



COMMISSION ON EQUITY AGENDA
JANUARY 23, 2023
5:30 P.M.
IN-PERSON & REMOTE ATTENDANCE

In-person attendance: Lacey City Council Chambers, 420 College St SE, Lacey WA 98503

Remote attendance: You may view and/or provide public comment at the Commission on Equity meeting by watching live on Zoom.

(https://us02web.zoom.us/webinar/register/WN_jyfdcO8NRz20Kio-XnsMHw)

The public may also listen to the meeting via telephone by dialing toll-free:
(888) 788-0099 or **(877) 853-5247** - when prompted enter **Webinar ID**
press #: 815 1904 0404 (*participant ID not required*)

Watch live or as a recording on YouTube. (<https://youtu.be/LaOXlx3FQCA>)

CALL TO ORDER: 5:30 P.M.

1. Approval of Agenda, Previous Meeting Minutes, and Consent Items

- Approval of Agenda
- [Meeting Minutes from December 27, 2022](#)

2. Public Comment

In-person – Lacey Council Chambers

By Zoom – Please raise your hand to provide public comment.

By Phone – Please press *9

By E-mail – Written Public Comment may be submitted to the Commission on Equity by emailing COE@ci.lacey.wa.us. All comments provided by email must be submitted by 12:00 p.m. on the day of the meeting.

3. Inspirational Item

Commissioner Kim Sauer

4. Business Items:

A. [Advisory Board Compensation & Demographic Data Discussion](#)

Shannon Kelley-Fong, Assistant City Manager

B. [Draft Land Acknowledgement and Land Acknowledgement Policy Review – Part II](#)

Shannon Kelley-Fong, Assistant City Manager

5. Commissioner Reports

A. Focus Groups

6. Director Report

7. Adjourn

Next Meetings & Events:

- **Joint Meeting with Commission on Equity & Park Board of Commissioners** – January 25, 2023 - 5:30 p.m. at City Hall or remote.
- **Senior Services for the South Sound Presentation** – Thursday, February 16, 2022 (Chair Jackson, Vice Chair Brown, Commissioner Hart)
- **Lacey Cultural Celebration** – Saturday, March 4, 2023 – 10:00am to 6:00pm at Saint Martin's University.
- **Joint Meeting with the Lacey City Council** – March 9, 2023 - 6:00 p.m. at City Hall or remote.

**MINUTES OF LACEY COMMISSION ON EQUITY,
TUESDAY, DECEMBER 27, 2022
VIA ZOOM WEBINAR**

EQUITY COMMISSIONERS PRESENT: Chair Thelma Jackson, Vice Chair Cliff Brown, Annie Clay, Kim Sauer, Jon Hegwood, Makieda Hart, Kristine Stolberg, Alanis Blackburn

EQUITY COMMISSIONERS ABSENT: None

COUNCIL PRESENT: None

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager (ACM)

RECORDING: [Commission on Equity - December 27, 2022 - YouTube](#)

CALL TO ORDER:

Chair Jackson called the meeting to order at 5:31 p.m.

1. APPROVAL OF AGENDA AND CONSENT AGENDA:

Approval of the Consent Agenda:

- Approval of Agenda
- Meeting Minutes from November 28, 2022

COMMISSIONER CLAY MOVED TO APPROVE THE CONSENT AGENDA. COMMISSIONER SAUER SECONDED. MOTION CARRIED.

2. PUBLIC COMMENT:

Virtual – No Public Comment

In-person – No Public Comment

Written Public Comments - The deadline to submit written public comments was 12:00 p.m. the day of the meeting. Written comments are not addressed during the meeting; however, they are added to the official record. Three (3) written public comments were received and were made part of the meeting record.

3. INSPIRATIONAL ITEM:

In honor of Martin Luther King Jr., Chair Jackson read several quotes from Martin Luther King Jr. and discussed how the holiday honoring Martin Luther King Jr. has change from a day focused on ending racism and bringing about equity to a day of service.

4. BUSINESS ITEMS:

A. Strategic Diversity, Equity, and Inclusion Plan Workshop – Focus Areas, Impact Statements, and Strategies, Part 7

ACM Kelley-Fong reviewed draft DEI Strategic Plan elements previously discussed and introduced draft benchmarks and indicators for the goal area of Livability. ACM Kelley-Fong also reviewed two additional draft glossary terms. Discussion ensued.

