



## City of Twin Falls Diversity and Inclusion Committee

Wednesday, February 17, 2021, 4:00 PM

203 Main Avenue East

City Hall - City Council Overflow Room

**Members:** Stephanie Nevarez, Alejandra Hernandez, Daniel Gardner, Em English, Syd Havard, Noemi Juarez, Yarit Rodriguez

- 1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM
- 2) CONSENT CALENDAR
  - a) **ACTION ITEM:** Request to approve the Tuesday, October 13, 2020, Diversity & Inclusion Minutes  
By: Leila A. Sanchez, Recording Secretary
- 3) ITEMS OF CONSIDERATION
  - a) **DISCUSSION:** Transparency and Idaho Open Meeting Laws  
By: Travis Rothweiler, City Manager
  - b) **ACTION ITEM:** Creation of Sub-committees/work groups  
By: Mandi Thompson, Assistant to the City Manager
- 4) ADJOURNMENT
  - a) **INFORMATIONAL:** Upcoming Meeting: Wednesday, March 17, 2021 at 4 pm.

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

Tuesday, October 13, 2020, 4:00 PM

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City Hall - City Council Overflow Room

### MINUTES

Video recording of the meeting can be found on the City's website:

<https://twinfallsid.civicclerk.com/Web/Player.aspx?id=3419&key=-1&mod=-1&mk=-1&nov=0>

Members Present: Richard Aldama, Stephanie Nevarez, Alejandra Hernandez, Daniel Gardner, Em English, Syd Havard, Noemi Juarez, Yarit Rodriguez

Outgoing Members Present: Liyah Babayan and Sergio Larios

Staff Members Present: City Manager Travis Rothweiler, Deputy City Manager Mitch Humble, Assistant to the City Manager Mandi Thompson, Police Chief Craig Kingsbury

#### 1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM

Mandi Thompson called the meeting to order at 4:06 pm. A quorum was present.

#### 2) CONSENT CALENDAR

- a) **ACTION ITEM:** Request to approve the August 5, 2020, Diversity & Inclusion Committee Minutes.  
By: Leila A. Sanchez, Recording Secretary

MOTION: Em English motioned to approve the August 5, 2020, Minutes as presented. Liyah Babayan seconded the motion. All present voted in favor of the motion. Approved 8 to 0.

#### 3) ITEMS OF CONSIDERATION

- a) **INFORMATIONAL:** Introduction of new Diversity & Inclusion Committee members Noemi Juarez, Syd Havard, and Yarit Rodriguez.  
By: Travis Rothweiler, City Manager

Noemi Juarez, Syd Havard, and Yarit Rodriguez introduced themselves and expressed their reasons for applying to serve on the committee.

- b) **PRESENTATION:** Presentation of Certificate of Appreciation and Recognition of Service to Liyah Babayan and Sergio Larios.  
By: Travis Rothweiler, City Manager

Mandi Thompson presented Liyah Babayan and Sergio Larios with a Certificate of Appreciation and Recognition of Service plaque.

Liyah Babayan and Sergio Larios expressed their appreciation on serving on the committee.

- c) **DISCUSSION:** Listening Sessions and public engagement in the time of COVID-19.  
By: Mandi Thompson, Assistant to the City Manager

Mandi Thompson explained when the meeting started it was the intent of the committee to meet twice a month, one in a formal setting and the other, to go out in the community and meet with individuals that are underrepresented, suffering from systematic poverty, with mental health issues, suffering from addiction and are a minority in the community.

She asked for committee input on what listening sessions look like moving forward and how to engage individuals in a very non-traditional manner as a result of COVID-19.

Committee input followed.

Begin training new members and review documents drafted the previous year.

Review and utilize the All-American Toolkit.

Form a strategic plan.

Target stakeholders, the City, local government who have the power on specific issues that affect marginalized communities.

Choose a specific topic and call on one or two experts in the field to meet with the committee prior to engaging with the community.

Promote a topic to discuss with community members and stakeholders.

Form two person teams to collaborate with coalitions and creating virtual events.

Use platforms such as Zoom, Microsoft teams, Facebook, Snapshat, and Instagram.

Need to access various formats in real time and not real time.

Set up hot spots locations in which up to ten people can meet.

Establishing a conversation question or multiple questions on the topic to be discussed.

Use non-profits and community leaders to bridge the gap for those who do not access to technology.

COVID-19 and self-care to be a topics for discussion with the community.

Mandi Thompson explained the mission of the committee. Though the city has limitations to what it can do, it can connect citizens with resources and understanding community needs.

Discussion followed.

Encourage members to do outreach and explain the committee's function to the community.

Review the Strategic Plan 2030.

Experts include those who lived it.

Seeking grant monies available surrounding diversity.

Knocking down barriers and building trust within the community using social media.

Managing Facebook page.

Question if services being provided are being utilized.

Finding ways for the committee to communicate with one another.

Mandi Thompson explained the various ways the committee may communicate with one another by using Microsoft Teams.

Travis Rothweiler explained that the committee, though not legally bound, for transparency reasons, committed to following Idaho Open Meeting Law and the City's Resolution on Transparency. This means any communication outside of our monthly meetings would be in violation (Microsoft Teams, Facebook Messenger, etc). He also reminded that the committee that they could revisit this decision at a later meeting.

Discussion followed on starting with a Teams document that listed potential sub-committees, as well as volunteers for those subcommittees.

**d) DISCUSSION:** Equity, Diversity and Inclusion training with Shannon McGuire. By: Mandi Thompson, Assistant to the City Manager

*Update:*

*The training has been postponed at this time and will be rescheduled.*

**e) ADJOURNMENT**

MOTION: Sergio Larios moved to adjourn the meeting. Liyah Babayan seconded the motion. All present voted in favor of the motion.

The meeting adjourned at 5:48 p.m.

*Leila A. Sanchez*

Leila A. Sanchez

Recording Secretary