission Panel</p>
2023	April	<p>Parks, Culture, and Recreation Event Overview</p> <p>Land Acknowledgement and Land Acknowledgement Policy</p> <p>Advisory Board Stipend Program</p>
2023	May	<p>Parks, Culture, and Recreation Comprehensive Plan Review</p> <p>Sign Code Discussion</p> <p>Juneteenth Celebration Update</p> <p>Thurston County League of Women's Voters Equity Panel Update</p> <p>LGBTQIA+ Community Forum Update</p> <p>Equity Presentation at Joint Lacey City Council and North Thurston Public School Board Meeting</p>
2023	June	<p>Timberland Library Equity Efforts</p> <p>Public Meeting Portal Overview</p> <p>Oral History Project</p> <p>Land Acknowledgement Policy</p> <p>2023 Juneteenth Celebration Overview &amp; Engagement</p> <p>LGBTQIA+ Community Forum Update</p>
2023	July	<p>Public Meeting Portal Overview, Part II</p> <p>Social Services Overview and Lacey Veterans Services Overview</p> <p>LGBTQIA+ Community Forum and Community Engagement</p> <p>Equity Tools Overview</p>
2023	August	<p>Legislative Meeting Process Overview</p> <p>LGBTQIA+ Community Forum - Online Survey Update</p> <p>Joint Animal Services Overview</p> <p>Lacey Police Department Community Academy</p>
2023	September	<p>Advisory Board Open Positions: Planning Commission</p> <p>Community Liaisons Program Overview</p>

		Land Acknowledgement Application Community Forum - Centering Immigrant Communities Naming of Facilities Overview
2023	October	Cancelled
2023	November	Advisory Board Stipend Program Demographic Data Collection Draft Work Plan 2024 DEI Strategic Plan: Document Element Review, Part 1 Community Forum – Centering Immigrant Communities Discussion Equity Tools Overview, Part II
2023	December	Election of Officers Community Liaisons, Part II 2024 Work Plan Recommendation DEI Strategic Plan Workshop: Document Elements Review, Part 2 Lacey Cultural Celebration 2024 2024 Schedule
2024	January	Advisory Board Stipend Program and Demographics Survey State Business Presentation DEI Strategic Plan Workshop: Document Elements Review, Part 3 - Commission on Equity Message and Demographics
2024	February	Thurston County EDC Presentation Lacey Chamber of Commerce Presentation Economic Development Update Middle Housing Public Engagement DEIB Strategic Plan Update Lacey Cultural Celebration Community Forum Planning
2024	March	Climate and Sustainability Efforts Update Human Services Presentation Community Liaison Program Advisory Board Stipend Program Demographic Data Draft DEIB Strategic Plan Workshop: City Workforce Data Review Equity and Inclusion Program Coordinator
2024	April	Public Comment Policy Meeting with the Lacey Youth Council Community Liaison Program Utility Wrap Project Phase I Review Draft DEIB Strategic Plan: Status Overview, Part I League of Women Voters Equity Panel Update All Abilities Community Forum

		Lacey Cultural Celebration Feedback Equity and Inclusion Project Manager Update May Meeting Discussion
2024	May	School Resource Officer Program Overview Draft DEIB Strategic Plan: Status Overview, Part II and Draft Review Equity Index Maps Overview 43rd Juneteenth Celebration Update Future Community Forums
2024	June	Equity and Inclusion Program Manager Introduction North Thurston Public Schools Update All Abilities - Community Forum Feedback Review Draft DEIB Strategic Plan Review Juneteenth Celebration Parks Improvement Funding Work Group
2024	July	Comprehensive Plan Update: Communications and Community Engagement Plan Human Services Update: Grant Program, Draft Community Participation Plan and Draft Needs Assessment Outline Utility Wrap Project Phase I Update Community Forum and Regional Event Planning Update DEIB Strategic Plan Update Regional DEIB Government Staff Meetings
2024	August	University & College Equity Initiatives: Saint Martin's University, South Sound Community College Thurston County Equity Coalition TOGETHER! Club House and Equity Initiatives Overview Park Improvement Funding Work Group Update Lacey Police Department Community Academy
2024	September	Diversity, Equity, Inclusion, and Belonging Strategic Plan Adoption Celebration Lacey Youth Council Representative Introduction: Kieran Powell Advisory Board Handbook Updates Human Services Update: Commission, Grant Program, and Needs Assessment Survey Equity Index Maps Discussion Park Improvement Funding Work Group Update Tentative October Schedule
2024	October	Black Home Initiative Housing Update: Covenant Homeownership Act - 2023 HB 1474

