



TOWN OF PORTOLA VALLEY
Race and Equity Committee Meeting
Tuesday May 9th
6:30pm

Lucy Neely, Chair
Johnathan Clark, Member
Adnan Iftekhar, Member
Cole Kawaja, Student Liaison
Kim Marinucci, Vice Chair
Judith Murphy, Member
Andrew Pierce, Member

REGULAR MEETING

REMOTE MEETING ADVISORY: On March 1, 2023, all committees in Portola Valley will return to conducting in-person meetings. A Zoom link will be provided for members of the public to participate remotely, however, the Town cannot guarantee there will be no technical issues with the software during the meeting. For best public participation results, attending the meeting in-person is advised.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700 or by email at towncenter@portolavalley.net 48 hours prior to the meeting start time. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:

<https://us06web.zoom.us/j/88907534774?pwd=L1VzK1VNakZmS1BtbG9pRTBEZS9ldz09>

Webinar ID: 889 0753 4774

Passcode: 011128

To access the meeting by phone:

1-669-900-6833 or 1-888-788-0099 (toll-free)

Mute/Unmute – Press *6 / Raise Hand – Press *9

- 1. CALL TO ORDER, ROLL CALL, LAND ACKNOWLEDGEMENT**
- 2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**
Speakers' time is limited to two minutes.
- 3. APPROVAL OF MINUTES:**
 - a. April 11th, 2023
- 4. NEW BUSINESS:**
 - a. none
- 5. OLD BUSINESS:**
 - a. Share and discuss subcommittee reports: Housing, Land Acknowledgement, Town Seal, Law Enforcement, Town Policies, Awareness and Engagement (45 min)
 - b. Discuss committee budget for FY23/24 and vote on budget (10 min)
 - c. Revisit and discuss Committee Structure Update Draft Proposal (from PV Town Council) (5 min)
- 6. ADJOURNMENT**
 The next regularly scheduled meeting date is June 13th, 2023

Land Acknowledgement:

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples

and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.

TOWN OF PORTOLA VALLEY
Race and Equity Committee Meeting
Tuesday April 11, 2023
6:30 p.m.

Lucy Neely, Chair
Johnathan Clark, Vice Chair
Kirsten Kingdon, Secretary
Adnan Iftekhar, Member
Kim Marinucci, Member
Judith Murphy, Member
Andrew Pierce, Member
Cole Kawaja, Student Liaison
Mary Hufty, Council Liaison

1. CALL TO ORDER, ROLL CALL, LAND ACKNOWLEDGEMENT

- a. The Chair called the meeting to order at 6:45 pm and confirmed attendance.
- b. Members present: Neely, Kingdon, Iftekhar (via Zoom), Murphy, Pierce, (Clark and Marinucci not present)
Student Liaison: Kawaja (via Zoom)
- c. Council Liaison Present: Council member Craig Taylor in place of Hufty
- d. Members of the Public: Jon Silver
- e. The Land Acknowledgement was read by Murphy.

2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA

None.

3. APPROVAL OF MINUTES:

The minutes of February 14, 2023, were approved as submitted. The committee did not meet in March for lack of a quorum.

4. NEW BUSINESS:

- a. Discuss individual and committee priorities and strategy for 2023. Members discussed their individual priorities and what they saw as the committee strategy. It was followed by community comment by Silver who spoke of his interest in the mission of the committee and his long experience working for racial justice.
- b. Review subcommittees and subcommittee roster. As long as subcommittees do not exceed three members, they are not covered by the Brown Act. Their role is to bring information and recommendations to the whole committee. Any recommendations to the Council are to come from the committee. The following subcommittees were identified. Before rosters are confined Neely will consult with Clark and Marinucci.
 - 1). Housing. Chair, Murphy, Also Iftekhar..
 - 2). Land Acknowledgement. Chair, Marinucci.
 - 3). Town Seal. Chair, Neely. Also, Marinucci, Kawaja.
 - 4). Law Enforcement. Chair, Kingdon. Also, Murphy, Pierce
 - 5). Town Policies. Chair, Pierce. Also Iftekhar.
 - 6). Awareness and Engagement. Chair, Iftekhar, Also Kingdon, Marinucci.
- c. Discuss committee budget and budget process for upcoming cycle. Neely reported that the committee's budget request is due on May 12, which is after the next committee meeting. Each subcommittee chair should send a budget request to Neely prior to the May meeting. At that meeting the committee will vote on the committee's request.

