



Equity and Inclusion Commission Agenda

Wednesday, January 15, 2025

6:30 PM

City Council Chambers

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 1. Roll Call**
- 2. Receive Public Comment**
- 3. Approval of Meeting Minutes**
 - a. Review and approval of the December meeting minutes - 6:40PM
- 4. Business Items**
 - a. Review Equity & Inclusion Toolkit - 6:45PM
 - b. Discussion about commission and City work - 7:00PM
- 5. Other Business**
- 6. Adjourn**

**Equity and Inclusion Commission
Meeting Minutes
DRAFT – DECEMBER 18, 2024 - DRAFT**

Commissioners Present: Amanda LaGrange, Alfred Chan, Gabrielle Filip-Crawford

Youth Commissioners: Anica Barze, Gwen Goedken

Commissioners Absent: Prajwal Vemireddy (excused)

Staff Present: Equity and Inclusion Manager Antonio Montez

Call to Order/Roll Call

The Equity and Inclusion Commission (EIC) meeting was called to order at 6:35 p.m.

Receive Public Comment

None.

Commissioner Filip-Crawford moved and Commissioner LaGrange seconded a motion to close the public comment. Motion passed unanimously.

Approval of Meeting Minutes

a. Approval of November 20, 2024, Meeting Minutes

Commissioner LaGrange moved and Commissioner Filip-Crawford seconded a motion to approve the November 20, 2024, Equity and Inclusion Commission meeting minutes as presented. Motion passed unanimously.

Business Items

a. 2025 Meeting Schedule Review and Approval

Equity and Inclusion Manager Montez presented the 2025 meeting schedule and noted the February and August meetings need to be rescheduled as they conflict with City Council meetings. The Commission decided to move the regularly scheduled meetings to Wednesday, February 12, 2025, and Thursday, August 21, 2025.

Equity and Inclusion Manager Montez added that most Commissions typically take a month off at some point during the year and asked the Commission to think about if there is a month they would like that to be.

Equity and Inclusion Manager Montez also noted that the City will declare vacancies on all the City Commissions, including 3 vacancies on the EIC and applications will open. Commissioner LaGrange asked if the City Council vets new applicants. Equity and Inclusion Manager Montez stated that the City Council would take care of interviews and appointments.

b. SREAP Definitions

Equity and Inclusion Manager Montez presented the definitions of the Strategic Racial Equity Action Plan (SREAP) and asked the Commission to review, discuss, and ask questions.

The Commissioners reviewed the SREAP definitions for Diversity, Equity, and Inclusion. The Commissioners asked questions regarding clarity for certain terms within the definitions.

c. Organizational Departmental and Commission Review

Equity and Inclusion Manager Montez presented the Departments and Commission's roles and responsibilities and asked the Commission to review, discuss, and ask questions.

Chair Barze asked if the Fire Department cadet positions are only open to people who have graduated high school.

Equity and Inclusion Manager Montez stated that it is typically people who have graduated and are pursuing a career in firefighting.

Commissioner Chan stated that the fire safety training is also offered by the Fire Department to teach people how to perform CPR.

Commissioner LaGrange stated that one of the differences she has noticed between the EIC and other Commissions is that items are not brought to the EIC, but rather, they discuss what they want to work on.

Equity and Inclusion Manager Montez explained that the EIC work is not as rules-based as other Commissions are.

Commissioner Filip-Crawford stated that she can see clear connections between the work of the EIC and other Commissions.

Equity and Inclusion Manager Montez stated that he has planted a seed to get department heads into future EIC meetings to share their work and what opportunities there are to partner with them. He stated he wants things to be more about doing work across the other departments in the city.

Equity and Inclusion Manager Montez stated that they are working on strategic planning, and it will come forward to the City Council in January. He noted that, hopefully, they can discuss some of the work that has been happening at their February EIC meeting.

Chair Barze asked what the term variance meant.

Equity and Inclusion Manager Montez explained what variance meant. Commissioner Chan gave an example of what a variance could look like.

d. Long-Range Equity Plan Review and Discussion

Equity and Inclusion Manager Montez presented the Long-Range Equity Plan and asked the Commission to review, discuss, and ask questions.

Chair Barze asked what the GARE group was.

Equity and Inclusion Manager Montez stated that it stands for Government Alliance for Racial Equity and explained what they do.

Commissioner LaGrange asked how many people Montez would like on the Equity and Inclusion Action Team.

Equity and Inclusion Manager Montez stated that he would like to see it at about 12-15 people to start with and expand from there if need be to make a second team.

