



City of Twin Falls Diversity and Inclusion Committee

Wednesday, June 5, 2019, 4:00 PM

203 Main Avenue East

City Hall - City Council Overflow Room

SPECIAL MEETING NOTICE AND AGENDA FOR THE DIVERSITY AND INCLUSION COMMITTEE

A QUORUM OF THE CITY COUNCIL MAY BE IN ATTENDANCE

Members: Kevin Williams, Liyah Babayan, Cole Kraut, Stephanie Nevarez, Richard Aldama, Alejandra Hernandez, Daniel Gardner

- 1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM
- 2) CONSENT CALENDAR
 - a) **ACTION ITEM:** Request to approve the Wednesday, May 1, 2019, Diversity and Inclusion Meeting.
By: Leila A. Sanchez, Recording Secretary
- 3) ITEMS OF CONSIDERATION
 - a) **DISCUSSION ITEM:** Discussion of Upcoming Activities and Events
 - b) **DISCUSSION ITEM:** Coordination of Listening Sessions
 - c) **DISCUSSION ITEM:** Discussion of Charter
 - d) **DISCUSSION ITEM:** Member Input
- 4) ADJOURNMENT

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Leila Sanchez (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

Public Input Procedures

1. Individuals wishing to provide public input regarding matters relevant to the City of Twin Falls shall:
 - Wait to be recognized by the Mayor or Chairman
 - Approach the microphone/podium
 - State their name, and whether they are a resident or property owner in the City of Twin Falls, and proceed with their input.
2. The Mayor or Chairman may limit input to no less than two (2) minutes. Individuals are not permitted to give their time to other speakers.

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chairman shall review the public hearing procedures.
2. Individuals wishing to testify or speak before the City Council or Planning & Zoning Commission shall wait to be recognized by the Mayor or Chairman, approach the microphone/podium, state their name, and then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the staff. The staff shall make an audio recording of the Public Hearing.
3. A City Staff Report shall summarize the application and history of the request.
4. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
 - A complete explanation and description of the request.
 - Why the request is being made.
 - Location of the Property.
 - Impacts on the surrounding properties and efforts to mitigate those impacts.
5. Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor or Chairman.
6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
7. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chairman may limit public testimony to no less than two (2) minutes per person.
 - Individuals are not permitted to give their time to other speakers.
 - However, five (5) or more individuals that received written notice of the public hearing may appoint, by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the Mayor or Chairman. The spokesperson shall be limited to 15 minutes.
 - Written comments, including e-mail, received by 12:00 p.m. on the date of the hearing shall be either read into the record or displayed to the public on the overhead projector.
8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond to Public Testimony.
9. Following the Public Testimony and Applicant's response, Council or Commission members, as recognized by the Mayor or Chairman, shall be allowed to question the Applicant, Staff or anyone who has testified. Responses shall be limited to answering the questions asked. The Mayor or Chairman may limit the time permitted for the answer.
10. The Mayor or Chairman shall close the Public Hearing. The City Council or Planning & Zoning Commission shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.

* Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor or Chairman.



City of Twin Falls Diversity and Inclusion Committee Agenda

Wednesday, May 1, 2019, 4:00 PM City Hall

203 Main Avenue East – Twin Falls, Idaho

CORRECTED MINUTES

Committee Members Present:

Richard Aldama, Liyah Babayan, Daniel Gardner, Cole Kraut, Alejandra Hernandez, Kevin Williams

Absent: Stephanie Nevarez

City Council Present: ~~Shawn Barigar~~ None

City Staff Present:

Travis Rothweiler, City Manager
Mandi Thompson, Community Relations & Grant Writer
Brian Pike, Deputy City Manager (Public Safety)
Shayne Nope, City Attorney
JP O'Donnell, Police Department, Community Outreach
Craig Kingsbury, Police Department, Police Chief
Brian Maughan, Police Department, Liaison to the Refugee Center
Anthony Barnhart, Police Department, Captain
Leila A. Sanchez, Recording Secretary

Participant: Sergio Larios

1) Confirmation of Quorum/Call Meeting to Order

City Manager Rothweiler brought the meeting to order at 4:02 p.m.

