



**CITY OF NOVATO**  
**PARKS & RECREATION**

**Multicultural Advisory Commission**

**Agenda**

**Wednesday, October 14, 2020 - 5:00 PM**

**[Agenda Teleconference Only](#)**

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**Chair**  
**Angela Olmanson**

**Vice Chair**  
**Vacant**

**Members**  
**Angelo Camillo, Clifford Jacobs, Consuelo Lyonnet, Sophia Osotio, Dennis Sato**

**Staff Liaison**  
**Jessica Deakyne**

Pursuant to the provisions of the California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (415) 899-8986. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help ensure accessibility to this meeting.

**Public Participation/Comment Instructions**

Members of the Public may participate and provide public comments to teleconference meetings as follows:

- **Written public comments** may be submitted by email to [prcs@novato.org](mailto:prcs@novato.org). Written public comments received more than 3 hours before the start of the meeting will be distributed to the Commission. Written public comment received after the three-hour cut-off, including during and after the meeting, will be collected and placed in the public record. Written public comments will not be read during the meeting.

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- **Spoken public comments** will be accepted through the Zoom meeting platform and via telephone. To address the Council orally, please read and follow the following instructions carefully:

Join the meeting at: <https://tinyurl.com/yxk6vq7e>

or

Join at [Zoom.com](https://zoom.us)

**Meeting ID:** 939 7072 3605

**Password:** 1960

Should the links above not work, please go to [www.novato.org/agendas](http://www.novato.org/agendas) for updated information

- a. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you when it is your turn to speak.
- b. When the Chair calls for public comment on the item on which you wish to speak, please use the “Raise Hand” feature by clicking on the hand icon at the bottom of your screen to notify the Host that you would like to speak.
- c. The Host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.
- d. When called upon, please limit your remarks to the time limit allotted by the Chair or as specified on the agenda. Speakers will be muted when their time is up.

1. Join the meeting via telephone by calling **(669) 900-9128**

**Meeting ID:** 939 7072 3605

**Password:** 1960

- a. When the Chair calls for public comment on the item on which you wish to speak, **press \*9** to activate the “Raise Hand” feature to notify the Host that you would like to speak.
- b. The Host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.
- c. When called upon, please limit your remarks to the time limit allotted by the Chair or as specified on the agenda. Speakers will be muted when their time is up.

**A. CALL TO ORDER AND ROLL CALL**

**B. APPROVAL OF FINAL AGENDA**

**C. PUBLIC COMMENT**

*There is a three-minute time limit to speak although the Chair may shorten the time based on the number of speakers or other factors. A speaker may not yield his or her time to another speaker.*

*For issues raised during Public Comment that are not on the published agenda, except as otherwise provided under the Ralph M. Brown Act, no action can legally be taken. The Commission may direct that the item be referred to the Staff Liaison for action or may schedule the item on a subsequent agenda.*

**D. CONSENT ITEM**

*All matters listed on the Consent Item are considered to be routine and will be enacted by a single vote of the Commission. There will be no separate discussion unless specific items are removed from the Consent Item for separate discussion and action. Any Commissioner may remove an item from the Consent Item and place it under General Business for discussion.*

**D.1. Approve the meeting minutes of September 9, 2020**

**E. UNFINISHED AND OTHER BUSINESS** *(continued from September 9 meeting)*

**E.1. Consider accepting nominations and selecting a Vice Chair**

**F. GENERAL BUSINESS**

*These items include significant and administrative actions of special interest and will usually include a presentation and discussion by the Commission. They will be enacted upon by a separate vote.*

**F.1 Discuss collaborative ideas and opportunities to work with Not In Our Town Novato on United Against Hate Week**

**F.2. Review and discuss potential options for diversity training for commission members**

**G. COMMITTEE AND LIAISON REPORTS**

*This section is used for Commissioners and the Staff Liaison to orally report on topics that can be considered for discussion at a future meeting*

**G.1. Commissioner Reports**

**G.2. Staff Liaison Reports**

**H. ADJOURNMENT**

**Materials, that are submitted to members of the Commission after the distribution of the meeting's agenda packet will be available upon request.**

**AFFIDAVIT OF POSTING**

I, Ronele Schaefer, certify that on the Thursday before the Multicultural Advisory Commission meeting of October 14, 2020, the agenda was posted on the City Community Service Board at the Police Department and on the City's website at [novato.org](http://novato.org) in Novato, California.