		Community Resource Unit / Mobile Outreach Team / 30x30 Initiative Equity Initiative Update Park Improvement Funding Work Group Update
2024	November	Komachin Middle School Reverand Dr. Martin Luther King Jr Update City Logo and Branding Guide Against Hate, Racism, and Discriminatory Actions Proclamation Review 2025 Work Plan Review PIFW Report Commissioner Reappointment Update (12/10) Black Home Initiative Update Joint Meeting with the Lacey City Council (1/28) Equity Map Update
2024	December	Welcome New Commissioner Raul Garza Officer Elections Community Survey Update City Designation Overview 2025 Work Plan PIFW Report Reverend Martin Luther King Jr Assembly Update 2025 Advisory Board Stipend and Demographic Survey DEIB Summit Update
2025	January	Comprehensive Plan Update Outreach Results Employee Survey Overview DEIB Summit Update Reverend Martin Luther King Jr Assembly Update Advisory Board Stipend Program and Demographic Survey Joint Meeting with Lacey City Council Joint Meeting with LYC Lacey Cultural Celebration
2025	February	Meeting with the Lacey Youth Council DEIB Summit Update Community Events and Celebrations Overview Lacey Cultural Celebration Update Black History Museum Update Equity Map Update Community Survey Update Potential Community Forum: Active Duty, Veterans, and Families Retreat Discussion
2025	March	Equity Map Review

		<p>DEIB Summit Update</p> <p>Community Events and Celebrations Overview</p> <p>Employee Survey Update</p> <p>Community Forum: Active Duty, Veterans, and Families Update</p> <p>Retreat Discussion</p>
2025	April	<p>Lacey Night Market - Pride Night</p> <p>DEIB Summit Update</p> <p>Veterans, Active Duty, and Families Community Forum Update</p>
2025	May	<p>Comprehensive Plan Review</p> <p>Metropolitan Park District Presentation</p> <p>Thurston Forward: A DEI Summit for Progress Review</p> <p>Pride Night at Lacey Night Market</p> <p>Retreat Update</p>
2025	June	<p>Language Access Plan Review and Language Service Update</p> <p>First-Time Homebuyer and Fair Housing Forum Introduction</p> <p>Community Events and Celebrations Policy Review</p> <p>Juneteenth Proclamation</p> <p>LGBTQIA+ Pride Month Proclamation</p> <p>Pride Night at the Lacey Night Market</p> <p>Retreat Update</p> <p>Equity Map Update</p> <p>DEIB Advisory Board Regional Meeting Update</p> <p>Community Forum Updates</p>
2025	July	<p>Veterans, Active Duty, and Families Community Forum Recap</p> <p>2025 Work Plan Review</p> <p>50th Anniversary Block Party</p> <p>Equity Map</p> <p>National Community Survey</p> <p>DEIB Advisory Board Regional Meeting</p> <p>HSC Joint Meeting</p>
2025	August	<p>Lacey Veterans Services Hub Update</p> <p>National Community Survey Update</p> <p>2025 Retreat Update</p> <p>DEIB Advisory Board Regional Meeting</p>
2025	September	<p>Held DEIB Advisory Board Regional Meeting</p> <p>Connection Activity: Get to Know Your Neighbor</p> <p>Thurston County</p> <p>Overviews, Updates, and Opportunities</p>
2025	October	<p>Welcome Lacey Youth Council Representative, Michelle Ewig</p>

		Regional Advisory Board Meeting Discussion Strengths, Opportunities, Aspirations, and Results Exercise and 2026 Work Plan Leadership Thurston County Presentations COE Reappointment Update Community and Cultural Grant Program Update Utility Wrap Update Joint NTPS City Council Meeting (11/12) November and December Meetings
2025	November	<i>Pending</i>
2025	December	<i>Pending</i>

**2025 Work Plan Report Card: Table B** provides a succinct overview of the 2025 Work Plan activities and their respective progress (complete, update, on hold, etc.).

<b>Table C</b>						
<b>2025 Work Plan - 6-Month Update</b>						
<b>Year</b>	<b>Q</b>	<b>Category</b>	<b>Activity</b>	<b>Status</b>		
2025	Q1	Engagement	Participate in the Lacey Cultural Celebration	Complete		
			Joint Meeting with the Lacey Youth Council	Complete		
		Policy Items	Finalize paid community liaison program recommendation	2026		
			Finalize Equity Map	Complete		
			Review Employee Survey	Complete		
			Review other City policy documents, as they come up (e.g., Economic Development Plan, etc.)	Complete		
			2024 DEIB Strategic Plan Report Review	2026		
		Program Items	Joint meeting with City Council and Annual Report Out	Complete		
			Review and make a recommendation on Community Survey option	Complete		
		Events	Start 42nd Juneteenth Celebration planning with Fred U. Harris Lodge	On Hold		
			Participate in the Lacey Cultural Celebration	Complete		
			Continue planning for 2025 DEIB Regional Summit	Complete		
		2025	Q2	Engagement	Hold a focus group	Complete
					Hold a joint/informational meeting with DEIB representatives from local education institutions; Invite administrators	Complete
Policy Items	Continue Advisory Board Process			2026		
	Continue research and review on equity tools			2026		
	Start review of Advisory Board recruitment process			2026		
	Comprehensive Plan Involvement			Complete		
Program Items	Review other City policy documents, as they come up			Complete		
Events	Participate in the 42nd Juneteenth Celebration with the Fred U. Harris Lodge			On Hold		
	Host 2025 DEIB Regional Summit with partners			Complete		