B. Draft Work Plan 2023 & Joint Meeting with Lacey City Council

ACM Kelley-Fong reviewed draft 2023 Work Plan for the Commission. Discussion ensued.

C. Community Engagement Efforts & Initiatives

The Commission discussed community engagement efforts and initiatives, including having representatives from North Thurston Public Schools provide an update on equity initiatives in the school district, meeting with other local education organizations, and hosting focus groups once a quarter starting with a focus group with Black and African American community members. Chair Jackson and Vice Chair Brown indicated that they would work with the City to get this focus group organized.

D. Officer Elections for 2023

COMMISSIONER CLAY MOVED TO ELECT COMMISSIONER CLIFF BROWN AS COMMISSION CHAIR FOR 2023. COMMISSIONER SAUER SECONDED. MOTION CARRIED.

COMMISSIONER SAUER MOVED TO ELECT COMMISSIONER ANNIE CLAY AS COMMISSION VICE CHAIR FOR 2023. VICE CHAIR BROWN SECONDED. MOTION CARRIED.

COMMISSIONER HART MOVED TO ELECT COMMISSIONER JON HEGWOOD AS COMMISSION VICE CHAIR FOR 2023. COMMISSIONER STOLBERG SECONDED. MOTION FAILED.

4. COMMISSIONER REPORTS

Chair Jackson discussed the DEI Strategic Plan Commission statement and how to proceed. Chair Jackson, Vice Chair Brown and ACM Kelley-Fong will continue to work on the statement and will come back for future review with the full Commission.

5. DIRECTOR REPORT

ACM Kelley-Fong asked the Commission for a volunteer for the Inspirational Item for the January 2023 meeting. Commissioner Sauer volunteered. ACM Kelley-Fong provided an overview of upcoming Commission meetings.

Chair Jackson expressed an interest in connecting more in-person with Commissioners at meetings during 2023.

6. ADJOURN

Chair Jackson adjourned the meeting at 7:10 p.m.



LACEY COMMISSION ON EQUITY
January 25, 2022

SUBJECT: **Advisory Board Compensation & Demographic Data**

RECOMMENDATION: **Initial review and discussion only. Recommendation forthcoming at a future Commission on Equity meeting.**

STAFF CONTACT: Shannon Kelley-Fong, Assistant City Manager *SKF*

ATTACHMENTS: None

PRIOR REVIEW: None

FISCAL IMPACT: \$20,000 to \$45,000 based on initial estimates, subject to change as program continues to develop

2023 WORKPLAN: Q1 – 5 “Research and review potential compensation opportunities for advisory body members; create a recommendation for the Lacey City Council.

BACKGROUND: The City of Lacey’s (“City”) advisory boards (including boards, commissions, task forces, etc.) serve as a critical point of community input in the City’s decision-making processes. The Lacey City Council appoints community representatives to a variety of boards to serve in an advisory capacity to the Lacey City Council, e.g., City advisory boards review and make recommendations on issues related to land use, zoning, parks, culture, recreation, library services, historical matters, and diversity, equity, and inclusion, animal services, lodging tax funding, youth perspectives, and civil service appeals. Currently, advisory board members serve as volunteers and do not receive a stipend or reimbursement to offset expenses like childcare, transportation, or internet access.

Given the time and resources it takes to perform the duties assigned to advisory boards, the City recognizes that barriers to participation could exist when asking community leaders to volunteer their time to provide input and direction. Providing stipends for advisory board services is one method local and state governments are using to offset resources expended to participate and attend advisory board meetings.

The City has nine (9) advisory boards (11 including regional boards) and can at times have ad hoc bodies, such as the Workgroup on Homelessness in 2020-2022. The [City Council Policies-Procedures Manual](#), Section 2.14, provides an overview of the City’s advisory boards in more detail. The [Boards and Commissions Handbook](#) also provides additional details. Depending on the workplan, purview, and timeline, advisory boards can meet anywhere between 1 and 25+ times per year, see **Table A**.

