Equity, Diversity, and Inclusion
Task Force
Meeting Agenda
June 23, 2021
Electronic Meeting
9:00 AM

This meeting will be held electronically. Residents interested in listening to the meeting or making public comments can join in one of two ways:

1) *You can call in to +1 408 638 0968 or 833 548 0282 (Toll Free), Webinar ID # 832 8000 1469.*
2) *You can log in via your computer. Please visit the Task Force website here to link to the meeting: www.louisvilleco.gov/editaskforce.*

Anyone may also email comments to the Task Force prior to the meeting at gravescivicsolutions@gmail.com.

9:00 a.m.   **Welcome and Introductions**
Anthony E. Graves, Principal GRAVES CIVIC SOLUTIONS (Facilitator)
Emily Shamsid-Deen, Principal, ESD Consulting (Facilitator)

9:10 a.m.   **Zoom Etiquette and Pronouns**
Anthony E. Graves, Principal GRAVES CIVIC SOLUTIONS (He/Him)
Emily Shamsid-Deen, Principal, ESD Consulting (She/Her)

9:15 a.m.   **Language Justice, Land Acknowledgements and Group Agreements**
Anthony E. Graves, Principal GRAVES CIVIC SOLUTIONS (He/Him)
Emily Shamsid-Deen, Principal, ESD Consulting (She/Her)

9:25 a.m.   **EDI Task Force Member Introductions & City Staff**
Expression of Gratitude / What are you thankful for?

9:35 a.m.   **Announcements from the City of Louisville**

9:45 a.m.   **Debrief and Vote on Suggested Focus Group Priorities***
Anthony E. Graves, Principal GRAVES CIVIC SOLUTIONS

1. Safe and Welcoming Environment
2. Public accommodation / Access to services
3. Youth Engagement
4. Housing
5. Public Health

*Language Justice as a "throughline" for all issues? Or as stand-alone focus group (#5)?

10:00 a.m.   **Focus Group Structure and Community Participation**
1. Convened and facilitated by consulting team
2. Focus groups limited to a maximum of 10 (ten) people
3. EDI Task Force Members will advise, not participate
   (Reminder: Public Meeting Threshold, protects integrity of focus group)
4. Translation and ASL services will be provided
5. In response to City Council EDI objectives, focus groups will be majority BIPOC participants

10:15 a.m.   **Working Session: Suggested Focus Group Attendees (Organizations/Entities Only)**
Anthony E. Graves, Principal GRAVES CIVIC SOLUTIONS

10:25 a.m.   **Public Comment** (comments limited to 3 minutes each)
Anthony E. Graves, Principal GRAVES CIVIC SOLUTIONS

10:30 a.m.   **Adjourn**

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MINUTES: Louisville EDI Task Force Meeting #1

Thursday, May, 20, 2021
9:00 a.m. – 10:30 a.m. MST
Via Zoom

ATTENDEES:

- Anthony E. Graves, Consultant/Facilitator, GRAVES CIVIC SOLUTIONS
- Emily Shamsid-Deen, Consultant/Facilitator, ESD Consulting
- Lester Shih, GRAVES CIVIC SOLUTIONS Intern
- Stephanie Barr, Task Force Member
- Nancy Commins, Task Force Member
- Y'Anique Duke, Task Force Member
- Francisco Estevez, Task Force Member
- Grace Gee, Task Force Member
- Hazleena Hashim, Task Force Member
- Devanand Heins, Task Force Member
- Ronald Reeves, Task Force Member
- Lyanne Terada, Task Force Member
- Lou Yu, Task Force Member
- Meredyth Muth, City Clerk & Zoom Host
- Megan Davis, Deputy City Manager
- Kathleen Kelly, Louisville City Attorney
- The Honorable Ashley Stolzmann, Mayor of the City of Louisville
- The Honorable Kyle Brown, Louisville City Council
- The Honorable Chris Leh, Louisville City Council
- Indira Guzman, Interpreter
- Amber, ASL Interpreter

ACTION ITEMS:

- Task Force Members: Email Consulting Team top five priorities for focus group topics.