/Ronele Schaefer/

Ronele Schaefer, Recreation Supervisor



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**CITY OF NOVATO**  
**PARKS & RECREATION**

**Multicultural Advisory Commission**

**Draft Meeting Minutes**

**Wednesday, September 9, 2020 - 5:00 PM**

**Teleconference**

**A. CALL TO ORDER AND ROLL CALL**

Meeting called to order by Chair Olmanson at 5:08 PM.  
Commissioners present: Camillo, Jacobs, Olmanson, Osotio, Santo  
Staff present: Assistant City Manager Jessica Deakyne

**B. APPROVAL OF FINAL AGENDA**

Commission Action: Upon by Chair Olmanson and seconded by Commissioner Osotio the Commission voted 4-0-2-1 to move item F.1 to after item F.3.

AYES: Camillo, Olmanson, Osotio, Santo

NOES: none

ABSENT: vacant, Lyonnet

ABSTAIN: Jacobs

**C. PUBLIC COMMENT**

Commissioner Cliff Jacobs commented meetings should be held at a time when public can attend.

Wesley Fink from San Marin High School Gay/Straight Alliance asked for support to hold a Novato Pride Parade.

**D. CONSENT ITEM**

**D.1. Approve the meeting minutes of July 29, 2020**

Commission Action: Upon motion by Commissioner Sato and seconded by Chair Olmanson, the Commission voted 5-0-2 to approve the meeting minutes of July 29, 2020.

AYES: Camillo, Jacobs, Olmanson, Osotio, Santo

NOES: none

ABSENT: vacant, Lyonnet

## **E. UNFINISHED AND OTHER BUSINESS**

### **E.1. Community Unification Initiative: Discuss potential resources for diversity training**

Assistant City Manager Jessica Deakyne shared an update of the resource list and asked Commission for any additions or suggestions.

Commissioner Jacobs suggested to coordinate training with the Leadership Novato program.

Commissioner Camillo suggested to integrate any factual/current events into the trainings when possible.

## **F. GENERAL BUSINESS**

### **F.2. Multicultural Commission Annual Report & Discuss Actions to Council**

Commission received an update from Assistant City Manager Jessica Deakyne regarding the annual report/workplan for an upcoming council meeting.

### **F.3. Review Potential Multicultural Resource List as Presented by Commissioner Jacobs**

Commissioner Jacobs shared his resource list of Novato Multicultural Social Groups, Clubs and Organizations. List was created to let people know what multicultural organizations are available to them in Novato.

Commission provided feedback.

Commissioner Camillo suggested to include educational backgrounds.

Assistant City Manager Jessica Deakyne will bring back the list to the Commission at a future meeting.

### **F.1. Consider accepting nominations and selecting a Vice Chair**

Assistant City Manager Jessica Deakyne opened the item and explained that the Commission needed to appoint a new Vice Chair due the recent resignation of Vice Chair Lauer from the Commission. City Clerk Laura McDowall joined the meeting to assist with nomination motions and clarifications with commissioner appointment procedure questions.

Commissioner Sato nominated Commissioner Jacobs for Vice Chair. Commissioner Jacobs accepted nomination. Commissioner Camillo seconded. Commissioners voted 3-2-2.

AYES: Camillo, Jacobs, Santo

NOES: Olmanson, Osotio

ABSENT: vacant, Lyonnet

After the Commission voted on the motion, it was questioned whether a majority of the Commission as a whole or a majority of the Commissioners present was needed

for the motion to pass. City Clerk Laura McDowall advised that she believed that a majority of the body as a whole was needed, but that she would seek clarification from the City Attorney and provide a definitive answer at the next meeting.

Chair Olmanson nominated Commissioner Osotio for Vice Chair. Commissioner Osotio accepted nomination. The motion failed due to lack of a second.

Chair Olmanson motioned to table Vice Chair nomination to the next meeting, seconded by Commissioner Osoito. Motion failed 2-3-2.

AYES: Olmanson, Osotio  
NOES: Camillo, Jacobs, Santo  
ABSENT: vacant, Lyonnet

Assistant City Manager Jessica Deakyne will further confirm the procedure with the City Clerk, City Attorney, and bring this item back to the next meeting. This item was continued to the meeting of October 14, 2020.

## **G. COMMITTEE AND LIAISON REPORTS**

*This section is used for Commissioners and the Staff Liaison to orally report on topics that can be considered for discussion at a future meeting*

### **G.1. Commissioner Reports**

Chair Olmanson asked to add an item to the next agenda to discuss the possibility of attending the Equity Summit, held on November 6, 2020 at Skyline College, 8:30 AM-2 PM. Commissioner Jacobs seconded. Commission voted 5-0-2 to add the item to the next meeting agenda.

AYES: Camillo, Jacobs, Olmanson, Osotio, Santo  
NOES: none  
ABSENT: vacant, Lyonnet

Commisioner Sato reported he has a conflict with the second Wednesday of the month and asked if another week of the month could be considered. Chair Olmanson seconded. Commission voted 5-0-2 to add the item to a future agenda.

