



Neighborhood and Demographic Diversity Commission

**Revised Agenda
June 9, 2015 7:00 PM
City Council Chambers**

Commission:

Commission Chair Rosamaria Graziani	Commissioner Pining Reyes
Commission Vice Chair Berel Paltiel	Commissioner Shirley Sutton
Commissioner Glenda Powell Freeman	Council Liaison Ian Cotton
Commissioner Angel Shimelish	Staff: Assistant City Administrator Art Ceniza
Commissioner Ty Tufono	Staff: Human Resources Analyst Tracy Sloan

Agenda Item	Presenters	
10. Call to order 7:00 PM	Chair Graziani	2 Minutes
20. Roll Call	All	2 Minutes
30. Approval of Minutes: May 12, 2015	All	5 Minutes
40. Public Comments	Attendees	5 Minutes
50. Council Liaison Update	Council Member Cotton	10 Minutes
50.1 Budget Proposal Summary	Commissioner Reyes	3 minutes
50.2 Discussion by Commission	All	15 minutes
60. Old Business		
60.1 National Day of Remembrance	Vice Chair Paltiel	2 Minutes
60.2 Parks and Recreation CPR/First Aid Event	Chair Graziani	2 Minutes
60.3 Dance Company from Mexico -	Chair Graziani	2 Minutes
60.4 Asian Pacific Conference – June 20th	Commissioner Ty Tufono	2 Minutes
60.5 Filipino Event	Commissioner Reyes	2 Minutes
60.6 Joint Board and Commissions Meeting	Vice Chair Paltiel	2 Minutes
60.7 State of the City	Assistant City Administrator Ceniza	2 Minutes
70. New Business		
70.1 Mayor Smith’s Letter to the Commission	Assistant City Administrator Ceniza	5 Minutes
70.2 Introduction of Facilitator	Assistant City Administrator Ceniza	10 Minutes
70.3 Strategic Planning Meeting Scheduling	Chair Graziani	10 Minutes
70.4 Latino Heritage Month Celebration	Chair Graziani	10 Minutes
80. Staff Update		
80.1 E-mail	Tracy Sloan	2 Minutes
80.2 Website	Tracy Sloan	
90. Comments for the good of the order	All	5 Minutes
100. Adjourn 8:30 PM	Chair Graziani	

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 670-5023 with 24-hours advance notice for special accommodations.

NEIGHBORHOODS & DEMOGRAPHIC DIVERSITY ADVISORY COMMISSION
MEETING MINUTES • May 12, 2015 • CITY HALL, COUNCIL CHAMBERS

1 10. **Call to Order:** Meeting was called to order at 7:00 p.m. by Chair Rosamaría Graziani.

2

3 20. **Roll Call:**

4 Commission Chair Rosamaría Graziani Commissioner Ty Tufono (via telephone)

5 Commission Vice Chair Berel Paltiel Council Liaison Ian Cotton

6 Commissioner Shirley Sutton Executive Office Liaison Art Ceniza

7 Commissioner Pining Reyes Staff Liaison Tracy Sloan

8

9 30. **Approval of Minutes:** The minutes were reviewed and should be corrected by eliminating
10 “the” in front of Julie on 60.1. Vice Chair Paltiel move to approve minutes with the correction.
11 Commissioner Reyes seconded the motion. Commissioner Tufono abstained as she did not
12 receive a copy of the minutes. The minutes were approved with the correction.

13

14 40. **Public Comments:** Question related to the timing of the Day of Remembrance Event. The
15 event was on Facebook and the City website.

16

17 50. **Council Liaison Update:** He could not attend and sent his apologies.

18

19 60. **New Business:**

20 **Please note there is a Special Notice of a Meeting for a Joint Board and Commission Meeting**
21 **on May 19th from 6-9 p.m. in the Lynnwood Council Chambers for all Board and Commission**
22 **members.** Berel will represent the Commission unless anyone else is interested in attending.

23 60.1 **Stand Against Racism** - Chair Graziani spoke about the dates being restricted for the
24 event and the Commission decided to postpone the event until next year. The YWCA website
25 has a sign-up and it is encouraged for organizations to register their event so that events can
26 be aligned. Commissioner Sutton and Commissioner Reyes gave a briefing about attending the
27 YWCA film event “Race – Power of Illusion at the Everett Performing Arts Center on April 24.
28 They were invited to be on the panel to give their perspectives. The event was well attended.
29 The Commission discussed having a local event next year.