<u>**EXECUTIVE SUMMARY:**</u>
Overview of the Colorado Open Records Act, Ethics Disclosures, Public Meeting Reminder and Media Engagement

- Open Government Policy
  - The City of Louisville encourages citizen involvement and participation in its public policy process.
  - State policy requirement
- Louisville operates on a Mayor-Council-Manager form of government
- Meetings: If more than 2 members of the Task Force decide to meet "to discuss Task Force business" that is considered an official meeting and it has to be noticed and open to the public. You should not meet privately with more than 2 members of the Task Force outside of the official scheduled meetings to discuss the business of the Task Force.
- The Task Force cannot have substantive discussion of anything that is NOT on the agenda. Further, items cannot be added to the agenda at the meeting.
- E-mails and social media can be recorded for public records if information pertains to EDI work

Overview of City Council Approved EDI Task Force Resolution and Scope of Work for Louisville's EDI Agenda

- January 19th, 2021, Louisville City Council passed a resolution to establish an EDI Task Force. It includes information such as the number of members, goals, and missions of the Task Force. The Task Force will be focused on the community aspect of EDI.
- The goals of the task force are to identify the most crucial issues regarding EDI in Louisville and draft up possible solutions and recommendations to be considered for implementation. Louisville is striving to be a more inclusive and welcoming place for BIPOC individuals.
- Anthony Graves and Emily Shamsid-Deen are the chosen facilitators for the Task Force.
- The timeline for the Task Force is 7 months.
- Louisville is specifically looking for 4-5 priorities to take specific action on through the Task Force's recommendations.

Group Agreements and Brave Space

- Make space/ Take space
- Avoid generalizations, speak from the "I" perspective
- Listen to Understand, not respond (Active Listening)
- One person, one mic
- Respect lived experience
- Be ok with discomfort
- Honor intent, Own impact
- Respect Confidentiality
- Agreements are not static and are flexible.
- Utilizing the framework of brave space.

o Emphasizing that people come to meetings as who they are and understand that it is ok to make mistakes and grow. Knowing that the space will not be perfect, but it is a place where people can help build each other up and learn from each other.

Brainstorm Potential Focus Group Topics

These proposed, non-binding topics were provided by Anthony and Emily after taking into consideration the themes from the Task Force applications and interviews. The topics below are simply a starting point for discussion. The final decisions will be up to the Task Force. Possible focus group topics include:

- **Public Accommodation/Access to services**
  o How you are treated? / Perceived Barriers
  o Physical access
  o Transportation
  o Information/Awareness
  o Hours of Operation
  o Neighborhood Access / Services in Neighborhoods

- **Safe and Welcoming Environment**
  o Do you feel safe and welcome?
  o Signals / Symbols / Way-Finding
  o Environment
  o Staff Training and Engagement
  o Welcoming Neighborhoods
  o Law Enforcement

- **Language Justice**
  o Language access for largest ethnic groups for city services and venues
  o Materials, website, public communications
  o Translation Services / Interpretation Services
  o ASL

- **Youth Engagement - Equity and Social Justice**
  o Youth empowerment
  o Fostering race and social justice principles with youth
  o Youth-centered activities that advance EDI

- **Housing**
  o Housing accessibility for BIPOC/marginalized communities
  o Affordability
  o Location
  o Information Access
  o Zoning

   o Resources (Rental Assistance / Home Buyer Programs / Use of Open Space)

- **Public Health**
  - o Access to parks, open space
  - o Healthy food access
  - o Culturally approachable recreation opportunities

Task Force Discussion on Proposed Topic Areas

Task Force members were asked to share what was their top focus group topic and what focus group topics are missing that you believe are important?

- Stephanie Barr: Youth engagement – Equity and Social Justice (Mother, developing a future and educating the next generation on issues they need to know about)
- Nancy Commins: safe and welcoming environment, housing second (Believes language can be infused into all the topics, issue around language affects all the topics stated)
- Y'Anique Duke: Youth engagement – Equity and Social Justice (The youth have a lot to say and are impacted by our decisions but have no platform to voice their thoughts, they are the future so we need to listen to them)
- Francisco Estevez: Safe and welcoming environment, housing second (a lot of people feel welcome and safe when an environment represents something familiar to them).
- Grace Gee: Safe and welcoming environment (this is the gatekeeper for people to participate in the community)
- Hazleena Hashim: Youth engagement – equity and social justice, safe and welcoming environment second (Mother, Teach the children why these issues are important)
- Devanand Heins: Safe and welcoming environment
- Ronald Reeves: Youth engagement – Equity and Social Justice (listening to the youth and understanding the issues that are impacting them)
- Lyanne Terada: Public health (recognizing the basic needs that people are missing and addressing that, addressing the issue of mental health and making sure we are including that as well)
- Lou Yu: Public accommodation, safe and welcoming environment second (Public accommodation is the standard to EDI)

Public Comment

Members of the public and city council members present expressed support for the work of the EDI Task Force and noted their appreciation for the efforts of the task force members and the consulting team.

Adjourned at 10:45 a.m.

City of Louisville
EDI Task Force

Working Session:
Finalize Focus Group Topics and Propose Participants

June 23, 2021

FINAL Version: 6_15_21 v2

The Consulting Team

Anthony E. Graves, Principal
GRAVES CIVIC SOLUTIONS

Emily Shamsid-Deen, Principal
ESD CONSULTING

Task Force Objectives

To provide advisory recommendations to the Louisville City Council with respect to community issues affecting Black, Indigenous, and People of Color (BIPOC) and other marginalized communities.

