



TOWN OF LOS GATOS
DEI COMMISSION REPORT

MEETING DATE: 01/09/2025

ITEM NO: 4

DATE: December 17, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Holly Young, Senior Management Analyst
SUBJECT: Clarify All Existing Ad Hoc Subcommittees of the Commission.

RECOMMENDATION:

Clarify all existing ad hoc subcommittees of the Commission.

REMARKS:

In a broad sense, the work of Town Boards, Commissions, and Committees should be conducted in public in order to promote transparency, accountability, and public participation in decision-making processes, ensuring that residents are aware of how their local government is operating and have the opportunity to voice their concerns and opinions on important issues affecting their community.

There may be occasions where it is helpful to form an ad hoc working group, or subcommittee, on a particular topic. The guidelines for Town Board/Commission/Committee ad hoc subcommittees are as follows:

Subcommittees

In certain instances, a Commission, Committee or Board may determine that it is necessary to form a subcommittee to study a particular matter relating to that body in some detail.

- *A subcommittee may be formed by a majority vote of the Commission, Committee or Board members taken at a regular meeting and cannot be comprised of a majority of the members.*
- *Appointments to the subcommittee are made by the consensus of the Commission, Committee or Board.*
- *A subcommittee is a committee which will usually last until a specific date, but no longer than one year, has limited its purpose, and is considered an ad hoc committee. If a subcommittee becomes a standing committee, then it becomes subject to the requirements of the Brown Act.*

PREPARED BY: Holly Young
Senior Management Analyst

- *After a particular study is completed, and recommendations are presented to the Commission, Committee or Board, the subcommittee should be disbanded.*

This item is an opportunity for the Commission to memorialize its existing ad hoc subcommittees and the members, purpose, creation date, and time frame for each in order to make tracking them clear and efficient.

Below is staff's understanding of the Commission's existing ad hoc subcommittees. Any previously formed ad hoc subcommittees not listed below are assumed to have completed their work and been disbanded.

The Commission may take this opportunity to make edits if the list below needs to be adjusted.

- **Education/Schools Community Outreach Listening Campaign Ad Hoc Subcommittee**
 - **Members:** Commissioners Carmen Lo, Varily Isaacs, Folake Phillips, Ryan Idemoto, and Aanya Singh
 - **Purpose:** Conduct listening campaign outreach to local schools using the approved questions.
 - **Created:** July 11, 2024
 - **Time Frame:** Work to be completed and ad hoc subcommittee disbanded prior to July 11, 2025.
- **Religious Groups Community Outreach Listening Campaign Ad Hoc Subcommittee**
 - **Members:** Vice Chair Diane Fisher and Commissioners D. Michael Kane and Folake Phillips
 - **Purpose:** Conduct listening campaign outreach to local religious groups using the approved questions.
 - **Created:** July 11, 2024
 - **Time Frame:** Work to be completed and ad hoc subcommittee disbanded prior to July 11, 2025.
- **Businesses Community Outreach Listening Campaign Ad Hoc Subcommittee**
 - **Members:** Chair Gordon Yamate and Commissioners Pradeep Khanal and Carmen Lo
 - **Purpose:** Conduct listening campaign outreach to local businesses using the approved questions.
 - **Created:** July 11, 2024
 - **Time Frame:** Work to be completed and ad hoc subcommittee disbanded prior to July 11, 2025.
- **Non-Profits/Service Organizations Community Outreach Listening Campaign Ad Hoc Subcommittee**

- **Members:** Chair Gordon Yamate, Vice Chair Diane Fisher, and Commissioners Aanya Singh and Varily Isaacs
 - **Purpose:** Conduct listening campaign outreach to local non-profits and service organizations using the approved questions.
 - **Created:** July 11, 2024
 - **Time Frame:** Work to be completed and ad hoc subcommittee disbanded prior to July 11, 2025.
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- **Panel Discussion Event Ad Hoc Subcommittee**
 - **Members:** Commissioners Phillips, Lo, and Kane
 - **Purpose:** Present a recommendation to the Commission regarding a potential panel discussion event.
 - **Created:** October 10, 2024
 - **Time Frame:** Ad hoc subcommittee to be disbanded prior to October 10, 2025.