

**CITY OF EDMONDS
DIVERSITY COMMISSION
April 20, 2016**

The Diversity Commission meeting was called to order at 6:09 p.m. by Michele Rastovich at 220 Railroad Avenue, Edmonds.

COMMISSIONERS PRESENT

Ed Dorame – Vice Chair
George Basioli
Adam Khan
Mario Brown – Chair
Diana White
Councilmember Adrienne Fraley-Monillas,
ex officio

ELECTED OFFICIALS PRESENT

STAFF PRESENT

Patrick Doherty, *ED/CS Director*
Cindi Cruz, *ED/CS Program Coordinator*
Michele Rastovich, *Diversity Commission
Coordinator*

COMMISSIONERS ABSENT

Maria Montalvo
Gayle Ketzel
Patricia Valle
Tung Bui

1. **Roll Call:** Call to order at 6:09 p.m.
2. **Approval of Agenda:** The agenda was approved as submitted.
3. **Approval of Summary Minutes of April 6, 2016:** By consensus, summary was approved.
4. **Public Comment:** None
5. **Action Item: Incident Response Language:** Michele discussed the process of creating this template, for use by the Chair and/or Vice Chair, as a way to respond to incidents that require a timely response from the Commission, but when the Commission does not have time to meet between regularly scheduled meetings. The template might be used in response to event similar to the Edmonds Woodway High School incident in late 2015. Patrick reviewed changes to the template as recommended by Commissioners. Staff may distribute the response to the press, and Commissioners were reminded that they cannot represent the Commission when speaking to the press, unless the entire Commission has agreed upon the response. It is suggested that the Commission meeting location and time be added to the document, and with the addition, the document was approved by consensus.

6. **Action Item: Parade Plan:** Tung is taking the lead on planning for the Commission to have a presence in 4th of July parade. Word needs to get out to as many stakeholders, partners, and community organizations as possible that they are invited to join the Commission. Patrick asked if Commissioners are willing to use some of the Commission budget on supplies, like a banner. There was consensus for spending some funds although an amount was not identified. Patrick and Tung will continue the planning and will present more information regarding expenses and logistics and the May meeting.
7. **Key Informant Interviews: Speaking Engagements, Speaking with the Press:** Ed presented the talking points he and Patrick prepared for Commissioners. These are intended to be guidelines when speaking to local groups and leaders in our information gathering efforts. Changes were suggested, and the talking points will be edited for approval at the May meeting. It was also noted that, like in the incident response protocol discussed earlier, individual Commissioners cannot speak for the entire Commission on social media or in online news.
8. **Policy for Electing Officers:** Ed and George will work with Michele to draft policy by July.
9. **Attendance Policy:** The ordinance mandates that missing three consecutive regular meetings will trigger the removal of a Commissioner. Discussion centered around the option of calling in to a meeting, and if calling in would constitute attendance. Pros and cons were discussed and Commissioners were mixed on the idea. Concern about technology requirements and guidelines were discussed. Although Commissioners do not all “love it”, there was agreement that there is a need. By consensus, it was agreed that if there is technology to support it, one call in per year will constitute attendance and missing “special meetings” such as the one tonight would not count towards the three consecutive absences since they cannot be planned in advance.
10. **Debrief April 6 Diversity Forum:** Commissioner reflections included that it was unique meeting with good turnout; struck with the openness of the participants and the ease of getting the participants to attend; the variety of representation and information; and the willingness to partner. It was also noted that WorkSource asked for assistance in identifying community volunteers to serve on their ‘barrier removal committees’; the Chamber said ‘how can we help’; and several invited the Commission to be added to their mailing lists. There was acknowledgement of disturbing e-mail forwarded by Stephen Bernheim to Patrick Doherty who distributed to Commission. Commissioner concerns included: how do we get involved as a Commission; how do we meaningfully connect with so many opportunities; why were there no faith communities represented. Opportunities presented included: so many of the representatives are Snohomish County or Everett focused, but few focused just in Edmonds; need to be conscious of diverse communities and to think about going to them; need to identify gaps. The general consensus was that the forum was a good event, creates a message of how serious Edmonds is, and provides us with information about how to plan another similar opportunity.
11. **Work Plan Update and Review:** Goals and action to date were reviewed. Much of the discussion centered around the upcoming City survey, including its accessibility and how to increase participation. The survey, approved by Council on April 19, includes one question regarding barriers experienced. Patrick noted that the discussion was very helpful in informing staff how to proceed. Commissioners broke into pairs, each focused on discussing one of the three work plan goals. Priority proposed actions included: hearing from Refugee and Immigrant Forum at a public event, like the April 20 forum; committing time on each

agenda to discuss best practices of inclusive communities; hearing from young people; and providing information to private organizations, like the Elks and Eagles. Michele will take notes to draft a calendar of next steps.

12. **Adjourn: 8:06PM – Next regular meeting: May 4, 2016, 6 PM**