Zoom Etiquette

- Stay on mute unless you are speaking
- Raise your hand on zoom to be recognized unless the moderator invites participation
- Keep your camera On
- Please list your pronouns in the "Rename" feature

Pronouns

- Use pronouns designated by each EDI Task Force Member
- Respect chosen gender identities

Language Justice, Land Acknowledgements and Group Agreements

- **Language Justice Statement:**
    Spanish language interpretation available / traducción al español disponible

- **ASL**

- **Land Acknowledgement:**

We acknowledge that Boulder County is on land within the territories of the Arapahoe, Cheyenne and Ute peoples. We acknowledge the institution we represent was founded upon the exclusion and attempted erasure of Indigenous peoples and cultures. We acknowledge the American Indian community in Boulder County today, the elders past and present, and future generations.

Group Agreements

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- Avoid generalizations, speak from the "I" perspective

- Listen to Understand, Not To Respond (Active Listening)

- One person, one mic

- Respect lived experience

- Be ok with discomfort

- Honor intent, Own impact

- Respect Confidentiality

Today's Action Item

The City of Louisville has asked the EDI Task Force to guide our consulting team in setting research topics for 5 focus groups to inform our understanding of the BIPOC experience and that of other marginalized communities.

Today, the EDI Task Force will review and approve suggested focus group topics based on your feedback and brainstorm suggested organizations or stakeholder groups for focus group recruitment.

Ideas for Potential Focus Group Topics (Non-Binding Suggestions)

- Public Accommodation / Access to Services (welcoming and accessible city services)

- Safe and Welcoming Environment

- Language Justice

- Youth Engagement – Equity and Social Justice

- Housing

- Public Health

EDI Task Force Member Preferences in Rank Order*

1. Safe and Welcoming Environment

1. Public accommodation / Access to services

1. Youth Engagement

1. Housing

1. Public Health

•   *Language Justice as a "throughline" for all issues? Or as stand-alone focus group (#5)?

EDI Task Force Action:

Is there a motion and second to adopt the proposed focus group topics?

Focus Group Structure and Community Participation

1. Will be convened and facilitated by consulting team

1. Focus groups limited to a maximum of 10 (ten) people

1. EDI Task Force Members will advise, not participate (Reminder: Public Meeting Threshold, protects integrity of focus group)

1. Translation and ASL services will be provided

1. In response to City Council EDI objectives, focus groups will be majority BIPOC participants

Working Session / Discussion
Identify Potential Organizations, Stakeholders to Participate in the Focus Groups

Two-Part stakeholder identification process:
1) This is a public meeting, please limit your suggested participants to organizations or stakeholder groups

1) After the meeting, you may nominate <u>individuals</u> by email at <u>gravescivicsolutions@gmail.com</u> – please include their email address and phone number

Examples of organizational stakeholders:
- Local Schools
- United Way of Boulder County
- Faith Leaders
- Business Leaders
- NAACP

- Latino Task Force of Boulder County
- Asian Pacific Development Center
- Rotary Club
- Advocacy Organizations
- Non-profits

Next Steps / Homework

- Please email suggested individual participants and proposed questions for SPECIFIC focus groups along with their email address and phone number to gravescivicsolutions@gmail.com

- The consulting team will review the suggested list of organizations and individuals nominated to participate in the focus groups and curate a list of invitees – these participants names will not be made public to maintain the integrity of the focus groups

- Reminder: Accomodation available for EDI Task Force members, please email your accommodation forms to gravescivicsolutions@gmail.com

Public Comment

- Public comment will be limited to 3 minutes per speaker

Thank You

Back-Up Information

Public Accommodation / Access to Services
(welcoming and accessible city services)

- How BIPOC/others are treated

- Perceived Barriers

- Physical access

- Transportation

- Information/Awareness

- Hours of Operation

- Neighborhood Access

- Service Disparity by Neighborhood

Safe and Welcoming Environment

- Do BIPOC/others feel safe and welcome?

- Signals / Symbols / Way-Finding

- Environment

- Staff Training and Engagement

- Welcoming Neighborhoods

- Law Enforcement

Language Justice

- Language access for largest ethnic groups for city services and venues

- Materials, website, public communications

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- ASL

Youth Engagement – Equity and Social Justice

- Youth empowerment

- Fostering race and social justice principles with youth

- Youth-centered activities that advance EDI

Housing

- Housing accessibility for BIPOC/marginalized communities

- Affordability

- Location

- Information Access

- Zoning

- Resources (Rental Assistance / Home Buyer Programs / Use of Open Space)

Public Health

- Access to parks, open space

- Healthy food access

- Culturally approachable recreation opportunities