d. Discuss new member applications to committee. Jon Silver discussed the need for and his interest in joining the committee and answered questions from the committee. He reported that Andrew Brown is also interested in being appointed even though he was unable to attend this meeting. The applications will be acted on by Council.

e. Discuss Committee Structure Update Draft Proposal to develop the option for committees to choose to be a Non-Brown Act Committee. Taylor discussed the draft Proposal For Simplifying and Clarifying Committee Operations included with the meeting packet. Pros and cons were discussed.

5. OLD BUSINESS:

a. Update on Land Acknowledgement and Discussion. Neely reported that she has been talking with other committee chairs and that the matter will be coming back to the committee.

6. ADJOURNMENT:

The next regularly scheduled meeting date is Tuesday May 9, 2023, at 6:30 pm.

Submitted by Kirsten Kingdon

***** **Land Acknowledgement:**

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of

the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.

1. 2.

3. 4.

5. 6.

ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA

Speakers' time is limited to two minutes.

APPROVAL OF MINUTES:

a. February 14, 2023

NEW BUSINESS:

a. Discuss individual and committee priorities and strategy for 2023 (40 min) b. Review subcommittees and subcommittee roster (5 min)

c. Discuss committee budget and budget process for upcoming cycle (10 min) d. Discuss new member applications to committee. (10 min)

e. Discuss Committee Structure Update Draft Proposal (from PV Town Council) (5 min)

OLD BUSINESS:

a. Update on Land Acknowledgement and Discussion (15 min)

ADJOURNMENT

The next regularly scheduled meeting date is May 9, 2023

Land Acknowledgement:

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.

Race and Equity Committee

MISSION

Examine and take action around issues of race and equity in Portola Valley to create a more just, diverse, inclusive, and equitable community for all residents, workers, and visitors.

DUTIES AND FUNCTIONS:

1. Review existing and proposed Town policies, regulations, and practices and propose changes to the Town Council.
2. Collaborate with and make recommendations to Town committees, commissions, staff, and other affiliated groups.
3. Continue the work of truth and reconciliation with the Ramaytush Ohlone peoples that the Town of Portola Valley began with the adoption of its land acknowledgment statement.
4. Examine the impact of historic laws that prohibited people of color from owning property in Portola Valley and make recommendations to redress the legacy of this systemic exclusion.
5. Create opportunities to increase awareness and engage the community in ongoing conversation and learning experiences.
6. Create space for the community to share personal experiences of inequity.

RESPONSIBLE TO:

The Town Council

COORDINATION:

Town Council Liaison(s)

MEMBERSHIP:

No more than nine members, each appointed for one-year terms by the Mayor with Town Council concurrence. Rotating Chair and Vice Chair selected by Committee.

MEETINGS:

Regular meetings are to be held the second Tuesday of each month at 7pm.

Deadline for budget requests is Friday, May 12, 2023.

DRAFT: Proposal For Simplifying and Clarifying Committee Operations

Goal

The goal of this initiative is to strengthen our volunteer community and improve overall operational efficiency for both volunteers and staff. Brown-Act rules, that generally assume more political governing bodies, can be cumbersome for our volunteer committee members and staff. Below are ideas for alternative committee structures that allow more flexible committee organization. This initiative is part of the 2022-2023 Council Priorities.

Process

Review the current operating procedures for committees (eg, Brown Act requirements, in-person vs remote participation) by the Committee of Committees (committee chairs or their representative, and the council subcommittee (Sarah and Craig)). The committee representatives would collect feedback from their respective committees to be incorporated into a working draft to be reviewed by the Committee of Committees and submitted to the Council.

Alternative Committee Structures For Discussion

How do we continue to support and enhance our volunteer culture of involvement and inclusiveness? Use both the volunteer and staff resources wisely? Possible committee structures are listed below for discussion and refinement. A Council subcommittee is called out in the table. This subcommittee is different from the Council Liaison. The purpose of the subcommittee is to ensure that there is coordination across all committees with respect to charter and membership without violating the Brown Act. For Brown Act Committees this role is fulfilled by the entire Council.