30 60.2 **National Day of Remembrance** – Vice Chair Paltiel invited people to the event May 18th 4
31 p.m. – 5:30 p.m. at the Senior Center. Next year they will look into having the event at a later
32 time. The Mayor and a third generation Holocaust survivor will be speaking.

33 60.3 **Parks and Recreation CPR and First Aid Event** - Chair Graziani briefed the Commission on
34 the event coming Saturday, June 6th from 6 – 8pm at the Fire Station #15 where she will be
35 doing the Spanish translation and thirty are currently registered from the Latino community.

36 60.4 **Dance Company from Mexico** - Chair Graziani is collaborating with the Arts Commission
37 and leveraging their support.

38 60.5 **Public Safety Meeting** - Chair Graziani talked with Fire Chief Cockrum about scheduling a
39 meeting in July. The Commission will support the event. Location would be in the engine bay
40 of Station #15. Chief Cockrum is finding the right day/time for a Community Open House.

41 60.6 **CAPAA – (Commission on Asian Pacific Americans)** Commissioner Tufono briefed the
42 Commission on the Washington State CAPAA board meeting which will be held at Verdant on
43 196th in Lynnwood on June 20th from 10 a.m. – 2 p.m. Mayor Smith will be speaking. The
44 Commission meets three times a year and discusses such things as economic issues and health
45 care. It is an honor and privilege to have the meeting in Lynnwood. Commissioner Tufono
46 invited the Diversity Commissioners to attend the meeting.

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1 60.7 **Neighborhood associations** – Chair Graziani sent Ted Hikel the link where he can register
2 his neighborhood association. The registration cost is \$30. It formalizes the membership and
3 the neighborhood will need to have an election of an agent to speak for them.

4 60.8 **Other NDDC business since April meeting** - Chair Graziani contacted various different
5 organizations as the Mayor had called for collaboration for at risk youth. One contact was the
6 Edmonds School District Attendance Specialist to discuss some ideas including attending some
7 programs at the Recreation Center. She also reached out to EAACH (Equity Alliance for
8 Achievement) concerning youth and public safety. Chair Graziani, Commissioner Sutton and
9 Executive Office Liaison Art Ceniza attended the Race Conference held at Everett Community
10 College on May 2nd. There were excellent workshops and good conversations. Executive
11 Liaison Ceniza expressed that the Mayor would like to have some similar conversations
12 happening in Lynnwood. Also there was a candidate from Seattle who may be interested in
13 facilitating the strategic planning for the Diversity Commission. Executive Liaison Ceniza
14 briefed the Commission on the Labor Relation Conference he attended in Yakima.
15

16 **70. New Business**

17 There was some discussion about a Community Meeting on Diversity with Public Safety and
18 why it would be important to have an event in Lynnwood. Commissioner Tufono asked to table
19 the discussion as it was not on the agenda and put the topic forward at a future meeting. The
20 Commission agreed.

21 70.1 **MLK event 2015** – Chair Graziani and Commissioner Sutton attended a meeting with
22 Edmonds Community College. The Commissioners were asked to research having the event at
23 the Convention Center. There was some discussion. Executive Liaison Ceniza read an e-mail
24 from the Executive Office related to the question from the Commission on the “Free Use Days”
25 of the Convention Center. The Executive Office has to go to the Council and get approval to
26 use the Convention Center. There is also the cost of other incidentals such as AV equipment,
27 catering, extra linens, etc. There was more discussion related to the Commission’s origin,
28 purpose, partnerships with community, and aligning with the Community Vision. The Mayor
29 recently had a breakfast meeting with the Korean business community leaders to identify
30 priorities. There was concern about the lack of goals for the Commission and everything seems
31 to be on hold for resources. The Commission agreed to ask the Mayor to come to the next
32 meeting for clarification. The Commission will look at having a special meeting for proposal
33 consolidation.
34

35 **80. Staff Update:**

36 80.1 **Staff update:** Commissioner e-mail. Staff Liaison Sloan briefed the Commission on the
37 assignment of Commissioner City e-mails. It was encouraged that the Commissioners use
38 those e-mails for Commission business. If they were not intending to use them then the
39 Commissioners should notify Staff Liaison Sloan or Chair Graziani so the commissioners are
40 receiving all information. The question was asked about any applications for the Commission
41 and there are two applications on file.
42

43 **90. Adjournment:** Meeting was adjourned at 8:30 p.m. by Chair Graziani.