The committee will advise the City Manager and City staff on issues related to diversity and inclusion. Staff has made the decision to follow Idaho Open Meeting Law processes in order to be open and transparent in deliberations. The agenda will be published and posted online. The meeting is streamed live and will be on the City's website. The meeting is open to the public and welcomes public input.

Shayne Nope, City Attorney, spoke on Idaho Open Meeting Law and the City of Twin Falls Resolution 1912.

2) Consent Calendar: None

3) Items of Consideration

a) Introduction of Committee Members and City staff.

Members introduced themselves and gave a brief overview of why they chose to serve on the committee.

City staff introduced themselves and explained their roles and responsibilities.

b) Review of the City of Twin Falls Diversity and Inclusion Committee Charter.

Travis Rothweiler reviewed the City of Twin Falls Diversity and Inclusion Committee Charter and reviewed the following main points:

- Background
- Purpose
- Roles and Responsibilities
- Objectives
- Committee Meetings
- Membership
- Term

- c) Select a permanent day and time for the monthly meeting.

All members present selected to meet the first Wednesday of every month at 4:00 p.m.

Agenda items:

Please email Travis Rothweiler at trothweiler@tfid.org and Leila A. Sanchez at lsanchez@tfid.org by noon on Wednesday, May 29, 2019, with items you may like to share with the committee for the Wednesday, June 5, 2019, 4:00 p.m. meeting.

- d) Review Open Meeting Laws.

- e) Connection to the City of Twin Falls Strategic Plan.

Travis Rothweiler asked members for the following:

Please share with groups or individuals the committee's purpose and charter. Capturing times and dates of different groups and organizations will assist in building a calendar of subsequent field meetings. At this time, there are groups that would like to host meetings in June.

Seeking individuals in the community or a member that has the expertise that can assist on "how to become a better listener." This is a critical skill set for the upcoming community listening sessions. The committee needs to be prepared to absorb, process and disseminate information gathered from listening sessions.

At the next regular the meeting, the public are invited to attend, engage, and share but will not use this time as a formalized listening session with a particular group. At the listening sessions we will be sharing what we are doing and how we can be of assistance.

Team discussion followed:

How do we reach out to individuals that are not part of a group?

Does the City have a pamphlet or booklet showing the various services provided, key contact people, programs, etc., to share in advance with those in the community?

Tasking the committee to seek ways in reaching individuals not connected with a group; and, building an information portfolio.

Members to be more intentional with interaction with the community.

Using a google document to build a contact list.

Listing regular holiday events on a calendar.

Mandi Thompson will work on a google document and prior to listing names she will first seek permission from the individual or group. She explained a google document was used in creating the committee's charter.

Shayne Nope stated that from a legal perspective information compiled becomes a public document. Information in the document should be known by that person.

Travis Rothweiler stated that it is safe to say that any government document that is retained by a public entity inside the State of Idaho is a public document unless it falls into very specific classifications and exemptions.

Kevin Williams shared that the Department of Health and Welfare have compiled the Region V Community Resource directory.

Other items discussed:

Travis Rothweiler explained the reason for having listening sessions outside of a regular meeting is to create a warm environment where individuals do not have to speak in a microphone and engage in a formal format.

- f) Next steps – The next regular meeting will be held on Wednesday, June 5, 2019, 4:00 p.m.

4) Adjournment at 5:30 p.m.

Leila A. Sanchez
Recording Secretary

City of Twin Falls Diversity and Inclusion Committee Charter

Background:

In July 2018, a group of concerned community members and organizations requested the City Council consider the adoption of a resolution condemning the separation of families at the US-Mexican border. While the Council declined to adopt the resolution, they requested that the City Manager and staff engage with this group and work to find and develop opportunities to accomplish shared goals.

Included in the City's Strategic Plan is Focus Area 7 – Responsible Community. The 2030 vision for this focus area states, "The Twin Falls community has retained its human face as it has grown over time. New residents are welcomed and made to feel part of the tightly knit community. A vital aging population is an active segment of the population. The community is actively engaged in the various public, private, civic, arts and religious institutions serving the area through volunteerism and involvement in neighborhood and local government activities." One of the goals of Focus Area 7 is that the City will seek the community's involvement in carrying out its responsibilities.

