



Commission on Equity Agenda

Refer to the bottom of the agenda for meeting information.

Monday, December 22, 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 November 24, 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. **The Thread That Binds Us Follow-up**
Makieda Hart, Commissioner
Shannon Kelley-Fong, Assistant City Manager

7. Business Items

- A. **Poet Laureate Program Update**
Shannon Kelley-Fong, Assistant City Manager
- B. **Community and Cultural Grant Update**
Veronica Hand, Equity and Inclusion Program Manager
- C. **2026 Draft Work Plan**
Shannon Kelley-Fong, Assistant City Manager

D. 2026 Election of Officers

Shannon Kelley-Fong, Assistant City Manager

1. Chair
2. Vice Chair

8. Commissioner Reports

A. Diversity, Equity, Inclusion, and Belonging Summit Planning Update

Jon Hegwood, Commissioner

9. Director Report

A. Thurston County Homebuying Expo Update

Veronica Hand, Equity and Inclusion Program Manager

B. Regional Equity Advisory Board Meeting

Shannon Kelley-Fong, Assistant City Manager

C. January 2026 Commission on Equity Meeting

Shannon Kelley-Fong, Assistant City Manger

D. February 10, 2026, Council Meeting - Commission on Equity Work Plan

Shannon Kelley-Fong, Assistant City Manager

E. February 23, 2026, Commission on Equity Meeting with Lacey Youth Council

Shannon Kelley-Fong, Assistant City Manager

10. Adjourn

Next Meetings and Upcoming Events

- **Commission on Equity Meeting** - January 26, 2026 - 5:30 p.m. at City Hall or remote
- **Commission on Equity Meeting** - February 23, 2026 - 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_eU3NvahcRiKOMiZwaAVFNw
- City Website: <https://cityoflacey.org/government/public-meetings/>
- YouTube: <https://www.youtube.com/watch?v=nyLDt1lGmng>
- Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 865 0463 9705)

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_eU3NvahcRiKOMiZwaAVFNw

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

Written Public Comment

Please email written public comments to 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, November 24, 2025

Council Chambers and Online

1. Call to Order

Vice Chair Jackson called the meeting to order at 5:32 p.m.

2. Roll Call

COMMISSIONERS PRESENT: Thelma Jackson, Vice Chair; Commissioners Clifton Brown, Annie Clay, Raul Garza, and Jon Hegwood (remote from 5:32 p.m. until 6:36 p.m.); and Michelle Ewig, Lacey Youth Council Representative

COMMISSIONERS EXCUSED: Kim Sauer, Chair and Makieda Hart, Commissioner

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager and Brandy Legomina, Deputy City Clerk

3. Land Acknowledgement

Vice Chair Jackson presented the abbreviated Land Acknowledgement.

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

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

Commissioner Clay moved to approve the agenda, previous meeting minutes, and consent items. Commissioner Brown seconded. The motion carried.

5. Public Comment

No verbal or written public comments were received.

6. Inspirational Item

- A. Raul Garza, Commissioner

Commissioner Garza presented the Thurston County Land Acknowledgement from the 2025 Health Equity Report. The Land Acknowledgement states that systemic racism is institutional and structural. The Land Acknowledgement highlights that the County must work to identify and eliminate racism by working together as a community to address historic wrongs and improve outcomes for everyone.

7. Business Items

A. Poet Laureate Program Policy

Shannon Kelley-Fong, Assistant City Manager
Cynthia Pratt, City of Lacey Poet Laureate

Kelley-Fong and Pratt presented the draft Poet Laureate Program Policy. The draft policy included the purpose, objective, appointment terms, funding, eligibility, roles and responsibilities, application and selection process, and program oversight. The Commission participated in a poetry exercise titled Your City. Discussion ensued.

Commissioner Brown moved to recommend the draft Poet Laureate Program Policy to the Lacey City Council. Commissioner Garza seconded. The motion carried.

B. Draft 2026 Work Plan

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong presented the draft 2026 Work Plan. This presentation included a review of past projects and initiatives, an overview of the Commission-identified strengths, opportunities, aspirations, and results, key elements for accountability and transparency, and highlighted projects planned for 2026. Discussion ensued.