CRITERIA	Brown Act Committee	Non-Brown Act Committee	Group
Description	Current structure.	Closer to the original PV committee intent.	Supports key Town events, projects and initiatives.
Member Appointment	By Council	By Council subcommittee	Open membership
Meeting Requirement for Members	In person	In person or hybrid	In person or hybrid
Public Participation	In person or hybrid	In person or hybrid	In person or hybrid
Charter	Formal defined by the Council	Defined by the Non-Brown Act Committee, approved by Council subcommittee	
Noticing	Yes, per Brown (72 hrs)	Yes, TBD on exact timing	Yes, in Town calendar
Agenda Setting	Yes, per Brown Act, with review by Council liaison and Town Manager	Yes, with review by Council liaison (possibly self-serve in the future).	TBD

DRAFT: Proposal For Simplifying and Clarifying Committee Operations

Minutes	Yes, per Brown Act	Yes, non-Brown Act*	TBD
Council Access	Direct	Direct	Direct
Council liaison	Assigned	Assigned	Assigned
Staff member	Assigned	As needed	As needed
Issue resolution	As needed, Chair to Council liaison to Town Manager (to Council if needed)	As needed, Chair to Council liaison to Town Manager (to Council if needed)	As needed, Chair to Council liaison to Town Manager (to Council if needed)
PROS	<ul style="list-style-type: none"> • Maximum oversight 	<ul style="list-style-type: none"> • Flexibility for committee members* • Hybrid meetings • Lower impact on staff/resources 	<ul style="list-style-type: none"> • Maximum flexibility for group members* • Hybrid meetings • Lowest impact on staffing/resources

* To be determined: Examples: simplify agenda setting and meeting noticing, provide flexibility on in-person requirements, determine quorum requirement, video recording, action vs detailed minutes, etc.

Questions for Committees to Consider:

1. Does the “Alternative Committee Structures” above seem like a step in the right direction?
2. Is your committee open to changing to an alternative non-Brown Act body? If so, is Alt 1 or Alt 2 appealing, or is there another alternative that would work better for your committee?
3. How should we handle hybrid meeting (zoom) participation for committee members and residents under the different alternative structures? Examples: full remote participation, limited participation, viewing only, no remote. Should it be uniform by committee type or at the discretion of each committee?
4. Type of minutes: action, summary or verbatim minutes?
5. Thoughts on reducing required staff time given we have 17 committees?
6. Do you have ideas for increasing volunteer participation?
7. How can we make it easier to volunteer?

DRAFT: Proposal For Simplifying and Clarifying Committee Operations

Current Committee List (for reference)

Bicycle, Pedestrian, and Traffic Safety
Cable and Utilities Undergrounding
Conservation
Cultural Arts
Emergency Preparedness
Finance and Audit
Geologic Safety
Historic Resources
Nature and Science
Open Space
Parks and Recreation
Public Works
Race and Equity
Sustainability
Trails and Paths
Wildfire Preparedness
Woodside Highlands Road Maintenance

DRAFT: Proposal For Simplifying and Clarifying Committee Operations

Minutes From Committee of Committee Meeting 3/14/2023

Committee: Proposal for simplifying and clarifying committee operations

Tuesday, March 14, 2023

1. **CALL TO ORDER:** 4:40 PM
2. **PUBLIC COMMENTS:** None

Attending:

Town Council: Craig Taylor, Sarah Wernikoff

Judith Murphy (Moderator)

Bicycle Pedestrian and Traffic Safety: Ed Holland

Conservation: Catherine MaGill (Zoom)