Additionally, the City Council set a goal for the City Manager to "explore and identify specific needs within the immigrant communities in Twin Falls, as well as other marginalized groups, seeking to meet and/or enhance meeting these needs within existing City services, and potentially establishing a Diversity Council, Commission or Committee."

A group of interested citizens met with the Mayor and City Manager on September 4, 2018. This one conversation led to several additional meetings in which both sides have worked to develop a dialogue of understanding, sharing a common interest in ensuring all residents have access to and receive the highest level of services possible from the city.

Research was completed on the work being done in other communities on the topics of inclusion, equity, and diversity. Information from communities in Idaho, Oregon, Utah, and Washington have been used to inform conversations and provide examples of ways to create opportunities for greater participation in local government.

The plan is to create a group, much like the Economic Development Ready Team, that will advise the City Manager and City staff on issues related to diversity and inclusion and help further the goals of the City's strategic plan. This group will also work to identify challenges and remove barriers to accessing local government for all residents, including but not limited to: Hispanics/Latinos, refugees, immigrants, African Americans, senior citizens, those who are physically and mentally disabled, LGBTQ+, and the broad spectrum of religious faiths within the Twin Falls community.

Purpose:

The purpose of the Twin Falls Diversity and Inclusion Committee, hereinafter referred to as the “Committee,” is to:

- Provide advice and assistance on topics related to inclusion and diversity;
- Serve as advocates by building, engaging, and mobilizing positive strategies of inclusion and increased civic engagement;
- Serve as a conduit of communication between community members and City administration and staff, highlighting challenges as well as opportunities;
- Build trust, relationships, and partnerships with various communities to better understand and identify barriers and further the goals of the strategic plan.

Roles and Responsibilities:

The role of the Committee includes:

- Focus on promoting and fostering a neighborly community in which all individuals are treated equally, constructive ideas and opinions are valued and work is done in the spirit of cooperation and respect;
- Work to increase community awareness and education related to issues of diversity and inclusion;
- Assist in improving communication among members of the community and city leaders by serving as a resource on matter related to diversity and inclusion;
- Develop and recommend ongoing events and opportunities to engage with marginalized groups within Twin Falls;
- Work to create collaborative partnerships with community organizations that are already doing work on diversity and inclusion in Twin Falls and engage in existing and ongoing events and opportunities through these partnership.

Objectives:

- Lead and participate in community listening sessions throughout Twin Falls designed to encourage constructive dialogue among city leaders and staff and members of historically underrepresented and marginalized communities;
- Create an informed, responsive, and inclusive relationship in order to encourage engagement in volunteer and service opportunities for members of marginalized communities;

- Strengthen and coordinate responses to requests and concerns within the community regarding issues of diversity and inclusion.

Committee Meetings

It is anticipated that the Committee will meet twice per month. One meeting will be held at City Hall, publicly noticed, and streamed on the city website. Official meeting minutes will be kept and publicly posted. This will be considered the business meeting of the month and will take place at a regularly scheduled date and time determined to be convenient for the majority of the members, ensuring maximum participation.

Additional meetings may be held at the discretion of the Committee members.

The City Council will be kept abreast of the work of the Committee through regular reports from the City Manager. The City Manager and members of the Committee will make an annual report of the Committee's accomplishments and annual work plan to City Council and the community.

Membership:

The Committee shall consist of no less than five (5) and no more than nine (9) volunteers who are passionate and reflect the diversity of Twin Falls and provide representation from a reasonably broad spectrum of the community, including but not limited to diversity of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, and other ideologies. Members will be selected by the City Manager. Members must live, work, volunteer, worship or be enrolled in school within the City of Twin Falls. The Committee will also include members of City staff, who will serve in an ex-officio, non-voting capacity.

Term:

Each Committee member will serve a 3-year term to coincide with the City's fiscal year (October 1 – September 30). Memberships will be staggered so that no more than one-half of the members will be newly appointed each term. The first members will be appointed as follows: three (3) will be appointed for a one-year term, three (3) will be appointed for a two-year term and three (3) will be appointed for a three-year term. No member may serve more than two (2) full terms or six (6) consecutive years on the Committee.

This document may be modified or amended as needed or recommended.