Regina Alexander

Professional Summary

Experienced leader with proven track record of managing teams through effective and motivating mentoring strategies. Proven track record of promoting a positive, productive work environment, while maintaining excellence, and high quality customer service.

Experience Highlights

Administrative Competencies

- Select, train, evaluate and discipline staff
- Design and implement policies & procedures
- Effectively set priorities and delegate duties
- Proven record of innovative and effective staff development
- Strong interpersonal communication skills
- Effectively resolve complaints internally and externally
- Exceptional written and oral communication skills
- Design and implement innovative and progressive programs
- Successfully developed probation program
- Successfully developed alternative to incarceration program

Case and records management

- Organize and maintain legal documents
- Knowledge and application of court policies and procedures
- Knowledge of civil and criminal law, municipal codes, and state laws
- Routinely manage 400-450 offender caseload
- Interpret legal documents, court rules, and legislative mandates
- Familiarity with state laws and regulations regarding records retention schedules
- Knowledge of legal terminology and concepts

Fiscal Responsibilities

- Identify supplies and equipment that need to be purchased
- Assist with budget planning and justification of department needs
- Research, compile, analyze, and summarize data
- Succinctly present department goals and objectives to stakeholders

Computer skills

- Proficient use of Judicial Information System (DISCIS and SCOMIS)
- Proficient use of Microsoft office programs (Word, Outlook, Excel, Publisher, PowerPoint)
- Familiarity with Application Extender, CAD system

Employment History

- Probation Supervisor ♦ *City of Lynnwood Municipal Court* ♦ *Lynnwood, WA* ♦ *April, 2002-Present*
- Probation Officer / Day Reporting Instructor ♦ *Pierce County District Court Probation* ♦ *Tacoma, WA* ♦ *March, 2000 – April, 2002*
- Legal Assistant Supervisor ♦ *Pierce County Department of Assigned Counsel* ♦ *Tacoma, WA* ♦ *February, 1995 – March 2000*

Education

- Master of Business Administration ♦ *University of Phoenix, Mountlake Terrace Campus*
- Bachelor of Science in Workforce Education and Development (Specialization in Education, Training, and Development) ♦ *Southern Illinois University, McChord Air Force Base Campus*
- Associate of Arts in Legal Studies ♦ *Pierce College*

To: Diversity Commissioners

From: Mayor Nicola Smith

Cc: Art Ceniza, Mayor Liaison to Diversity Commission
Tracy Sloan, Staff to Diversity Commission
Julie Moore, Manager of Communications and Public Affairs
Carolyn Wies, Executive Assistant to Mayor
Ian Cotton, Council Liaison to Diversity Commission
Loren Simmonds, Council President

Date: June 9 , 2015

RE: Diversity Commission Goals and Objectives

Dear Diversity Commissioners:

Thank you for the invitation to your June 9 Commission meeting. Unfortunately I will be out of the state that day due to a previous commitment and will not be able to join you. I would like to thank Rabbi Berel for representing the Diversity Commission at the recent Joint Board and Commission Meeting. It was a great opportunity for fellowship among the other board and commission members and our city staff gave great presentations about our City Center plans, the Comprehensive Growth Plan, our Brand Story and in general the future of our city. We are planning to host these joint meetings once or twice a year, so I hope that you all can attend the next one.

State of the City Address

On June 2, I delivered my second State of the City Address at the Lynnwood Convention Center. It was well attended by community members and city staff. Our team of city employees are doing a tremendous job and I'm happy to report that the future of our city is very bright. Many of the themes that were covered during the address are familiar to you. I talked about the importance of the Community Vision which was recently reaffirmed by City Council in April. We highlighted many of the efficiencies that our departments are working on to provide better services to our community while saving time and/or money. We highlighted the importance of community connections, outreach, and diversity, as well as the importance of public safety and city infrastructure. Another very important topic covered in the Address was the arrival of Light Rail to the Lynnwood Transit Center by 2023 and how this will be a game changer for the city of Lynnwood.

Strategic Planning

From the moment I took office, I have stressed the importance of strategic planning and building partnerships. Since February of this year, our Department Directors have been working on a draft strategic, long-range plan that will help translate the Community Vision into reality. We will be discussing the draft strategic plan with the Council in the near future. In addition, we are working collaboratively to develop an implementation guide that will help us to govern and grow in a manner that honors our history and legacy and also creates a strong and vibrant future for our city.