Year	Q	Category	Activity	Status
2025	Q3	Engagement	Hold a joint/informational meeting with DEIB representatives from other government entities	<b>Complete</b>
			Hold a focus group with community members / affinity group(s) (TBD)	
			Research and consider community celebrations, including LGBTQIA+, Latino events	<b>Complete</b>
		Policy Items	Review Language Access Plan	<b>Complete</b>
			Continue Comprehensive Plan Involvement	<b>Complete</b>
			Review Cross Departmental Equity Team Plan	<b>On Hold</b>
			Review other City policy documents, as they come up	<b>Complete</b>
		Program Items		
		Events		
2025	Q4	Engagement	Hold a focus group with community members	
			Recruit for COE Members (if needed)	<b>Complete</b>
			Make a recommendation on community celebrations, including LGBTQIA+, Latino events	<b>Complete</b>
		Policy Items	Review contracting and opportunities for information sharing	
			Continue Comprehensive Plan Involvement	<b>Complete</b>
			Review other City policy documents, as they come up	<b>Complete</b>
			Draft 2026 Commission on Equity Work Plan	<b>Complete</b>
		Program Items		
Events	Start 2026 DEIB Regional Summit Planning	<b>Complete</b>		

At the Commission on Equity meeting on October 27, 2025, the COE performed a Strengths, Opportunities, Aspirations, and Results (SOAR) Exercise. A SOAR exercise is a powerful, strengths-based strategic planning activity that focuses on what a group, like the COE, or organization, like the City, does well — rather than focusing primarily on gaps or weaknesses (like the more common Strengths, Weaknesses, Opportunities, and Threats), while also focusing on the future. As part of this exercise, considering the framework of the Diversity, Equity, Inclusion, and Belonging Strategic Plan (DEIB Plan), considered the following questions:

## 1. Strengths

- What are we doing well right now?
- What makes us unique?

## 2. Opportunities

- What possibilities can we take advantage of?
- What's changing in our environment, community, or culture?
- Who can we collaborate with?

## 3. Aspirations

- What do we want to accomplish in the next 12 months?
- What do we want to accomplish in the next few years?

## 4. Results

- What outcomes will show we're making progress?
- What does success look like in the short- and long-term?
- How will we track or celebrate successes and impact?

The following are the notes from the SOAR exercise:

### **Strengths / Reflections:**

- Council support
- City staff support
- Commitment of Commission on Equity members: We show up
- Diverse backgrounds and experiences
- Interactions as a group
- Action-focused
- Mission-driven
- Leader in Thurston County
- Relationships with City Departments
- Learn from experiences
- Growth mindset
- Embracing technology, e.g., Equity Map
- Visible in the community
- Developed partnerships
- Results – implementing DEIB Strategic Plan
- Vocal
- Youth support and voices

**Opportunities:**

- Connect with new councilmembers
- Lead the way with other regional advisory boards and groups
- Use our experience and continue to move forward
- Equity work is now more critical than ever; challenging work is ahead
- More community engagement
- Avoid duplication
- Recognition for Human Services Grant Program
- Hold Regional Advisory Board Meetings
- Transform systems, focus on inequities
- Education opportunities
- Outcomes of employee survey
- Expand equity discussion to other community elements: education, health, housing
- Use the Equity Map: Host Neighborhood Meetings

**Aspirations:**

- Quarterly Regional Advisory Board meetings
- Juneteenth
- Mentorship programs: Youth, Young Adults, City staff
- Multilingual newsletter
- Community outreach
- Advisory Group: More impact, growth mindset
- Equity Map: Neighborhood Meetings
- Staff Training Plan Review / Workplace Culture
- Engage with those with limited digital access
- Sidewalks
- Transportation: JBLM, Bike
- Continue work on Community Connectivity Tool (CCT)
- Explain the complexity of systems/changes
- 2025 Report: Impact / Results

**Results:**

- Performance indicators are being met
- Questions and inquiries are second nature in responding
- Work creates results and new pathways
- Actions are being done
- Visible change starting to occur

- Increased engagement
- Celebrate small wins
- COE continued to be asked to be part of events
- Departments want to come to the COE
- Resources are more equitably distributed
- Newsletter allows for a community feedback loop
- End 2026: Invitations to present on COE work
- Snacks
- Open House-like engagements
- Updated phone systems, use as an education tool, accessibility features
- Review Land Acknowledgment with Nisqually Indian Tribe

