TOWN OF LOS GATOS

DEI COMMISSION AGENDA REPORT

MEETING DATE: 11/19/26

ITEM NO: 2

DATE:	November 13, 2026
TO:	DEI Commission
FROM:	Holly Young, Senior Management Analyst
SUBJECT:	Discuss Potentially Rescheduling or Cancelling the December DEI Commission Meeting.

REMARKS:

The last regular DEI Commission meeting of 2026 is scheduled for Thursday, December 17 at 5:00 p.m. in Council Chambers. The Town Council may need to use the Council Chambers during this time to conduct Commissioner interviews. The Town's new Councilmembers need to be seated before conducting the Commissioner interviews and availability for scheduling is limited, especially during the end of the year.

If the Town Council needs to use the Chambers during this time, the DEI Commission has two options:

1. Cancel the December DEI Commission meeting.

2. Hold a December Special Meeting on Wednesday, December 16 in the Library conference room at 4:00 p.m. with a hard stop at 5:30 p.m.

There is not another date in December that a Special DEI Commission meeting can be accommodated in the Council Chambers. The Library closes at 6:00 p.m., so a meeting there would need to start at 4:00 p.m. with a hard stop by 5:30 p.m. to allow staff time to clean up after the meeting and have everyone out of the building no later than 6:00 p.m. Please also note that the Library conference room does not have microphones so Commissioners will need to project their voices in order to be picked up on the audio recording should the meeting be held there.

PREPARED BY: Holly Young
Senior Management Analyst