

Westminster Inclusivity Board

6:00-7:30 p.m., Wednesday, December 11, 2024, Hybrid Meeting

In attendance: Michelle Zajic (vice chair), Richard Chamberlain, Jillian Hodge/Gibson, Donna Johnson, Miguel Mendoza-Hall, Megan Peters,

MISSION: The mission of the Inclusivity Board is to work with City Council to advocate for all voices within our community and to ensure everyone is treated with fairness, dignity, and respect.

VISION: The Inclusivity Board envisions a diverse community where everyone understands the city belongs to them and their participation matters.

Meeting Minutes

- **Welcome (5 Minutes)**
Called to order 6:05 by Michelle
- **Old Business (30 Minutes)**
 - Review and Approve Previous Meeting Minutes
Asked for motion – Jillian moved, Rich second. No discussion. Unanimous. Michelle abstained.
 - Building Community/Outreach
 - Arts Week – Community Engagement – April 26 through May 3
Kate provided an update. Committee meets regularly. Meetings are open to all just contact Kate. Donna asked about connecting with Covenant’s Art Guild. Kate asked Donna to provide the connection
 - Nominations for Chairperson and Secretary – moved to end of meeting
 - Michelle asked that the Board address this issue at the January meeting. when the Board has larger turn out. Members in attendance agreed.
 - Inclusive Housing Committee – Update – Kate to set up a meeting with Justin, Rich and Steve after the start of 2025
- **City Council Report (10 Minutes)**
 - Councillor David DeMott
Slower time of year for Council. Got through budget process successfully.
 - Results from Community Survey presented at last week’s Council meeting.
 - Safety, quality of life – indicators are trending up which is good
 - Some areas can see some improvements
 - Seniors – didn’t score as well as a “place to retire”. Really need places to retire or age in place. Community needs to offer a full range of options
 - Send a copy of the results to the board.
 - Lines up with Strategic Plan focus on Core Services
 - Three tree lightings: Downtown Westminster, Historic Westminster, City Hall Tree Lighting. All events have been very attended.
 - This coming Monday is the last meeting of 2024.
 - Will start Strategic Planning process – adjustments to existing Strategic Plan.
 - Next full strategic plan will be done after the next election
 - Donna – Covenant Village had a town meeting last week. Ranked 47th of continuing care facilities nationwide (with over 3,000 facilities nationwide) and #1 in the state of Colorado. Sources: Newsweek and Statista.
 - Donna – thanked Council for sponsoring the concert at Covenant Living last week.

- **Break (5 Minutes)**
- **New Business (45 Minutes)**
 - Library Master Plan – Update – Amy Rodda
 - Last few months, staff and the consultant team has been working on Master Plan on community engagement. Community survey, open for month, community listening sessions, sessions with staff. 1150 responses which exceeded statistical expectations.
 - Very excited because plan sunsetted three years ago.
 - Presented to Council and obtained feedback
 - Amy to send the Executive Summary to the Board.
 - Draft in January, Adoption in February
 - Michelle asked about top issues
 - People who use the library, love the library
 - People who don't use the library and unfamiliar with what the library offers
 - Utilization of the library isn't as high as peer libraries
 - How to stand out and continue current levels of service
 - Library space isn't comparable to what is offered in other communities.
 - Irving Street expansion will start in 2025 will include a lot of community engagement to determine needs. Will include: teen space, community meeting space, individual meeting rooms.
 - Rich: asked about collaboration with Jeffco Libraries. Amy said yes – if looking to add additional space, partnering with Jeffco is definitely option especially for residents on the western side of Westminster.
 - Donna: Covenant Living is connected with Jeffco Library System and the Standley Lake Library. The book mobile comes to Covenant Living. Amy responded that the two organizations are in the initial phase of these discussions.. Right now, the library doesn't have a book mobile but they do have the Library to go van and visits Highland
 - Status of PRL Director
 - Alan asked about the recent change. Amy provided an update. Aric Otselberger is the Acting PRL Director. He has been with the City for a several years. He can be in this role for up to 9 months per state law..
 - Irving Street Park Playground
 - Most of playground structure is complete.
 - The outdoor classroom is being completed.
 - Scheduled to be complete in March
 - Alan – complimented Irving Street Library staff as they are generous and supportive of the unhoused who are in the area.
 - PRL Vision Plan – Opportunity for input
 - The Parks, Recreation, and Libraries (PRL) Department is currently developing the PRL Vision Plan, a guiding framework for the next 10-20 years. Phases 1 and 2 have been completed. These phases included comprehensive community engagement and a needs assessment. Staff will be providing the Inclusivity Board with a draft of the plan and its appendices for review in the coming weeks. Kate noted that these documents will be coming soon along with a link to provide comments.
- **Community Report**
 - What's Happening in the Community?

- Alan: Conversation with community member who works with those with disabilities (physical and mental). She was curious about who at the City addresses these issue and Alan responded that the Inclusivity Board receives this type of engagement. Alan invited her to a future meeting. Michelle asked that Alan ask her to send in questions if she is unable to attend a meeting. Rich asked if bylaws address accessibility. Donna stated that she believes the Bylaws do address this issue. Rich – blind participant at rec center and staff responded by placing braille on the lockers. Rich – a community member asked City Councillors to go to downtown Westminster walk around blindfolded or in a wheelchair to better understand the needs of those with disabilities. Translation services are available. How do people find out about translation services.
- Alan asked about ADA accessibility of the libraries. Amy noted that the libraries meet the requirements.
- How often is City's accessibility plan reviewed and updated. When was it's last update. Should this be a future board meeting issue.
- Rich asked about other faiths being represented at City Hall as the current display is very Euro-Centric.. Kate to check and pass this on to the City Manager.
Alan noted that there is a Rabbi that has a display at Orchard Park.

- **Future Meeting topics**

- January 9, 2025 – Election of Chairperson and Secretary
Per Bylaws: *"In order to provide for staggered terms of office, elections for Chairperson and Secretary will occur in January of odd years."*
- January 9, 2025 - City Special Events Presentation
- February 12, 2025 - Rich to present at the Youth Advisory Panel meeting on 2/12
- April 9, 2025 - Kate Skarbek to provide an update on homelessness initiatives.

- **Community Event Calendar**

- 2025 Event Calendar to be provided in January 2025

- **Closure/Reflection (3 minutes)**

- Michelle asked if there was any other business.
 - Jillian asked if members knew anything about the selling of pets in Westminster. Kate to check with CMO to see if they have heard anything.
- Michelle wondered if it would good for members of the Inclusivity Board to have access to the Westminster Window. Amy to check to see if their paper copy includes a digital copy. Michelle said this is a good source of information as to what is happening in the community and adjacent communities especially around diversity and equity issues.
- Donna – Holiday lighting. She thinks that the Inclusivity Board is a good place to talk about including all faiths in the holiday lighting. Discuss this more at the January meeting. Kate to check with Kodi/CMO regarding this issue and how it has been handled in the past. See Jillian's comment below.
- Jillian – What cultural representation is being displayed and who is making the decision as to what gets displayed. For example, trees are more cultural than religious but came from a Germanic/Saxon traditions.
- Michelle – asked Miguel had any other community information. He did not.

Michelle adjourned the meeting at 7:00 PM

In the future, ask folks if they want a paper copy.