AYES: Camillo, Jacobs, Olmanson, Osotio, Santo  
NOES: none  
ABSENT: vacant, Lyonnet

Chair Olmanson asked to invite Wesley Fink to a future meeting to discuss collaborate opportunities to support the San Marin High School Gay/Straight Alliance with the Novato Pride Parade. Commissioner Osotio seconded. Motion passed 5-0-2.

AYES: Camillo, Jacobs, Olmanson, Osotio, Santo  
NOES: none  
ABSENT: vacant, Lyonnet

**G.2. Staff Liaison Reports**

Assistant City Manager Jessica Deakyne summarized the action items from the meeting. Reminded Commission of the Council meeting on Tuesday, September 22 and to tune in if they can.

**H. SCHEDULE NEXT MEETING**

Wednesday, October 14, 2020 at 5 PM; Teleconference only

**I. ADJOURNMENT**

**Commissioner Jacob made the motion to adjourn. Commissioner Osotio seconded. Commission voted 5-0-2 to adjourn at 6:40 PM.**

AYES: Camillo, Jacobs, Olmanson, Osotio, Santo  
NOES: none  
ABSENT: vacant, Lyonnet

**I HERBY CERTIFY that the foregoing minutes were duly adopted at the Multicultural Advisory Commission meeting of \_\_\_\_\_, 2020.**

**Ronele Schaefer           /  
Ronele Schaefer, Recreation Supervisor**



**STAFF REPORT**

MEETING DATE: October 14, 2020

TO: Multicultural Advisory Commission

FROM: Christina Soares, Management Analyst I

PRESENTER: Christina Soares, Management Analyst I

SUBJECT: **DIVERSITY TRAINING OPTIONS**

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**REQUEST**

Discuss potential Diversity Training options for all City Commissions, Committees and Boards and provide a recommendation of preferred training option to staff.

**DISCUSSION**

At the Council meeting on Tuesday, September 22, 2020, the Multicultural Advisory Commission (MAC) brought a Resolution to Council that prioritized diversity, equity and inclusion training for all members of the City's Commissions, Committees and Boards (CCBs). Members of MAC suggested several options for staff to research and staff has investigated 4 companies who provide similar services.

The training researched and recommended here includes training options addressing implicit bias, microaggressions, identifying stereotypes and how to promote a respectful culture. Ensuring each CCB member is trained in these concepts and would be impactful for our CCBs, which represent 75 community members who make recommendations to the Novato City Council on a variety of issues including housing, the built environment, police issues, economic development, recreation opportunities and finance.

Staff reviewed 4 proposals for Epoch Education, Circle-Up Education, North American Learning, Traliant and the Equity Summit at Skyline College. Each vendor provides self-paced online training courses and certificates upon completion of the course, with costs ranging from \$25 per person, up to \$300 per person.

Staff is recommending to MAC the options of either the training via North American Learning or Traliant as the other options are either only offered on a single day (Equity Summit) or costly and require multiple-hours of investment per participant (Epoch Education and Circle-Up Education).

**PUBLIC OUTREACH**

This item was discussed at the MAC meetings on July 29, 2020 and September 9, 2020.

Novato City Council approved the Diversity Resolution on September 22, 2020.

**FISCAL IMPACT**

The fiscal impact to be determined by training costs but staff estimates that the training for 75 CCB members will cost between \$1,875.00 and \$7,425.00.

## **RECOMMENDATION**

- 1) Approve Diversity Training proposals & provide direction to staff on details of the training such as when training should take place.

## **ALTERNATIVES**

Provide alternative recommendations to staff.

## **ATTACHMENT**

- 1) Diversity Training Options

<b>Vendor</b>	<b>Cost Per Person</b>	<b>Implementation Fee</b>	<b>100</b>	<b>Notes</b>
Epoch 49 Course All-Access Pass	\$ 99.00	\$ -	\$ 9,900.00	Multiple, hour-long courses
Epoch 9 Course Bundle	\$ 2,500.00	\$ -	\$ 2,500.00	Minimum of 9 hours to complete
CircleUp Education	\$ 159.00	\$ -	\$ 15,900.00	Too costly
North American Learning: 1-hour course	\$ 25.00	\$ -	\$ 2,500.00	1-hour self-paced online course, discount offered
North American Learning: 3-hour course	\$ 30.00	\$ -	\$ 3,000.00	3-hour self-paced online course, discount offered
Traliant	\$ 21.95	\$ 1,385.00	\$ 3,580.00	5-8 minute sessions, self-paced courses
Equity Summit-Skyline College	\$ 300.00	\$ -	\$ 30,000.00	Event scheduled November 6th, 5 1/2 hours, too costly
<i>Student Rate</i>	\$ 50.00	\$ -	\$ 5,000.00	<i>Student rate only</i>