8. Commissioner Reports

A. Leadership Thurston County Presentations

Clifton Brown, Commissioner

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

B. Diversity, Equity, Inclusion, and Belonging Summit Planning Update

Jon Hegwood, Commissioner

Kelley-Fong provided an update on the upcoming Diversity, Equity, Inclusion, and Belonging Summit, noting efforts to collaborate with the Lacey Youth Council to incorporate youth perspectives better.

9. Director Report

A. North Thurston Public School Board and City Council Joint Meeting

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong provided reports from the November 12, 2025, joint meeting between the City Council and North Thurston Public School Board. These reports noted the expansion of Lacey Teen Night events to include middle school students, a project update on the Lacey Education and Family Center, and collaborative efforts to join the Lacey Youth Council with the Superintendent's Advisory Board.

B. City Council Meeting - Commission on Equity Work Plan

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong reported that the Commission on Equity Work Plan is tentatively scheduled for approval at the February 10, 2026, City Council meeting.

C. Lacey Youth Council Meeting

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong reported that the Lacey Youth Council is scheduled to join the Commission at their February 23, 2026 meeting.

Kelley-Fong provided additional announcements regarding the Inspirational Item for the December meeting and presented new promotional items for upcoming engagement events.

10. Adjourn

Vice Chair Jackson adjourned the meeting at 7:13 p.m.



COMMISSION ON EQUITY MEETING

December 22, 2025

SUBJECT: Poet Laureate Program Update

RECOMMENDATION: Review and discuss. Provide direction and feedback to staff.

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

ORIGINATED BY: City Manager's Department

ATTACHMENTS:

1. Poet Laureate Program Policy
2. [Draft Poet Laureate Application](#)

FISCAL NOTE: Up to \$5,500 annually from the designated public art fund

PRIOR REVIEW: [Regular City Council Meeting – December 2, 2025](#)
[Commission on Equity Meeting – November 24, 2025](#)
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 Lacey City Council reviewed and adopted the Poet Laureate Program Policy on December 2, 2025. The 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 City is preparing the application for the 2026-2028 Poet Laureate. The tentative timeline for this application cycle is as follows:

- a. **January:** Application Open
- b. **February:** Application Review with representation from:
 - i. Commission on Equity
 - ii. Parks, Culture, and Recreation
 - iii. Library Board
 - iv. Representatives outlined in the policy
- c. **March:** Recommendation to the City Council
- d. **Appointment:** May 1 to April 30 (ex. May 1, 2026 to April 30, 2028)

NEXT STEPS: Review and provide feedback on the draft [Draft Poet Laureate Application](#) and timeline.

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 full 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, such as demographics, attendees, number of poems, online engagement, etc.)
 - 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.

Poet Laureate Application

Application deadline is 5 p.m. Friday, January 30.

This application does not have an auto-save feature. A copy of the Poet Laureate questions are available to help draft your submission, if needed.

For questions or assistance with this application please contact NAME at 360-XXX-XXXX or by email at NAME@cityoflacey.org

Program Term *

2026-2028



First Name *

Last Name *

Contact Email Address *



Contact Phone Number *

∨ +1

How many years have lived in the City? *

Must be a resident of Lacey for 12 consecutive months to apply.

I am over the age of 18 *

To be eligible, you must be 18 years of age or older.