TABLE A				
City of Lacey - Advisory boards including regional board				
Advisory Board	Members^^	General Meeting Frequency	Total meetings anticipated per year	Total meetings 2022 (includes joint meetings)
Board of Park Commissioners	7	1x monthly	12	13
Capital Area Regional Public Facilities District Board*	1	As needed	1	1
Civil Service Commission	3	4x annually	4	4
Commission on Equity	7	1x monthly	12	16
Historical Commission	7	1x monthly	12	11
Law Enforcement Officers & Fire Fighters (LEOFF 1) Disability Board^	1	As needed	4-6	6
Library Board	5	4-6x annually	6	6
Planning Commission	9	2x monthly	24	18
Youth Council	15	2x monthly	18	20
Lodging Tax Committee (LTAC)	4	4x annually	4-6	7
JASCOM**	3	1x monthly	12	10
<p>* Regional advisory board with one representative from Lacey, in addition to general representatives.</p> <p>^ Consists of five members, two members are Councilmembers, two members are active or retired City law enforcement, one member is general public.</p> <p>^^ Does not include Youth Council members (except for Youth Council).</p> <p>** Regional advisory aboard.</p> <p>*** There are currently no active temporary or ad hoc advisory boards.</p>				

While meeting durations fluctuate depending on materials and content, **Table B** provides an example of the total time expended by advisory board members in 2022 assuming that every meeting held was 90 minutes. Notably, this does not include other preparation time, e.g., reviewing staff reports, supporting documents, municipal code, etc., as well as, time for travel or childcare arraignments.

TABLE B			
Advisory Board Meeting Time Estimate			
Advisory Board	Members	Total meetings 2022 (includes joint meetings)	Total hours expended at meeting (Est. 90-minute meetings)
Board of Park Commissioners	7	13	19.5
Capital Area Regional Public Facilities District Board	1	1	1.5
Civil Service Commission	3	4	6
Commission on Equity	7	16	24
Historical Commission	7	11	16.5
Law Enforcement Officers & Fire Fighters (LEOFF 1) Disability Board	1	6	9
Library Board	5	6	9
Planning Commission	9	18	27
Youth Council	15	20	30
Lodging Tax Committee (LTAC)	4	7	10.5
JASCOM	3	10	15
TOTALS	62	109	168

Stipend Program Overview. As a way to help reduce barriers to participation in government and increase representation on advisory boards, the City is evaluating providing stipends to advisory body members. The purpose of stipends would be to offset potential costs incurred by participating on the City’s advisory bodies, including:

- Financial impact of attending meetings;
- Expenses for childcare coverage during the meetings;
- Expenses for transportation to meetings;
- Expenses for internet access to meetings; and
- Other direct financial impacts.

In addition, by getting more individuals serving on the City’s advisory bodies, stipend programs may also benefit the City by reducing potential burnout of community leaders currently serving on boards.

As part of the City's evaluation of a stipend program, the City is reviewing the following elements:

1. Stipend Amounts. Stipends provided by other jurisdictions vary in amount.

Liability considerations. The City will be performing further diligence on the Volunteer Protection Act (VPA). The VPA protects volunteers from personal liability if, among other requirements, volunteers do not receive anything of value in lieu of compensation in excess of \$500. Offering more than that threshold means volunteers will not benefit from these protections.

University of Washington Self-Sufficiency Standard. The University of Washington publishes [The Self-Sufficiency Standard](#) (Standard) every three years as a measure of income adequacy for different households across Washington State. The Standard defines the income working families need to meet a minimum yet adequate level, taking into account family composition, ages of children, and geographic differences in costs. The Standard is an affordability and living wage economic security measure that provides an alternative to the official poverty measure.

The 2020 Self Sufficiency Standard for Thurston County was \$21.51 to 24.07 (assumes one adult with one preschooler).

2. **Stipend Awardees.** Stipend awardees vary between jurisdictions, e.g., some jurisdictions provide all members the same stipend, others jurisdictions provide stipends only to members experiencing financial hardships, and other jurisdictions provide tiers of stipends based financial circumstances.
3. **Advisory Board Application.** Jurisdictions vary on the application of stipends for various advisory boards, e.g., some jurisdictions provide stipends to all advisory boards, while other do not include certain advisory boards, like temporary or ad hoc boards. In addition to permanent and temporary boards, the City has several regional boards that will need to be considered.
4. There could be other considerations as well not outlined in the above.

Should the City implement a stipend program in any form, the City would need to create a method to track the stipends provided so there is an accurate accounting of stipends distributed for reporting purposes to individuals, as well as comply with all federal tax requirements.

Potential Stipend Program Options. The following provides a high-level overview of potential options the City could consider:

Option 1: Provide no stipends by keeping the current advisory body structure.
Example: City of Lacey.

