



**TOWN OF LOS GATOS  
DEI COMMISSION REPORT**

MEETING DATE: 01/09/2025

ITEM NO: 3

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DATE: December 20, 2024  
TO: Diversity, Equity, and Inclusion Commission  
FROM: Holly Young, Senior Management Analyst  
SUBJECT: Adopt a Time and Place Resolution for Future DEI Commission Meetings.

**RECOMMENDATION:**

Adopt a Time and Place Resolution for future DEI Commission meetings.

**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 meetings.

In 2024, the DEI Commission met regularly on the second Thursday of the month at 5:00 p.m. in the Council Chambers. 5:00 p.m. has worked well with Commissioners' work schedules.

Due to staff workload related to preparing for Town Council meetings on the second Thursdays of the month, staff recommends switching to either the first or third Thursday of the month.

With the Commission's decision on its regular meeting schedule, the Commission should adopt a Time and Place Resolution (see Attachment 1).

**ATTACHMENT:**

1. Time and Place Resolution

Prepared by: Holly Young  
Senior Management Analyst

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