I am requesting that all Boards and Commissions create a strategic plan to ensure that the goals and activities of each group actively work towards achieving our Community Vision. We have identified a facilitator, Regina Mack, for your upcoming retreat and strategic planning. Regina is a Probation Supervisor for the Municipal Court. Outside of her job, she and her sister provide Diversity and Cultural Competency training. Regina is looking forward to working with the Commission and I am confident that she will help guide you through the process and get you set on a strong foundation for this important work.

Role of the Diversity Commission

I've always said that one of our City's greatest strengths is our diversity. Our community is filled with people from varying backgrounds, cultures, religions, education, socio-economic status, and professional experience. As Lynnwood continues to grow and develop, the role of the Diversity Commission will play an even more important role in shaping our city policies and program.

As I mentioned in my earlier meeting with you, for the past several years, our city has been moving away from event production and focusing on outreach, communication, creating community partnerships, and relationship building. Community events are very labor-intensive and we just don't have the dedicated staff to plan and execute events in a meaningful manner. As a way to encourage community groups to host events, we developed a Community Event Partnership program. There is now a process for a community group to request that the city partner with them, and if approved, we can help promote the event through our communication channels.

Since we do not have event planning staff, the Diversity Commission should focus efforts on three critically important areas for the remainder of 2015:

- Developing a strategic plan
- Following up on the priorities outlined by the Commission at the April 21, 2014 presentation to City Council. At this meeting, the Commission indicated the top two priorities were to provide opportunities for city staff to receive cultural competency training, and to work with Human Resources to find ways to recruit a diverse applicant base and analyze our hiring processes to ensure all qualified candidates are considered.

- Support and partner with community groups and organizations on activities such as MLK holiday, Black History Month, Holocaust Remembrance Day, Veterans events, and other community education activities.

I enjoyed participating in the Holocaust Remembrance in May. These are the type of critical conversations that I would like to see more of in our community. I also want to thank Commissioner Tufono for agreeing to participate in our upcoming Veterans Summit. Another critical initiative that needs focus right now is building a bridge between our community and our public safety officers. We made a great first step in hosting the Black History Month event and it is critical that the Diversity Commission work collaboratively with the Police and Fire Department to find ways to create a healthy relationship for all members of our community.

My staff is working with LETI to host two summer interns to help plan a Spanish-language Lynnwood University for this fall. This will be a great opportunity to connect with our Latino community and share with them how local government works.

With regard to the Diversity Commissions budget proposal submitted by Chair Graziani and Councilmember Cotton at the May 26th City Council Business Meeting, please keep in mind that the city runs on a two year budget and the budget for 2015 and 2016 was adopted by City Council in December 2014. The final budget was the result of several months of Council public deliberation and citizen input. For any new budget ideas there is, in place a process and protocol for submitting new budget proposals that all Departments, including Boards and Commissions are subject to. Please be sure to follow the established process and protocols. Please also work closely with your staff liaisons Art Ceniza and Tracy Sloan to prepare your proposals. The proposal should include the scope of the project, proposed budget including what the dollars will be used for, and an outline of who will manage the project. I also want to ensure that the Diversity Commission is adhering to the Open Public Meetings Act and that all decisions are made in an open forum with a majority vote. As public officials, all Board and Commission members are subject to these acts. Additional training on the Open Public Meeting Act and other rules and regulations is coming soon for Boards and Commission.

I also wanted to make clear that in the current budget there is \$5,000 allocated in the Community Programs budget which is managed by the Parks & Recreation Department. This money is available for partnering on activities such as the Stand Against Racism, VFW events, and lectures or community education activities. The City Council did approve a one-time budget request by the Mayor for 'Community Vision Initiatives'. This money is intended to be used for efforts and activities that help us achieve Lynnwood's Community Vision. Some of these funds may be available to city boards and commissions for efforts that relate to the Community Vision.

In closing, I want you to know that I fully support the important work that needs to be done for our community. I am committed to making Lynnwood a safe, welcoming place for all members of our community. I want the members of the Diversity Commission to

be trusted messengers for our city. I am confident that we can work collaboratively to make Lynnwood a place that we can all be proud to call home.

Regards,



Nicola Smith, Mayor