



**TOWN OF LOS GATOS**  
**DEI COMMISSION REPORT**

MEETING DATE: 11/14/2024

ITEM NO: 4

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DATE: October 28, 2024  
TO: Diversity, Equity, and Inclusion Commission  
FROM: Holly Young, Senior Management Analyst  
SUBJECT: Explore Options for a Panel Discussion Event (Work Plan Item Regarding Developing a Community Learning Opportunity on Historic Inequities and Developing Diversity, Sensitivity, and Awareness Training Goal B, Items 3.a. and b.)

**RECOMMENDATION:**

Explore options for a panel discussion event (Work Plan Item Regarding Developing a Community Learning Opportunity on Historic Inequities and Developing Diversity, Sensitivity, and Awareness Training Goal B, Items 3.a. and b.)

**BACKGROUND:**

Earlier this year, the DEI Commission discussed a potential recommendation to the Town Council for the DEI Commission to host a panel discussion event regarding the [Silicon Valley Pain Index](#) and specifically focusing on the housing and education data in the report and how those inequities came about. An ad hoc working group made up of Commissioners Phillips, Lo, and Kane worked on this topic.

On September 17, 2024, the Town Council adopted the Commission Events Policy. In an effort to provide consistent guidance to Commissions and ensure appropriate use of staff resources, the Commission Events Policy encourages Commissions to have self-sufficient tabling at existing Town events, rather than separate events, to minimize use of staff resources. If a Commission wants to hold a unique event, as an exception and not the norm, the Commission would submit a recommendation to the Town Council for consideration and approval.

Commission Hosted Events are referenced as follows in the Commission Events Policy:

***a. Commission Hosted Events:***

- i. Commission Hosted Events are events hosted, funded, and implemented by the Commission.*
- ii. Commissions are advisory bodies to Council and do not typically host or produce events, unless requested by Town Council. Therefore, Commissions are*

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*encouraged to participate in existing Town Hosted or Externally Hosted Events as outlined above, rather than hold Commission Hosted Events. If no Town Hosted or Externally Hosted Event exists, alternatives could be for an appropriate non-profit to develop an Externally Hosted Event or to pursue the event outside of the Commission's or Commissioner's official capacity.*

- iii. In the rare instance a Commission is interested in holding a Commission Hosted Event, the Commission should make a recommendation to the Town Council for its consideration.*
- iv. All Commission Hosted Events require Town Council approval prior to implementation to ensure adequate staff and financial resources are available, alignment with Town Council priorities, and consideration of liability and logistics. If staff attendance is necessary, events past 8:00 p.m. or on weekends should be avoided whenever possible and staff availability should be taken into account when planning the date and time.*

DISCUSSION:

Options for the panel discussion event previously discussed by the Commission would be as follows:

- (1) An appropriate non-profit could host the event;
- (2) The event can be pursued outside of the Commission's official capacity; or
- (3) The Commission can make a recommendation to the Town Council for the Commission to host the panel discussion event.

For options (1) and (2), a Special Event Permit through the Town would only be needed if the event was going to be held on public property. If it were to be held at LGS Rec or other private property, no special event permit from the Town would be needed.

If the Commission decides to pursue making a recommendation to the Town Council for the Commission to host the event, the Commission should put together as much detailed information as possible to present to the Council regarding the content of the proposed event.

Items to consider may include:

- An outline of the information that will be presented/discussed
- Any presentations or slide decks
- The potential speakers/panelists and their bios
- Any associated costs (speaker fees, room rental, etc.) and funding source
- Desired outcome(s) of the event

If the Commission decides to pursue the third option, no speakers or venues should be booked until Council approval is received.

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**SUBJECT: Panel Discussion Community Learning Opportunity**

**DATE: November 14, 2024**

On October 10, 2024, the DEI Commission requested that the ad hoc working group made up of Commissioners Phillips, Lo, and Kane to consider the options above and present a recommendation to the full DEI Commission for consideration.

Staff looks forward to the Commission's discussion.