Option 2: Provide stipends up to \$500.00 (or other determined amount) for every advisory body member with attendance requirements. *Example:* [City of Bend](#).

Option 3: Provide stipends up to \$500.00 (or other determined amount) for members of advisory bodies experiencing financial hardship with attendance requirements. *Example:* [City of Durham](#)

Option 4: Provide stipends up to \$500.00 (or other determined amount) for members of advisory bodies experiencing financial hardship with attendance requirements; provide stipends of less amounts (e.g., \$250) for all other members of advisory bodies with attendance requirements. *Example:* [City of Olympia](#) – advisory body members receive a stipend of \$25 per meeting attended with the option to waive. Participants who certify as low-income will receive \$50 per meeting attended.

Option 5: Some other option not explored in the above.

Budget Impact. While the budget impact would change dependent on the option pursued, it is estimated that a stipend program would cost between \$20,000 and \$45,000 to implement.

Municipal Code updates. If a stipend program is pursued, the City will likely need to update several sections of the Lacey Municipal Code (LMC) related to advisory boards. As an example, for the City Planning Commission, [LMC 2.32.010\(B\)](#) states:

“Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms. The members shall be selected without respect to political affiliations and they shall serve without compensation.”

For the Board of Park Commissioners, [LMC 2.44.020\(D\)](#) states:

“The commission members shall not receive any salary or other compensation for services rendered on the commission, but necessary expenses actually incurred and within the budget as set by the annual budget ordinance shall be paid.

Demographic Data Collection. While implementing a stipend program, the City could also implement a strategy to capture demographic information of advisory boards to get a better sense of who is participating, or not participating, on City advisory boards. This information would be helpful to determine the degree of unheard or underrepresented voices in the community and to use this information to help close gaps in representation on advisory boards.

RECOMMENDATION: Initial review and discussion only. Recommendation forthcoming at a future Commission on Equity meeting.

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10.08 Land Acknowledgement

The purpose of this policy is to establish a City of Lacey Land Acknowledgment and provide guidance for City of Lacey employees, volunteers, appointed officials, and elected officials on its use.

Land Acknowledgements

Land Acknowledgements are rooted in many Indigenous people's practices and cultural protocols in order to recognize other Indigenous peoples whose land one is a guest on.

“It is important to note that this kind of acknowledgement is not a new practice developed by colonial institutions. Land acknowledgement is a traditional custom dating back centuries for many Native communities and nations. For non-Indigenous communities, land acknowledgement is a powerful way of showing respect and honoring the Indigenous Peoples of the land on which we work and live. Acknowledgement is a simple way of resisting the erasure of Indigenous histories and working towards honoring and inviting the truth...”

[Duwamish Tribe webpage](#)

A land acknowledgement is a formal statement that recognizes, pays tribute to, expresses gratitude and respect for, affirms the ongoing relationship between indigenous people and the land, and helps raise awareness of the Indigenous histories, perspectives, and experiences —past, present, and future. **In addition, Land Acknowledgements:**

- Expresses support for Indigenous communities.
- Raise awareness of histories that led to past and current development of area, including history of dispossession, displacement, colonialization, cultural erasure, broken treaties, etc.
- Recognize the positive impacts of indigenous history and culture on the greater community.
- Used as a first step to inspire more action and better relationships indigenous people.
- Are not intended to be a performative act.
- Are ceremonial in nature and do not carry any legal authority.

The City's Land Acknowledgement was informed by input by tribal leaders (*pending*). In adopting a local land acknowledgement, the City is not taking a position on the status of

federal recognition for any tribe. The City recognizes that land acknowledgements are powerful statements and that these statements are most meaningful when paired with authentic and sustained relationships with Indigenous communities.

City of Lacey Land Acknowledgement

We acknowledge the ancestral land we are on today as the traditional territory of the Tribal People of the Treaty of Medicine Creek, signed in 1854, including the Nisqually Indian Tribe and Squaxin Island Tribe.

We acknowledge, and remember, and must not forget those Tribal People that are named but not recognized today, and who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants that who are still here.

We acknowledge, Indigenous People who called the land home before the arrival of settlers and have been here Since Time Immemorial.

We recognize the relationship that exists between Indigenous People and their traditional territories, which include the religious significance, self-determination, identity, and economic factors. The relationship helps all people heal from the past and learn how not to inflict new wounds today.

