

## Neighborhood and Demographic Diversity Commission

### Agenda August 11, 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

<b>Agenda Item</b>	<b>Presenters</b>	
<b>10. Call to order 7:00 PM</b>	Chair Graziani	2 Minutes
<b>20. Roll Call</b>	All	2 Minutes
<b>30. Approval of Minutes:</b> June 9, 2015 July 1, 2015 July 14, 2015	All	6 Minutes
<b>40. Public Comments</b>	Attendees	5 Minutes
<b>50. Council Liaison Update</b>	Council Member Cotton	5 Minutes
<b>60. Old Business</b>		
60.1 Strategic Planning Update – Demographic Groups	Tracy Sloan	10 Minutes
<b>70. New Business</b>		
70.1 Summary of the meeting with the Mayor	Chair Graziani	5 Minutes
70.1 City's Healthy Communities Action Plan	Deputy Director Olson	35 Minutes
70.2 Board & Commission Update	Deputy Director Olson	5 Minutes
70.3 Art Commission Student Project	Deputy Director Olson	10 Minutes
<b>80. Staff Update</b>		
<b>90. Comments for the good of the order</b>	All	5 Minutes
<b>100. Adjourn 8:30 PM</b>	Chair Graziani	

**NEIGHBORHOODS & DEMOGRAPHIC DIVERSITY ADVISORY COMMISSION**  
**MEETING MINUTES • June 9, 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 Shirley Sutton
5 Commission Vice Chair Berel Paltiel	Commissioner Ty Tufono (absent)
6 Commissioner Glenda Powell Freeman	Council Liaison Ian Cotton
7 Commissioner Pining Reyes (absent)	Executive Office Liaison Art Ceniza
8 Commissioner Angel Shimelish	Staff Liaison Tracy Sloan

9

10 **30. Approval of Minutes:** The minutes were reviewed and the following corrections noted: line 22  
11 add Vice Chair; line 27 add closing quotation mark; line 34 time of event should be 10am –  
12 8pm; line 44 health misspelled; page 2 line 36 ad s to end of e-mail. Commissioner Sutton  
13 moved to approve minutes with the corrections. Commissioner Powell Freeman seconded the  
14 motion. The minutes were approved with the corrections.

15

16 **40. Public Comments:** None.

17

18 **50. Council Liaison Update:** Council Liaison Cotton briefed the Commission on the council  
19 activities. The City Council expressed appreciation for Chair Graziani and the group who came  
20 to support her at the recent business meeting. The Council approved a strategic planner  
21 position and have been working on budgeting for outcomes. Council Liaison Cotton again  
22 stressed his availability for bringing forth to the council those things that need to be done.

23

24 There was a discussion about the budget presentation and concern that it had not been  
25 circulated to committee members and the Mayor was not aware of the budget request. It  
26 represented a violation of the Public Meetings act as the Commission did not vote on the  
27 budget request in a public meeting.

28

29 **50.1 Budget Proposal Summary** - Commissioner Reyes briefed on the May 26<sup>th</sup> Business  
30 meeting where Chair Graziani presented a budget request of \$9,000 for the Diversity  
31 Commission. Several people from the Latino community came and spoke in support of  
32 Commissioner Graziani and the Commission. The Council appreciated the comments.

33

34 **50.2 Discussion by the Commission** - There was more discussion related to the Budget  
35 proposal. Mixed feelings were expressed about the presentation by some of the Commission  
36 members. Council Liaison Cotton said the last fifteen minutes of the council discussion was  
37 educational. There was a motion for the funding and the motion was later amended to a work  
38 session for a future date. No date is set at this point. Executive Office Liaison Ceniza  
39 commented that he didn't remember it being discussed at the prior commission meeting. The  
40 Mayor was embarrassed as she was not aware of the request. She appoints the  
41 Commissioners. There is a specific process to make budget requests. It is an honest mistake.  
42 Executive Office Liaison Ceniza commended the passion and stated that the executive  
43 department wants to work with the commission. The Commissioners were e-mailed a letter  
44 from the Mayor. Council Liaison Cotton says the Mayor controls the budget although the  
45 council can allocate or put aside money. He respects the process and things can be done  
46 different ways.