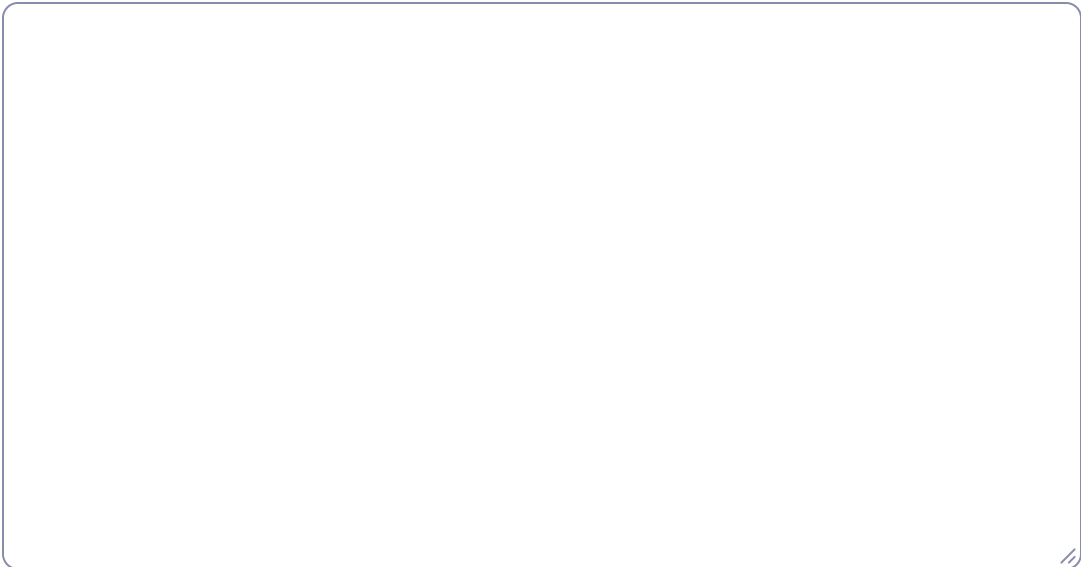
Tell us us about why you are passionate about poetry? *

As the Poet Laureate...

How would you promote poetry in the City? *



How would you engage the community? *



How would you track the impact of your programming (e.g., metrics, such as demographics, attendees, number of poems, online engagement, etc.)? *

What is your proposal for your two community-based poetry programs? *

For example, poetry summit, workshops, public art collaborations, or apprentices

What would be your proposed budget for all Poet Laureate activities?

*

The City may provide up to \$5,000 per year, subject to annual budget approval, for City-approved Poet Laureate activities.

File Upload / Attachments:

- Resume or Curriculum vitae, including information on any published poems
- Sample of original poetry (3 to 5 poems)

File Upload *

Please attach your Resume/CV and sample of original poetry (3 to 5 poems) here.



Drop your files here

[Browse](#)

Acknowledgements & Signatures

I acknowledge that I have read and understand the responsibilities of the Poet Laureate as outlined below and can carry out these duties if selected.

Roles & Responsibilities:

- 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.
- Develop and lead a community-based poetry program each year (e.g., Poetry summit, workshops, public art collaborations, or apprentices).
- Collaborate with local schools, libraries, cultural institutions, or nonprofits to promote poetry and literacy.
- Submit a brief annual report summarizing activities and impact, including but not limited to the number of people engaged at events or programming.

Application Acknowledgement *

I acknowledge that in addition to this application, I may be required to interview and provide a presentation to the City.

Public Records Notice

The information entered and any supplemental attachments for this application may be considered a record subject to public review.

Signature *

I confirm that the information I've provided is accurate to the best of my knowledge. By entering my name below, I show my acknowledgment of the information submitted.

Send me a copy of my responses

Submit



COMMISSION ON EQUITY MEETING

December 22, 2025

SUBJECT: Community and Cultural Event Grant Update

RECOMMENDATION: Review and discuss. Provide direction and feedback to staff.

STAFF CONTACT: Shannon Kelley-Fong, Assistant City Manager *SKF*
Veronica Hand, Equity and Inclusion Program Manager *VH*

ORIGINATED BY: City Manager's Department

ATTACHMENTS:
1. Community and Cultural Event Grant Policy
2. [Draft Community and Cultural Event Grant Application](#)

FISCAL NOTE: Up to \$5,000 annually

PRIOR REVIEW: [City Council Regular Meeting - October 7, 2025](#)
[City Council Work Session - September 23, 2025](#)
[Commission on Equity Meeting - October 27, 2025](#)
[Commission on Equity Meeting - June 23, 2025](#)
[Commission on Equity Meeting - March 24, 2025](#)
[Commission on Equity Meeting - February 24, 2025](#)

DEIB STRAT. PLAN: Programs, Policies, and Services: City Policies:

B. Provide services that are responsive, transparent, accountable, equitable, and welcoming with an emphasis on providing a safe, trusted environment for underserved community members.

G. Recognize and support diversity and inclusiveness through acknowledgement statements, public art, events, programs, and use of City platforms to amplify community voices.

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.

WORK PLAN GOAL

AND STRATEGY: Q4 – Make a recommendation on community celebrations, including LGBTQIA+, Latino events.