We recognize and respect Indigenous People as traditional stewards of this land, and acknowledge the Tribal Governments and their role today in taking care of these lands.

We recognize that this land acknowledgement, and the Nisqually-Lacey Accord of 2011, are small steps toward true allyship. We commit to partnering with the Tribal People of the Treaty of Medicine Creek to continue to uplift the voices, experience, and histories of indigenous people of this land and beyond.

We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as it has today.

We recommend that community members read the [Medicine Creek Treaty of 1854](#).

City of Lacey Abbreviated Land Acknowledgement

We [or insert object, e.g., "This Marker is"] are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge, and remember those Tribal People not recognized today that who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here.

We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands today and in perpetuity. We recognize and have the

responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as it has today. We recommend that community members read the Medicine Creek Treaty of 1854.

Land Acknowledgement Use

The above Land Acknowledgements may be used:

1. To open City meetings, events, or programming;
2. As part of City plans, reports and other adopted documents; and
3. On City signage, markers, maps, and other materials.

Guidelines for use of the Land Acknowledgment is provided below. Please contact the City Manager's Office if you are planning to use the Land Acknowledgement for options #2 and #3.

City Meetings or Events

For City Council meetings, the full or abbreviated Land Acknowledgement should:

1. Be printed on every regular and special Council meeting agenda, and
2. Read out loud at Council meetings where appropriate, as determined by the Mayor or presiding officer.

Additionally, the Land Acknowledgement can be used at the beginning of meetings or other events hosted by the City. Such meetings could include, but are not limited to:

3. City staff meetings
4. City Advisory Board or Commission meetings
5. Community meetings hosted by the City, such as town halls, open houses, focus groups, or similar.
6. Ceremonial events, such as ribbon-cuttings
7. City events, such as large-scale Parks, Culture, and Recreation events

It is not recommended to assert or suggest using the Land Acknowledgement for meetings or events hosted by other organizations.

Recommendations for Use at City Meetings or Events:

1. The full or abbreviated Land Acknowledgement should be read at the beginning of meetings or events.

2. Keep the introduction of the Land Acknowledgement simple and direct:
“To start this meeting/event, I would like to read the City’s adopted Land Acknowledgement statement...”
3. Best practice guidance from Indigenous People is that you speak from your heart when reading the Land Acknowledgement, do not make the reading performative.
4. Do not include other announcements about social, political, or City initiatives alongside the Land Acknowledgement. The Land Acknowledgement should be and feel separate from any other announcements.

If anyone at a City meeting or event has a question or concern about the use of the Land Acknowledgement, they can be refer to the City’s website ([insert](#)) and/or the City’s Manager Office.

City Plans, Reports and Other Adopted Documents

The full text of the Land Acknowledgement can be added to the beginning of City Plans, Reports and Other Adopted Documents. In this context, “Adopted Documents” is defined as policy documents that are adopted by the City Council.

For such documents, the full text of the Land Acknowledgement should be used with the footer:

“Visit [insert](#) for more information.”

As some documents have pages that are intentionally left blank, the Land Acknowledgement should appear on the first page that has text after the cover page. The Land Acknowledgement should appear before all other text elements. No visual or graphics should accompany or be integrated into the Land Acknowledgement text. The Land Acknowledgement should be set in the same font as other text in the document. Italics may be used at the author’s discretion.

Signage, Historical Markers, Maps, Etc.

The full or abbreviated Land Acknowledgement can be added to printed City signage, historical markers, maps, etc.

For such a use, when possible, the full Land Acknowledgement should be used, with the following footer:

“Visit [insert](#) for more information.”

With projects with space limitations that prevent the use of the full Land Acknowledgement, the abbreviated Land Acknowledgement should be used, with the following footer:

“Visit [insert](#) for more information.”

No visual or graphic should accompany or be integrated into the Land Acknowledgement text. The Land Acknowledgement should be set in the same font as other text in the document. Italics may be used at the author's discretion.

Land Acknowledgement on City Webpages

A link to the Land Acknowledgement webpage should be made available on the top banner of the City website and other City operated websites. Given the presence of this link, there is no need to include the Land Acknowledgement on specific projects, programs, or other webpages. A link to the [Medicine Creek Treaty of 1854](#) will be provided on the Land Acknowledgement page.

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