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1 After more discussion Commissioner Sutton asked to table the budget proposal and move on.  
2 Chair Graziani stated that there was some urgency with the Celebrating Latino History Month  
3 being in September and the need to have some money for the event. She made a motion to  
4 separate out the Celebrating Latino History Month event and called for a vote. The  
5 Commissioners voted yes with one abstaining and none opposed.

6  
7 **60. Old Business:**

8 **60.1 National Day of Remembrance** – Vice Chair Paltiel summarized the event. There were 35  
9 people. The speaker was good. In the future, they will look at doing the event later in the day.

10 **60.2 Parks and Recreation CPR and First Aid Event with Spanish translation** – Chair Graziani  
11 briefed on the event and considered it successful.

12 **60.4 Dance Company from Mexico** - Chair Graziani is collaborating with the Arts Commission  
13 and leveraging their support. She had some flyers for commissioners to distribute. The event is  
14 Sunday, June 28<sup>th</sup> at 4 p.m.

15 **60.5 Filipino Event** – Commissioner Reyes talked about the event. It will be catered and they  
16 are asking for a \$3 donation.

17 **60.6 Joint Board and Commissions Meeting** – Vice Chair Paltiel attended the event and said it  
18 was nice and informational. They had talked about the new city center.

19 **60.7 State of the City** – Executive Office Liaison Art Ceniza asked to combine the summary of  
20 the State of the City and the Mayor’s Letter to the Commission.

21  
22 **70. New Business**

23 **70.1 Mayor’s Letter to the Commission** – Executive Office Liaison Ceniza informed the  
24 Commission that Mayor Smith was unable to attend the meeting due to an out of state  
25 previous commitment. He asked the Commission to read the letter from the Mayor. He went  
26 on to summarize her points. She thanked Vice Chair Paltiel for attending the Joint Board and  
27 Commissions meeting in which staff members gave presentations on the City Center, the  
28 Comprehensive Growth Plan, the City Brand Story and the future of the City. There will be  
29 more similar meetings in the future. The Mayor delivered her second State of the City which  
30 was well attended by the community and staff. She talked about the Community Vision and  
31 was reaffirmed by the Council. Highlights included the importance of community connections,  
32 outreach, and diversity as well as public safety and city infrastructure. The arrival of light rail to  
33 the Lynnwood Transit Center by 2023 will become a game changer for Lynnwood. Mayor Smith  
34 stressed strategic planning and building partnerships. Mayor Smith is requesting all Boards and  
35 Commissions to create a strategic plan that aligns with the city’s overall strategic plan. Her  
36 direction to the Diversity Commission for 2015 is to focus its efforts on three critically  
37 important areas:

- 38 ○ Developing a Strategic Plan
- 39 ○ Following up on the two priorities the Commission presented to the City Council on April  
40 21, 2014 relating to 1. Providing opportunities for city staff to receive cultural  
41 competency training and 2. Working with the city’s Human Resources department to find  
42 ways to recruit a diverse applicant base and analyzing city hiring processes.
- 43 ○ Partnering on such activities as the MLK event, Black History Month, Holocaust  
44 Remembrance Day, Stand Against Racism, Veterans events, and community education  
45 activities.

**NEIGHBORHOODS & DEMOGRAPHIC DIVERSITY ADVISORY COMMISSION**  
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1 Mayor Smith addressed the Diversity Commission’s request to have and control its own budget  
2 by asking the Commission to follow the established process for her to review and consider the  
3 request. Mayor Smith closed her letter with saying “I want you to know that I fully support the  
4 important work that needs to be done in our community. I am committed to making  
5 Lynnwood a safe, welcoming place for all members of our community. I want the members of  
6 the Diversity Commission to be trusted messengers for our city. I am confident that we can  
7 work collaboratively to make Lynnwood a place that we can all be proud to call home.”  
8

9 Commissioner Freeman Powell wanted to acknowledge the efforts of Chair Graziani in  
10 preparation of the budget request. She made a motion that the preliminary budget document  
11 be approved by the Commission and called for a vote. The Commissioners voted yes with one  
12 abstaining and none opposed.  
13

14 **70. New Business:**

15  
16 **70.2 Introduction of a Facilitator** – Executive Office Liaison Ceniza introduced Regina  
17 Alexander who is currently the City’s Probation Supervisor. She has a Master’s in Business  
18 Administration and has been involved in providing training for Diversity and Cultural  
19 Competency.