BACKGROUND: As part of the 2025 Commission on Equity Work Plan, the Lacey City Council directed the Commission on Equity (COE) to consider how the City of Lacey (City) may be able to amplify and celebrate additional community events and cultural celebrations, including LGBTQIA+ and Latino/ae events.

After review and recommendation by the COE, on October 7, 2025, the Lacey City Council approved moving forward with a pilot of the Community and Cultural Event Grant Program in 2026.

The City is preparing the application for the 2026 Community and Cultural Event Grant Program, see **Attachment 1** or the provided hyperlink. The tentative timeline for this application cycle is as follows:

- a. **January:** Application Opens
- b. **February or March:** Application Reviewed by the COE. COE makes funding recommendations to the Lacey City Council.
- c. **March or April:** Lacey City Council reviews and makes final funding determinations.
- d. **April 2026 to March 2027:** Selected applicants can seek reimbursement for approved events and approved expenses. Applicants must submit their annual reports to the City.
- e. **August or September (2026):** Review pilot program with the COE and Lacey City Council for potential funding in 2027
- f. **January 2027:** If continued to be funded by the Lacey City Council, open applications.

NEXT STEPS: Review and provide feedback on the [Draft Community and Cultural Event Grant Program](#) and timeline.



Community and Cultural Event Grant Policy

Goals

The City supports a wide range of community and cultural events that benefit the Lacey community. The City desires to provide fair and equitable treatment of entities seeking Community and Cultural Event grants through this program.

Program Requirements

1. **Eligible events:** Events must meet the following:
 - a. Advance Council-adopted goals, City-wide policies, and the City's strategic planning;
 - b. Promote the City and create a welcoming environment;
 - c. Benefit the City's diverse communities;
 - d. Create and maintain an environment free of discrimination;
 - e. Be open to the general public and have no admission fees; and
 - f. Be held in the city of Lacey or Lacey Urban Growth Area.

2. **Eligible entities:** Non-profits with 501(c)3 status that are registered with the Washington Secretary of State, or documentation of a fiscal sponsor that meets this requirement.

3. **Ineligible entities:**
 - a. Any religious, church, creed or sectarian organization promoting religious purposes. Religious organizations are not excluded from receiving grants or sponsorships; however, the purpose of the event must align with the goals outlined in this Policy.
 - b. Political organizations and/or individual campaigns.
 - c. Organizations or individuals that discriminate on the basis of age (if the individual is 18 years of age or older), race, sex, sexual orientation, gender

identity, marital status, disability, national origin, or any other protected class per federal, state, or local law.

4. The City, at its discretion, awards funding. Selected entities may not receive full funding. Sponsorship or grant approval in one year does not imply or guarantee approval in subsequent years.
5. Maximum and minimum award amounts:
 - a. Maximum: \$5,000
 - b. Minimum: \$500
6. One proposal allowed per entity per application cycle.
7. Proposals do not require a dollar-for-dollar funding match for City funds awarded. However, proposals with funding matches may be allocated additional points during evaluation.
8. The City will establish a selection process that includes staff review of applications and recommendations by the Commission on Equity (COE). Final approval is reserved for the Lacey City Council. Presentations may be requested of entities.
9. Organizations selected to receive grant funding must enter into a written agreement with the City and be able to:
 - a. Provide proof of general liability insurance coverage for the event
 - b. Provide documentation as a 501(c)3 and Washington Secretary of State registration, or documentation of a fiscal sponsor that meets this requirement
 - c. Provide reports and invoices with backup documentation
 - d. Sign documents electronically through City-approved systems
 - e. Submit an annual report
 - f. Retain records for seven years
 - g. Provide authorization by their governing body or executive director (or equivalent) to apply and receive program funds.

10. **Acceptable funding uses:** Event coordination, including, but not limited to, reasonable expenses for staff time, advertising, venue costs, equipment, rentals, food or catering costs (excluding alcohol), and permitting fees.

11. **Unacceptable funding uses:**

- a. Purchase of alcohol or alcoholic beverages, or other drugs or consumables infused with ingredients derived from drugs.
- b. Purchase of products or services for the promotion of religious purposes.
- c. Purchase of products or services for the promotion of political activity.