Emergency Preparedness: Dale Pfau (Zoom), Jerry Shefren

Finance and Audit: George Savage

Geologic Safety: Nan Shostak, Gary Ernst, Chet and Bob Wrucke

Historic Resources: Nancy Lund

Open Space: Betsy Morgenthaler

Parks and Recreation: Patty Dewes

Public Works: Alex Doherty

Sustainability: Scott Elrod, Rebecca Flynn

Trails and Paths: Gary Hanning

Wildfire Preparedness: Jennifer Hammer

Public: Anne Kopf-Sill, Dave Cardinal, Rita Comes, Kristi Corley

3. DISCUSSION ITEMS

a. Discuss “Proposal For Simplifying and Clarifying Committee Operations” Craig opened the meeting by welcoming and thanking all who were attending, particularly given the weather conditions. The purpose of the meeting was to convene the Towns’ Committee Chairs to get their input on a framework for improving the overall operational efficiency for both volunteers and staff. This initiative originated as part of the Town Council’s 2022-23 Council Priorities. He stressed that this was NOT a decision-making meeting, but an introduction and invitation for discussion.

The meeting outcomes were to:

- Review the DRAFT of the alternative committee structures
- Gather initial POV, concerns, questions, etc.
- Incorporate the input and update the DRAFT
- Ask the Chairs to take the DRAFT to their Committees for discussion
- Reconvene, at some future date, to reiterate the proposal

The goal would be to take the proposal to the Town Council for approval, hopefully by the end of the fiscal year and then incorporate the changes in an overall update of the Committee Handbook.

DRAFT: Proposal For Simplifying and Clarifying Committee Operations

Sarah provided some background – we have about 400 volunteers in a town w/ ~3600 adults for a participation rate of 11%. This is great but there is feedback from the Committees and staff that:

- It is becoming increasingly challenging to accommodate and comply w/ Brown Act requirements
- There are opportunities to improve alignment between Town Council and Committee priorities
- Not all committee policies and procedures are being implemented consistently
- Aspects of the Committee Handbook are ambiguous and outdated
- All or some of these factors “may” affect our ability to attract more volunteers

Comments regarding the framework:

Point of Clarification: ANY committee appointed by the full Town Council (permanent or ad hoc) is subject to the Brown Act.

Point of Clarification: ALL our Committees are “advisory.” This means they might not have been subject to Brown Act requirements given that all decisions need to be reviewed by the Town Council before implementation. Only the Planning Commission and the ASCC can make decisions which can then be appealed to the Town Council, if needed.

Overall:

- Can the framework ID the committees that are “required” by the General Plan (Conservation, Trails, BPTS) and why? This would “help” the other committees have some clarification about what is squarely in column #1.
- Can the framework ID what actions committees in columns #2 and #3 can engage in. . . What types of decisions can they make, documents they can review?
- Charter – very important and must be defined clearly for all 3 columns
- Description – supportive of strong volunteer participation is true for all 3 columns
- Member appointment: Town Council subcommittee to approve member appointments is all they do; the committee’s primary relationship is still w/ their Council liaisons for all other business.
- Agenda setting: Would like clarity on this for Columns 2 & 3, sometimes staff input is helpful and/or needed.
- Council Liaison: A goal of this structure would be to strengthen the relationship between the Council liaison and the committees
- Issue resolution, does not need to go through all levels unless necessary
- Transparency is STILL very important; we will get judged on how well this is handled. Somewhere in the process, the public must have transparency, through budget review, Town Council review, some other method. . . ?

Overall comments:

- There is general support for the approach, outline, opening the discussion
- There is general agreement that committees would LOVE to have some flexibility and/or be released from Brown Act requirements.
- There is concern about transparency and communication, especially if it involves issues critical to our residents, i.e. safety

DRAFT: Proposal For Simplifying and Clarifying Committee Operations

- Concerned about enforcement. This will potentially put more work on the council liaisons to be gatekeepers
- Residents still want to participate; how do we ensure this will happen?
- Elephant in the room, do we have too many committees that spread our limited volunteerism too thin?
- Chairs should bring back examples from their committee discussions.
- Chairs should be **more specific about what is meant by transparency.** . .

Actions:

- Dewes to provide notes to Craig/Sarah
- DRAFT to be updated and distributed to all Chairs
- Chairs take DRAFT to Committees for review and discussion
- Chairs to provide feedback to Craig/Sarah (Dewes to consolidate)
- Next meeting TBD

3b. Council priorities rollout - Deferred

4. **ADJOURNMENT:** 6:20 PM