20 **70.3 Strategic Planning Meeting Scheduling** – Vice Chair Paltiel proposed to use the regularly  
21 scheduled commission meetings as it is so important that all Commissioners are involved.  
22 After discussion it was decided that there would be a special meeting on July 1<sup>st</sup>. The second  
23 meeting will be the Commission’s regular meeting on July 14<sup>th</sup> with thirty minutes for business  
24 and the remaining one hour being designated for the Strategic Plan discussion. Materials will  
25 be sent out early for the commissioners to review.

26 **70.4 Latino Heritage Month Celebration** – Chair Graziani asked for interest in a subcommittee  
27 to plan the event. Commissioner Shimelish, Commissioner Powell Freeman, Commissioner  
28 Sutton, Commissioner Reyes. Chair Graziani would check to see if LETI will partner with the  
29 Commission.  
30

31 **80. Staff Update:**

32 **80.1 E-mails** - Staff Liaison Sloan encouraged the Commissioners to use Commissioner City e-  
33 mails for Commission business. If they were not intending to use them then the  
34 Commissioners should notify Staff Liaison Sloan or Chair Graziani so the commissioners are  
35 receiving all information.

36 **80.2 Website** – The Commission web page has been updated. Minutes and agendas are being  
37 placed on the website. Chair Graziani would like to ask that all the past meeting minutes be  
38 placed on the website. Chair Graziani asked if there could be a place on the web page that the  
39 community could ask questions and she would be willing to respond in a Frequently Asked  
40 Question format.  
41

42 **90. Comments for the good of the order** - Executive Liaison Ceniza suggested the Commissioners  
43 watch the Council meetings online as they can help them with Parliamentary procedures.  
44 There are also resources available online. Vice Chair Paltiel expressed his appreciation of  
45 Council Liaison Cotton, Executive Liaison Ceniza and Mayor Smith. The Commissioners present  
46 concurred.

**NEIGHBORHOODS & DEMOGRAPHIC DIVERSITY ADVISORY COMMISSION**  
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1

2 90. **Adjournment:** Meeting was adjourned at 8:40 p.m. by Chair Graziani.

**NEIGHBORHOODS & DEMOGRAPHIC DIVERSITY ADVISORY COMMISSION**  
**SPECIAL MEETING MINUTES • July 1, 2015 • CITY HALL, COUNCIL CHAMBERS**

1     **Diversity Commission Members:**  
2     Commission Chair Rosamaría Graziani (absent)     Commissioner Shirley Sutton  
3     Commission Vice Chair Berel Paltiel             Commissioner Ty Tufono (absent)  
4     Commissioner Glenda Powell Freeman            Council Liaison Ian Cotton (absent)  
5     Commissioner Pining Reyes                     Executive Office Liaison Art Ceniza  
6     Commissioner Angel Shimelish                  Staff Liaison Tracy Sloan

7  
8     Others present: Mayor Nicola Smith, Strategic Planner Corbitt Loch, Julie Moore, Council  
9     member Van AuBuchon representing Council Liaison Ian Cotton.

10  
11    **Special Meeting Minutes – Strategic Planning Meeting**

12  
13    Mayor Smith welcome and comments  
14  
15    Regina Alexander, facilitator, introduced an ice breaker for the group to participate and get to know each  
16    other better.  
17  
18    Review of Lynnwood’s community vision – handout was reviewed and discussion followed.  
19  
20    Review mission of Diversity Commission – handout was reviewed and discussion followed.  
21  
22    History of Commission – Julie Moore presented a brief history of the commission  
23  
24    Corbitt Loch, Strategic Planner, City of Lynnwood talked about “What is strategic planning?” The  
25    commissioners asked several questions.  
26  
27    Regina led the discussion on the outcomes the commission wanted, the kind of city Lynnwood would like  
28    to become and what does success look like.  
29  
30    Regina gave the commissioners homework assignment of reviewing the Diversity Commission  
31    Strategic Plan 2009 matrix and report out on what goals from 2009 are still relevant and for  
32    them to identify current goals for the commission moving forward and review the letter from  
33    the Mayor with focus on page 2 bullets. Planning for the strategic plan will continue with the  
34    next regular meeting on July 14<sup>th</sup>.  
35  
36    Adjournment was called by Vice Chair Paltiel.

