



TOWN OF LOS GATOS
DEI COMMISSION REPORT

MEETING DATE: 10/10/2024

ITEM NO: 6

DATE: October 2, 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.

Simultaneously, the Town Policy Committee was working on the development of a Commission Events Policy to ensure all Commissions are provided the same guidance and direction from Council regarding events. On August 8, 2024, the DEI Commission decided to hold off on any further panel discussion event planning until the Commission Events Policy was complete so that the Commission could take into account the parameters and expectations provided by the Council.

DISCUSSION:

On September 17, 2024, the Town Council adopted the Commission Events Policy in Attachment 1 and the revised Town Council Policy 5-03 "Commission Budgets" in Attachment 2.

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

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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.

The amendments to the Commission Budget Policy broaden appropriate uses of a Commission's budget to include purchasing giveaway items for any event authorized under the Commission Events Policy and hosting Town Council approved Commission Events in accordance with the Commission Events Policy.

The panel discussion event previously discussed by the DEI Commission would be a Commission Hosted Event as referenced on page 3 of the Commission Events Policy in Attachment 1:

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 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.*

Options for the panel discussion event 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.

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:

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- An outline of the information that will be presented/discussed
- A copy of any presentations or slide decks
- A list of the potential speakers/panelists with bios

If Council approves the proposed event, then the Commission can work out the specifics such as date, time, and location. No speakers or venues should be booked until Council approval is received if the Commission decides to pursue the third option.

ATTACHMENTS:

1. Commission Events Policy
2. Commission Budgets Policy