12. **Probation:** If an entity is unable to hold the community or cultural event within the term of the agreement, the agency will be ineligible to participate in the next round of grant funding. Accommodations may be made for extenuating circumstances.

13. **Transparency:** The City will publish a complete list of organizations or individuals receiving grant funds, including the amount and a brief description of how those funds will be used.

Community and Cultural Event Grant Program

Applications must be submitted by 5 p.m. Friday, February XX.

This application does not have an auto-save feature. A copy of the Community and Cultural Event Grant questions are available to help draft your submission, if needed.

For questions or assistance with this application please contact Veronica Hand at Veronica.Hand@cityoflacey.org

Grant Year *

2026



Organization Information

Legal Organization Name *

Eligible Entities: By checking this box you are confirming that your organization is a 501(c)3 non-profit organization or you have a fiscal sponsor that is? *

Applicants must upload a copy of their current non-profit corporate registration with the Washington Secretary of State, or documentation of a fiscal sponsor that meets this requirement.

Ineligible entities:

- Any religious, church, creed or sectarian organization promoting religious purposes. Religious organizations are not excluded from receiving grants or sponsorships; however, the purpose of the event must align with the goals of this program.
- Political organizations and/or individual campaigns.
- Organizations or individuals that discriminate on the basis of age (if the individual is 18 years of age or older), race, sex, sexual orientation, gender identity, marital status, disability, national origin, or any other protected class per federal, state, or local law.

Contact Information *

Provide the name and official role of the individual we should reach regarding this application.

Contact Email Address *

Contact Phone Number *

Activity Information

Event Name *

Name of event proposed for funding.

Event Type *

Please select the application type that best matches your proposed event.

- Community Event
- Cultural Event
- Community & Cultural Event

Event Location *

Not sure where your event is located? Please use [this map](#) to determine if it is in Lacey or the Lacey Urban Growth Area.

Event Address *

By checking this box you are confirming that the event is free and open the general public. *

To be eligible, all events must be be open to the general public and have no admission fees.

How does your event meet the goal of this grant? *

Please check all that apply.

- Advance Council-adopted goals, City-wide policies, and the City's strategic planning
- Promote the City and Create a welcoming environment
- Benefit the City's diverse communities
- Create and maintain an environment free of discrimination

1. Event description *

3. Event Frequency *

How often do your event occur?

- **Single Day:** Activities occur once.
- **Multi-Day:** Activities occur for multiple days or are ongoing throughout the year.

How does your event help create a safe, inclusive, and welcoming community? *

Describe the ways your event promotes a safe environment and fosters a sense of inclusivity and belonging for all.

Estimated attendees/participants *

Budget Information

Funding is provided to awarded parties on a **reimbursement** basis only, **after** authorized activities have occurred. Funding will not be provided for deposits or in advance.

How much funding are you requesting? *

Requests must be between \$500 to \$5,000

8. Use of Funding (Scope of Services) *

If your application is selected for funding, the Scope of Services listed below may become part of your contractual agreement with the City.

Unacceptable funding uses:

- Purchase of alcohol or alcoholic beverages, or other drugs or consumables infused with ingredients derived from drugs.
- Purchase of products or services for the promotion of religious purposes.
- Purchase of products or services for the promotion of political activity.

Event Funding Categories: Select all the categories that you may seek reimbursement for if you are granted funding.

- **Venue:** Rental, Permits
- **Program and Activities:** Performers, Shows, Speakers, etc.
- **Marketing and Communications:** Ads, flyers, banners, etc.
- **Food & Beverage:** Catering, food vendors, snacks
- **Equipment and Supplies:** Generators, Sound systems, Rentals, Swag, etc.
- **Staffing and Volunteers:** Wages or stipends, clothing
- **Transportation:** Vehicle rentals, Parking, etc.
- **Administration and Operations:** Office overhead, registration/payment fees, etc.

Venue

Program and Activities

Marketing and Communications

- Food & Beverage
- Equipment and Supplies
- Staffing and Volunteers
- Transportation
- Administration

9. What is the total budget for your activities? *

Provide the budget for your activities.

10. Other City of Lacey funding sources *

Please list any additional City funding you receive for this event. If none, please put "Not Applicable."

File Upload / Attachments

Upload the following documents as applicable:

- Documentation of your current 5019(c)3 status, or documentation of fiscal sponsorship
- Examples of event materials, not more than 10 pages. No video content may be provided.