To: Diversity Commissioners

CC: Council Liaison Cotton, Assistant City Administrator Art Ceniza,  
Diversity Commission Liaison Tracy Sloan

From: Mayor Nicola Smith

Date: July 13, 2015

RE: Diversity Commission Strategic Planning

Dear Diversity Commissioners:

I understand that you had a very productive first strategic planning session! I want to thank you all for your commitment to our city. I understand that you reviewed the 2009 Strategic Planning Matrix created by the Commission and wanted to do some reflecting prior to the next session. I also understand that Commissioners were interested in hearing from the Executive Office on what current challenges and issues we are working on.

Our community vision calls for Lynnwood to be a vibrant community with engaged citizens and a welcoming community that respects all citizens. To achieve that vision, we need to make sure that all members of our community feel like they have a voice and they are offered up an opportunity to engage in a meaningful and impactful way. I would like to see the Diversity Commission connect with community groups, non-profit organizations, and demographic subsets of our population to establish a relationship with them – a network of trusted messengers. If there are any concerns or issues that arise, I ask that the Commission report back to the Mayor's office so these concerns can be addressed.

This biennium, the Executive Office has launched several initiatives in an effort to reach out to target demographics. We have already begun work on a veteran's summit and roundtable, a youth initiative, public safety education and outreach, and Sister City discussions. It would be very beneficial to have the Diversity Commission's support on each of these important initiatives.

There is still significant work to be done in regards to diversifying our city employee demographics and providing important diversity and cultural competency training for current employees. I would like to see the Commission work directly with our Human Resources department to review and refine our city's hiring practices to encourage a diversified pool of candidates, and helping us market Lynnwood as a welcoming and inviting place to work.

Another important function of all boards and commissions, especially the Diversity Commission is to be the ‘voice of our constituent’. Our Departments value the thoughts and input of our board and commission members and they would like to utilize the Diversity Commission as a sounding board for new projects, plans and initiatives.

Here is a list of activities for the Diversity Commission to lend their support:

- Connect with community groups to establish a network of trusted messengers. Report back to the Mayor’s office and City Council with recommendations and/or issues.
- Participate and collaborate in the Mayor’s Initiatives
- Work with Human Resources to review and refine city hiring practices to encourage a diversified pool of candidates for job openings.
- Work with Human Resources to advocate for diversity and cultural competency training for city employees.
- Provide city departments with feedback and various plans, projects and initiatives. Provide the city with ‘the voice of the constituent’.

**NEIGHBORHOODS & DEMOGRAPHIC DIVERSITY ADVISORY COMMISSION**  
**MEETING MINUTES • July 14, 2015 • CITY HALL, COUNCIL CHAMBERS**

