



## IDEA ADVISORY COMMITTEE MEETING

December 4, 2023

Present: Angelica Butler (virtual), BJ Park, Chris Paul, Erinn Stimson, Gerry Preston, Jasmine Wilder (virtual), Kolini Fusitua, Rebekah Morgan, Valerie Holt, Winnie Lo, Yuthika Pandey, Council Christen Sacco

Absent: Destini Barajas

Public:

Staff: Jerianne Thompson, Library Director & Betsy Rodriguez Ruef, Community Engagement Coordinator

Consultant: Amber Coleman, Matt Jones (virtual), & Tanya Settles (virtual) of Paradigm Public Affairs

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### A. **CALL TO ORDER**

Jerianne Thompson called the meeting to order at 6:00 PM. Committee members, City staff, and consultants to the committee introduced themselves and answered an icebreaker question.

### B. **APPROVAL OF MINUTES**

Jerianne Thompson shared the process for approving meeting minutes, emphasizing the need for a high-level action-oriented summary rather than a detailed account. Members were instructed to follow the procedure of motion, seconding, and voting for approval. The agenda then moved to Communications.

### C. **COMMUNICATIONS**

1. **Co-Chairs:** None.

2. **Staff:** Jerianne Thompson shared that the Communications section will include any updates from staff and an opportunity for public comment and that there is a 3-minute limit per person for public comments.

3. **Public:** None.

### D. **OLD BUSINESS**

1. **None.**

**E. NEW BUSINESS**

**1. Ground Rules:** Betsy Rodriguez Ruef led a discussion on establishing ground rules for the IDEA Advisory Committee. Ground rules were defined as the guidelines agreed upon to ensure productive and respectful discussions. These rules serve as a framework for committee members, outlining expectations and fostering a conducive environment for participation in discussions. She noted that the Equity Committee Planning Group had previously developed ground rules that could be used as a starting point. These rules will be revisited at the beginning of each meeting. The facilitators and chairs of the planning group expressed their commitment to being continually mindful of these ground rules and assured the committee that they would refer back to them as needed.

Committee members shared their thoughts about the Equity Committee Planning Group's ground rules and suggested additions. Ruef said that group members are encouraged to ask for reminders or seek out facilitators outside of the meeting for further discussion if needed. This approach aims to support an open and collaborative atmosphere within the committee.

**2. 2024 Meeting Schedule:** The committee reviewed the proposed meeting dates for 2024 and discussed the need for adjustments. Jerianne Thompson was noted that the proposed January and February meeting dates fall on holidays when the City is closed. Options for rescheduling were presented, and members provided input and suggestions. The dates chosen were: Monday, January 29, and Tuesday, February 20. The committee affirmed the remaining proposed dates for 2024.

**3. Review Committee Roles & Officer Election:** Thompson presented an overview of the various roles within the committee structure:

- **Staff:** Staff liaisons are responsible for posting and updating meeting information on the website, maintaining the committee website, orienting new members, and providing information and support.
- **Council Liaison:** Councilor Christen Sacco, an ex officio member, participates in discussions without voting and serves as a bridge between the committee and City Council.
- **Co-chairs:** The committee co-chairs, elected annually, lead meetings, encourage discussion, act as spokespersons, and help set meeting agendas.
- **Secretary:** An optional role that, if selected, provides administrative support to co-chairs and staff liaisons with onboarding and record-keeping.
- **Consultant (Paradigm):** Responsible for supporting the committee and staff by facilitating discussions on the committee's vision, mission, and goals, providing learning workshops, facilitating

identification of barriers to public participation, and guiding staff on best practices.

Thompson said that one of the initial tasks is to select co-chairs, with the nomination process involving nominations from the floor or self-nominations. Following identification of candidates, a motion is made, seconded, and a vote conducted either by show of hands or ballot. Options for selecting co-chairs were discussed: accepting nominations tonight and voting tonight or accepting nominations by email with voting in January. The committee discussed the matter and agreed by consensus to hold an election at the January meeting. Ruef encouraged committee members to submit nominations to staff before that meeting.

**F. FUTURE AGENDA ITEMS**

1. Committee Vision & Mission Statement: Thompson shared that the committee would develop vision and mission statements and goals at upcoming meetings.

2. Learning about... Allyship: Thompson said that one of the services provided by consultant Paradigm Public Affairs is learning support, and they offered to share an online workshop titled Learning about Allyship. Committee members shared topics they would like to learn more about as a committee.

**G. COMMUNICATIONS FROM COMMITTEE MEMBERS**

1. None

**H. ADJOURNMENT**

Meeting was adjourned at 8:10 PM.

\_\_\_\_\_, Betsy Rodriguez Ruef & Jerianne Thompson,  
Recording Secretaries