Vice-Chair Goedken asked what TOP stood for.

Equity and Inclusion Manager Montez stated that it stands for Technology of Participation and is a way to facilitate conversations.

Other Business

None.

Adjournment

Commissioner LaGrange moved and Vice-Chair Goedken seconded a motion to adjourn. The motion passed unanimously.

Chair Barze adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Lilian Rokosz

TimeSaver Off Site Secretarial, Inc.

Roseville Equity and Inclusion Commission

Agenda Item

DATE: January 15, 2025

ITEM: 4.a.

ITEM DESCRIPTION: Review Equity & Inclusion Toolkit - 6:45PM

Background

Recommendation

Review Equity & Inclusion Toolkit used by the City when requesting council action on business items.

Attachments

1. Equity and Inclusion Toolkit 2.0 Fillable 1.7.2025

EQUITY & INCLUSION TOOLKIT



To Guide Decision Making on Policies, Programs, Initiatives, and Budget Proposals to Help Build an Equitable and Inclusive Community

Things to know about the toolkit

1. The Equity & Inclusion Toolkit (EIT) is a reflective tool to assist decision makers in evaluating ideas and proposed solutions with a perspective inclusive of equity.
2. The EIT is NOT a test of competence in equity and inclusion, but a tool to help make decisions that are advancing our community aspirations in an equitable and inclusive way.
3. This is a public document. The public should know city leaders are diligent in considering community voices and potential adverse outcomes of decisions.

Equity & Inclusion Toolkit Instructions

This toolkit serves as a guide to developing an equity impact analysis. Through the process of answering questions focused on community and stakeholder impact. Through the process of understanding the outcomes of decisions on the community, you will end with an Equity Impact Analysis or summary of your findings to be included on the Request for Council Action (RCA). The completed toolkit should be attached as supporting documentation for council RCA's. Please forward a copy of the completed toolkit to the city's Equity and Inclusion Manager for review and storing.

Agenda Item Title:

Brief Description:

Meeting Date(s):

Prepared by:

Reviewed by:

Which of the community aspirations does this request for council action most align with?

- ☐ Foster a strong sense of community through effective and inclusive communication, effective engagement, and collaborative decision-making.
- ☐ A community that is welcoming and inclusive of all people regardless of country of origin, race, ethnicity, gender, sexual preferences, age, physical ability, or socioeconomic standing.
- ☐ A city where all people feel safe and secure and where mutual trust and respect are fostered between the community and their police, fire, and all emergency responders.
- ☐ A community of thriving and diverse neighborhoods with quality housing and businesses that meet the needs of, and provide opportunities for, all people.
- ☐ A community that embraces diversity through multicultural public programming, public gathering spaces, and parks in ways that are suitable for all people regardless of age, ability, or access to information.
- ☐ A community that treasures and preserves natural areas and open space and prioritizes environmental conservation and sustainability.
- ☐ A community that is economically prosperous with a stable and broad tax base, vibrant small businesses, high quality employment opportunities, and a range of retail and entertainment options.
- ☐ A community with a safe, inclusive, and well-connected transportation and infrastructure system that supports the health and well-being of residents, visitors, customers, businesses, and employees regardless of ability, access, cultural background, or socioeconomic standing.

What are the desired outcomes and impacts in the community?

Who will benefit from or be burdened by this decision?

What are potential unintended consequences and are there strategies to mitigate any negative consequences?

How have we incorporated and/or engaged community perspective into this recommendation?

Equity Impact Analysis (Summary)

In 1-3 paragraphs, how would you summarize the consideration of equity on this recommendation? How does this help us achieve our Community Aspirations? This summary should be included under the Equity Impact Summary of the RCA.

Resources

[Census 2020](#) – Publicly available data gathered every 10 years intended to be the leading source of quality data on people and economy.

[American Community Survey](#) – A survey by the U.S. Census Bureau updated annually.

[Google Scholar](#) – Publicly available scholarly literature which may contain relevant data.

Community Feedback – All ways in which the community provides feedback to the city can be used to aide in decision making.

Previous Completed Equity & Inclusion Toolkits

Roseville Equity and Inclusion Commission

Agenda Item

DATE: January 15, 2025

ITEM: 4.b.

ITEM DESCRIPTION: Discussion about commission and City work - 7:00PM

Background

Open discussion about what the commission has reviewed over its first meetings, and how the commission can partner with the City to do meaningful work.

Recommendation

Discussion on pathways to utilize the commission in partnership with our city work.

Attachments

None