



TOWN OF LOS GATOS
DEI COMMISSION REPORT

MEETING DATE: 01/11/2024

ITEM NO: 3

DATE: January 5, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Laurel Prevetti, Town Manager
SUBJECT: Determine the Commission Meeting Dates and Times for 2024

RECOMMENDATION:

Staff recommends that the Diversity, Equity, and Inclusion Commission determine its meeting dates and times for 2024.

REMARKS:

Every Town Commission sets a regular meeting schedule. The DEI Commission is expected to meet monthly in-person at a Town facility. Given the size of the DEI Commission, the Council Chambers is the preferred location for the meetings. The Council Chambers are available:

- First, third, or fourth Mondays,
- First, third, or fourth Wednesdays, or
- Second or fourth Thursdays.

Staff recommends that the meetings begin no earlier than 4:30 p.m. due to the work schedules of Commissioners. Meetings would typically last one and half to two hours.

With the Commission's decision on its regular meeting schedule, the Commission will be asked in February to adopt a "place and time" resolution.

Prepared by: Town Manager