File Upload *



Drop your files here

[Browse](#)

Acknowledgments & Signatures

Public Records Notice

The information entered and any supplemental attachments for this application may be considered a record subject to public review.

Application Acknowledgements *

I acknowledge that in addition to this application, I may be required to interview and provide a presentation to the City.

I acknowledge that this is an application for a contract with the City of Lacey and if awarded, my organization intends to enter into an Agreement with the City of Lacey.

Signature *

I confirm that the information I've provided is accurate to the best of my knowledge. By entering my name below, I show my acknowledgment of the information submitted.

Send me a copy of my responses

Submit

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COMMISSION ON EQUITY

December 22, 2025

SUBJECT: Draft 2026 Work Plan

RECOMMENDATION: Motion to “Recommend the Draft 2026 COE Work Plan to the Lacey City Council.”

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

ORIGINATED BY: City Manager’s Department

ATTACHMENTS: 1. Draft 2026 Work Plan

FISCAL NOTE: None at this time

PRIOR REVIEW: [Commission on Equity Meeting – November 24, 2025](#)
[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

The COE reviewed the draft 2026 COE Work Plan at their November 25, 2025, meeting. The following element was incorporated into the anticipated COE efforts for 2026: “Internship, Training, Application Process Review.”

The Lacey City Council is tentatively scheduled to review the draft 2026 COE Work Plan on February 10, 2026.

NEXT STEPS: Option 1 is recommended.

Option 1: Recommend the draft 2026 COE Work Plan to the Lacey City Council.

Option 2: Recommend amendments to the draft COE Work Plan and then recommend the amended draft 2026 COE Work Plan to the Lacey City Council.

Option 2: Do not recommend the draft 2026 COE Work Plan to the Lacey City Council.

Option 4: Provide direction to City staff on other elements to consider.



Commission on Equity

Work Plan 2026 **DRAFT**



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	1 st (full)	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.

Table A		
Overview of Commission on Equity Work 2022-2025		
Year	Month	Activity
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 & 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 & 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 & Joint Meeting with Lacey City Council</p> <p>Community Engagement Efforts & 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 & 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	Poet Laurate Program Policy Draft 2026 Work Plan Leadership Thurston County Presentations DEIB Summit Planning Update Joint NTPS City Council Meeting (11/12) City Council COE Work Plan Meeting Lacey Youth Council Meeting
2025	December	<i>Pending</i>

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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.).

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

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 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

Strengths

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Aspirations

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Results

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- End 2026: Invitations to present on COE work
- Snacks
- Open House-like engagements
- Updated phone systems, use as an education tool, accessibility features
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2026 Work Plan

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

Table C						
2025 Work Plan						
Year	Q	Category	Activity	Status		
2026	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 Vision, etc).			
		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			
		2026	Q2	Engagement	Joint Meeting with Regional DEIB Advisory Boards	
					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 Opportunities					
	Internship, Training, Application Process 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
2026	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		
2026	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	

From the COMMISSION ON EQUITY - RULES OF PROCEDURE (relevant sections):

2. Election of Officers

- 2.1. The officers of the Commission shall be a Chair and a Vice-Chair elected by the appointed members of the Commission, and such other officers as the Commission may elect.
- 2.2. The election of officers shall take place each year on the occasion of the last regular meeting in December of each calendar year.
- 2.3. The term of each officer shall begin on the occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.
- 2.4. In the event of the vacancy of the Chair, the Chair will be replaced by the Vice-Chair, and the Vice-Chair will be replaced by a vote of the members of the Commission.

3. Duties of Officers

- 3.1. The Chair shall preside over the meetings of the Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Commission.
- 3.2. The Chair shall have power to create temporary committees of one or more Commissioners.
 - 3.2.1. Committees of the Commission shall be created at the direction of the Commission and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the Commission. No committee shall have the power to commit the Commission to the endorsement of any plan, case or program without the approval of the full Commission.
- 3.3. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, conflict of interest, appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.
- 3.4. In the absence of the Chair, the vice-chair will perform all duties of the Chair.
- 3.5. Absences of Chair and Vice-Chair: The Chair and Vice-Chair, both being absent, the present Commissioners may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.