- 1 **10. Call to Order:** Meeting was called to order at 7:00 p.m. by Vice Chair Berel Paltiel.  
2
- 3 **20. Roll Call:**
- |  |  |
|--|--|
| 4 Commission Chair Rosamaría Graziani (absent) | Commissioner Shirley Sutton (absent)         |
| 5 Commission Vice Chair Berel Paltiel          | Commissioner Ty Tufono                       |
| 6 Commissioner Glenda Powell Freeman (absent)  | Council Liaison Ian Cotton (absent)          |
| 7 Commissioner Pining Reyes (absent)           | Executive Office Liaison Art Ceniza (absent) |
| 8 Commissioner Angel Shimelish                 | Staff Liaison Tracy Sloan                    |
- 9
- 10 **30. Approval of Minutes:** The minutes from June meeting and special meeting on July 1<sup>st</sup> were  
11 tabled for approval at the August meeting.  
12
- 13 **40. Public Comments:** Chris Ferrell had attended the meeting at Verdant for Healthy Committees  
14 Strategic Planning. She had a parent approach her from Cedar Valley Community School. 80%  
15 of the children receive free lunches. The parent was concerned about the school not being  
16 inclusive. Ms. Ferrell feels there needs to be a place where people from the community can tell  
17 their stories.  
18
- 19 **50. Council Liaison Update:** Council Liaison Cotton was unable to attend and asked Council  
20 member Van AuBuchon to represent the council. Council Member AuBuchon informed the  
21 commission that the council would be on break from August 11<sup>th</sup> through September 7th.  
22
- 23 **60. Old Business:**
- 24 **60.1 Dance Company from Mexico** – Commissioner Reyes talked about the event sharing that  
25 Company had a talented group of dancers and it made a beautiful vision with them dancing  
26 with the trees as a background. It was beautiful and a good event.
- 27 **60.2 Latino Heritage Month Celebration** – Chair Graziani was unable to attend and there was  
28 no discussion on this item.
- 29 **60.3 Strategic Planning Continued** – Regina began the strategic planning portion of the  
30 meeting with a recap of the first strategic planning session. The Commission had reviewed the  
31 vision of the Community, the vision of the commission, the history of the commission and the  
32 strategic matrix from 2009. Regina had assigned homework from July 1<sup>st</sup> meeting which was to  
33 review the strategic matrix form of 2009 and report out on what goals from 2009 are still  
34 relevant and to identify current goals for the commission moving forward. Discussion followed.  
35
- 36 The Commissioners felt that the most relevant piece of the matrix and where it had broken  
37 down was on the accountability factor. From the July 1<sup>st</sup> strategic plan meeting, the  
38 Commissioners had asked the Mayor for what she felt was critical for the commission to focus  
39 on. Julie Moore was present and she handed out a letter from the Mayor (**letter attached**).  
40
- 41 The Mayor identified four critically important areas: 1) Connecting with community groups to  
42 establish a network of trusted messengers; 2) Participating in the Mayor’s initiatives; 3)  
43 working with Human Resources to advocate for diversity and cultural competency training for  
44 city employees; 4) Providing city departments with feedback and various plan, projects, and  
45 initiatives, providing city with the “voice of the constituent”.  
46

**NEIGHBORHOODS & DEMOGRAPHIC DIVERSITY ADVISORY COMMISSION**  
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1 The Commissioners were excited to hear about what the Mayor thought was critical. The  
2 Commission felt it was important to align with the Mayor’s critical areas. Discussion followed.  
3 The Commissioners felt the need to appoint Commissioners to different demographics and  
4 groups in the City to be the main point of contact. By aligning a commissioner with a  
5 demographic group, the commission felt they could center on building relationships and trust  
6 within the groups. They wanted the demographic groups to come and tell their stories so they  
7 have a voice instead of the commissioners being their voice.  
8

9 Commissioner Tufono made a motion: In order to align with the Mayor’s critical areas, focus  
10 will be on accountability by connecting with the community through identifying demographic  
11 groups. The goals would be two-fold: 1) community - building trusted messengers and 2) City –  
12 serve in an advisory role to city departments. The motion was 2<sup>nd</sup> by Commissioner Berel. The  
13 Commission passed the motion unanimously.  
14

15 During the next month, the Commissioners determined that they would be researching who  
16 the demographic groups might be and availability of the commissioners for meeting to work  
17 on the Strategic Plan before the next regular commission meeting building on the work being  
18 done to this point.  
19

20 **70. New Business**

21 No new business was brought forward.  
22

23 **80. Staff Update:**

24 80.1 Commission Budget Request – Art not there, tabled until August meeting.

25 80.1 **Latino Expo** – Julie Moore, Communication Manager, passed out flyer Latino Expo 2015,  
26 Saturday, August 8<sup>th</sup> from 12 p.m. – 5 p.m. at Edmonds Community College. The City is  
27 partnering with LETI (Latino Education Training Institute). There are many sponsors for the  
28 event.

29 80.2 **Latino Lynnwood University** – in September, Julie also shared that the City would be  
30 hosting a special Lynnwood University focusing on outreach to the Latino community. The City  
31 is partnering with two students from LETI. Julie will send out more information on the  
32 University as the details are finalized. Julie asked for the Diversity Commission to partner with  
33 the City on these events.  
34

35 **90. Comments for the good of the order** – Commissioner Shimelish informed the Commission and  
36 wanted to congratulate Edmonds-Woodway High School on their hiring of African American  
37 principal - Terrance Mims. Commissioner Tufono presented a list from Governor Inslee of  
38 Washington State Boards and Commissions openings and encouraged commissioners to  
39 review.  
40

41 **100. Adjournment:** Meeting was adjourned at 8:40 p.m. by Vice Chair Paltiel.