### **2025 Work Plan Report**

**Table C** provides a succinct overview of anticipated COE efforts in 2026.

Table C				
2025 Work Plan				
Year	Q	Category	Activity	Status
2025	Q1	Engagement	Joint Meeting with Regional DEIB Advisory Boards	Scheduled
			Joint Meeting with the Lacey Youth Council	Scheduled
		Policy Items	Community Liaison Program Review	
			Utility Relief Program Review	
			2025 DEIB Strategic Plan Report Review	
			Review other City policy documents as they come up (e.g., the Economic Development Plan).	
		Program Items	Joint meeting with City Council and Annual Report Out	Scheduled
			Poet Laureate Process ( <i>pending</i> )	
			Community and Cultural Grant Process ( <i>pending</i> )	
			Employee Survey Update ( <i>pending</i> )	
		Events	Plan 2026 DEIB Regional Summit with partners	
			Participate in the Lacey Cultural Celebration	Scheduled
			Potential Martin Luther King, Jr. Day Celebrations	
		2025	Q2	Engagement
Hold a focus group (e.g., affinity, community groups, or neighborhood groups)				
Hold a joint/informational meeting with DEIB representatives from local education institutions; Invite administrators				
Policy Items	Community Liaison Program Review			
	Advisory Board Process Review			
	Community Connectivity Tool (CCT) Update			
	Leadership/ Mentorship Program Review			
	Utility Relief Program Review			
	Review other City policy documents, as they come up			

		Program Items	Poet Laureate Process ( <i>pending</i> )	
		Events	Host 2025 DEIB Regional Summit with partners	Scheduled
2025	Q3	Engagement	Joint Meeting with Regional DEIB Advisory Boards	
			Hold a focus group (e.g., affinity, community groups, or neighborhood groups)	
		Policy Items	Public Art Program Review	
			City Recognition Review	
			Review other City policy documents, as they come up	
		Program Items	Lacey Veterans Services Hub Update	
			Poet Laureate Process ( <i>pending</i> )	
			Utility Box Wrap Program Round #2 Review	
			Community and Cultural Grant Process ( <i>pending</i> )	
		Events		
2025	Q4	Engagement	Joint Meeting with Regional DEIB Advisory Boards	
			Hold a focus group (e.g., affinity, community groups, or neighborhood groups)	
		Policy Items	Review contracting and information sharing	
			Public Art Program Review	
			City Recognition Review	
			Review other City policy documents, as they come up	
			Draft 2027 Commission on Equity Work Plan	
		Program Items		
Events	Start 2027 DEIB Regional Summit Planning			

## **COE SOAR NOTES**

### **Strengths / Reflections:**

- Council support
- City staff support
- Commitment of Commission on Equity members: We show up
- Diverse backgrounds and experiences
- Interactions as a group
- Action-focused
- Mission-driven
- Leader in Thurston County
- Relationships with City Departments
- Learn from experiences
- Growth mindset
- Embracing technology, e.g., Equity Map
- Visible in the community
- Developed partnerships
- Results – implementing DEIB Strategic Plan
- Vocal
- Youth support and voices

### **Opportunities:**

- Connect with new councilmembers
- Lead the way with other regional advisory boards and groups
- Use our experience and continue to move forward
- Equity work is now more critical than ever; challenging work is ahead
- More community engagement
- Avoid duplication
- Recognition for Human Services Grant Program
- Hold Regional Advisory Board Meetings
- Transform systems, focus on inequities
- Education opportunities
- Outcomes of employee survey
- Expand equity discussion to other community elements: education, health, housing
- Use the Equity Map: Host Neighborhood Meetings

### **Aspirations:**

- Quarterly Regional Advisory Board meetings
- Juneteenth
- Mentorship programs: Youth, Young Adults, City staff

- Multilingual newsletter
- Community outreach
- Advisory Group: More impact, growth mindset
- Equity Map: Neighborhood Meetings
- Staff Training Plan Review / Workplace Culture
- Engage with those with limited digital access
- Sidewalks
- Transportation: JBLM, Bike
- Continue work on Community Connectivity Tool (CCT)
- Explain the complexity of systems/changes
- 2025 Report: Impact / Results

### **Results:**

- Performance indicators are being met
- Questions and inquiries are second nature in responding
- Work creates results and new pathways
- Actions are being done
- Visible change starting to occur
- Increased engagement
- Celebrate small wins
- COE continued to be asked to be part of events
- Departments want to come to the COE
- Resources are more equitably distributed
- Newsletter allows for a community feedback loop
- End 2026: Invitations to present on COE work
- Snacks
- Open House-like engagements
- Updated phone systems, use as an education tool, accessibility features

Review Land Acknowledgment with Nisqually Indian Tribe