



*Commission for Diversity & Inclusion*

*Needs Assessment and Issue Identification Working Committee*

**ACTION LETTER**  
**Wednesday, March 23, 2022**

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**Call to order:**

Chairperson Schuler called the March 23, 2022 Needs Assessment and Issue Identification Working Committee meeting to order at 6:15 p.m.

**Roll Call:**

Members Present

Karen Schuler - Chair  
Lorenzo Harrison  
Saadia Mahmood  
Susan Wilson  
Allan Gray (arrived at 6:21 p.m.)

Staff

Steve Arbo  
Stacy Lombardo

**3. Approval of the Agenda**

A motion was made by Commissioner Harrison, seconded by Commissioner Wilson to approve the agenda as published. The motion carried by unanimous 4-0 vote (Commissioner Gray "Absent").

**4. Approval of the February 10, 2022 Action Letter**

A motion was made by Commissioner Harrison, seconded by Commissioner Wilson to approve the February 10, 2022 Action Letter. The motion carried by unanimous 4-0 vote (Commissioner Gray "Absent").

**5. Public Comments**

Written Public Comments were received and are attached to this Action Letter.

**6. Discussion – Review of Assessment Work Plan and Dates provided by H-C-H**

This item was discussed.

**7. Discussion – Review Creative Services Communication Plan for Survey Instrument Awareness**

This item was discussed.

**8. Discussion – Identification of 12 individuals (or optional small groups of 3 to 4) to offer post-survey feedback to H-C-H.**

This item was discussed.

**9. Roundtable**

Commissioners took turns sharing items of interest.

**10. Adjourned:**

There being no further business, Chairperson Schuler adjourned the March 23, 2022 meeting at 8:12 p.m.

**From:** Dale E. Coy <daleecoy@gmail.com>

**Sent:** Saturday, March 19, 2022 4:03 PM

**To:** Clerk <Clerk@cityofls.net>

**Subject:** D&I

**\*\*\* This email is from an external source, use caution before clicking on links or opening attachments. \*\*\***

Please provide the following "Public Comment" for the D&I Assessment Working Committee meeting

Wednesday, March 23, 2022

6:15 p.m.

I do not wish to actually speak

As you know, I recommended several months ago to the Diversity and Inclusion Commission that the topic of Neurodiversity be included in the studies and recommendations.

So far, I have not seen that addressed in any Commission or Committee meetings that I have observed. I would appreciate knowing if Neurodiversity is going to be included.

Dale E. Coy

1420 NE Valley Forge Dr.



*Commission for Diversity & Inclusion*

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*Needs Assessment and Issue Identification  
Working Committee*

*Committee Report to the Commission  
March 2022*

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**Committee Members**

Karen Schuler, Chair  
Lorenzo Harrison, Member  
Saadia Mahmood, Member  
Susan Wilson, Member  
Allan Gray, Member

**Date, Time, and Location of Committee Meeting**

Monday, March 21, 2022, via videoconference  
Wednesday, March 23, 2022 via videoconference

**Attendance at Committee Meeting(s) since Last Report**

D&I commission: Allan Gray, Susan Wilson, Karen Schuler  
City staff: Steve Arbo, Stacy Lombardo  
H-C-F: Gloria Carter-Hicks, Maya Gann-Bociek, Aaron Van Groningen

**Narrative**

The committee made significant progress in preparing for the assessment work by Hicks-Carter Hicks.

**Meeting Focus**

Agenda Meeting Focus

- Work Plan/timeline
- Communication plan
- Community survey tool
- Interviews

### Accomplishments

- Provided feedback on timeline. Determined community survey will launch in early April, followed by interviews then focus groups.
- Determined 9/13 completion target.
- Provided feedback on draft communication plan prepared by city's Creative Services team.
- Provided feedback on draft survey.
- Identified names for possible participation in post-survey interviews with H-C-H.

### Recommendations to the Commission (if any)

#### Recommendations

- Recommend commission proceed with survey, interviews and focus groups as described in work plan.

### Commission actions needed (if any)

#### Actions Needed

- Recommend commissioners review timeline and understand deliverables and next steps.
- Recommend commissioners be familiar with survey purpose, content & intended outcome.
- Recommend commissioners assist with communication/distribution of community survey.
- Recommend commissioners assist with recruitment (if necessary) for focus groups.