

**CITY OF ISSAQUAH
Equity Board**

6:00 PM
September 3, 2025

MINUTES

Steelhead Room, 235 1st Ave.
SE, Issaquah

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:

Lesley Millender-Irwin, Chair
Karthik Kashinath, Vice-Chair
Heather Youngs (excused absence)
Priti Mody-Pan (excused absence)
Varnika Dokka* (excused absence)
Lorna Gilmour
Chris Ziade
Oscar Montano
Quan Palmer

Kelly Munn – Alternate (excused absence)
Nisha Nair – Alternate (virtual attendee)
Kunal Srivastava* - Alternate (excused absence)

*Youth Members

Administration/Staff:

Gillian Straub, Management Analyst
Andrea Snyder, Deputy City Administrator

You may join the meeting in-person at the address above, or virtually using the following options:

Join by Computer

- Microsoft Teams [meeting link](#)
- Meeting ID: 210 370 548 730 7
- Meeting Password: DP24hf3F

Join by Phone

- Call 1-206-485-0299, enter Phone Conference ID: 617 051 915#

If planning to make verbal comments, please email gillian.straub@issaquahwa.gov. Submit written comments to equityboard@issaquahwa.gov.

A recording of the meeting will be posted to the City's YouTube channel: [issaquahwa.gov/youtube](https://www.issaquahwa.gov/youtube).

CALL TO ORDER

Chair Millender-Irwin called the meeting to order at 6:01 PM.

PUBLIC COMMENTS

Ted Lucas invited members to a community building social, sponsored by the Baha'i faith community of Issaquah. The topic of this social is: how do service organizations contribute to building a more vibrant community? The social will occur on September 20, 2025 at 5 pm.

APPROVAL OF MINUTES

- a) Minutes of July 2, 2025 meeting.
Minutes of the July 2, 2025 meeting were approved as presented unanimously.

CHAIR REPORT

- a) **Opening Question**

Presented by:

Lesley Millender-Irwin, Equity Board Chair

Chair provided an opening question to start the meeting: As the days get shorter, what is one fall activity or guilty pleasure that helps you enjoy the fall season? All members of the Board, staff and attendees present answered the question.

STAFF REPORT

- a) **Updates since July 2, 2025 Meeting**

Presented by:

Gillian Straub, Management Analyst

Straub provided three updates since the July 2 meeting of the Board, noting that the staff Equity Team continues work on an Equity Assessment RFP that will return to the Equity Board for review. The next meeting of the Equity Board is scheduled for October 22, 2025, rather than Equity Board's scheduled time, to allow for a joint meeting with the Transportation Advisory Board. Dale Markey-Crimp, Assistant to the City Administrator and liaison to the Equity Board, was awarded with the Washinton City/County Management's Association Outstanding Assistant award.

AGENDA ITEMS

- a) **Culture Fest (Welcoming Week) Plan Report & Engagement Goals (I)**

Friday, September 5; 5:30 - 7:30 pm

Presented by:

Lesley Millender-Irwin, Equity Board Chair

Chair Millender-Irwin introduced the work of planning for Culture Fest. The Board discussed the tabling activity, information to share about the board, and giveaways. The Board agreed to do an equity versus equality activity, asking participants to assess if a statement is equity or equality. The Board will have a poster with 5-8 key accomplishments and provide some light refreshments. Three members will plan to table for the event.

- b) **Equity Framework Next Steps (D)**

Facilitated by:

Gillian Straub, Management Analyst

Straub summarized the creation of the equity framework and its use to date. The Framework was developed and staff began using it in 2023. The Framework was intended to guide staff as they develop or evaluate programs or processes. Deputy City Administrator Andrea Snyder shared that staff have struggled with how to use the framework, citing the number of questions and lack of guidance in the Framework.

The Equity Board provided the following feedback:

1. Clear need to be revised.
2. Need to have a pre-assessment and post-assessment with simpler questions.

3. In addition to phase of project, the Framework could be grouped around different types of equity – for example, racial equity.
4. The Framework should be more explicit about data – when it is needed, how to gather it if it isn't present, and how to evaluate equity if there isn't data available.
5. The format is not a Framework. The tool should be more directive, have fewer questions, could utilize a flowchart or checklist method.
6. While some portions may lend itself to a checklist, there should be a discussion of goals – is this designed to change the way staff inherently plan projects and make decisions? If yes, need to provide this guidance to staff.
7. The Framework should apply to both internal policies/programs and external or community/facing programs.
8. Revise questions with the Equity & Inclusion Glossary in mind.
9. Create a toolkit with resources – Equity & Inclusion Glossary, the Framework, other educational resources.

After providing feedback, the Board agreed creating a subcommittee to create a proposal for revising the Framework. The members of the subcommittee will include Karthik Kashinath, Chris Ziade and Quan Palmer, with room for an additional member. The group will provide regular updates on their progress at each meeting through the end of 2025.

OTHER BUSINESS / ANNOUNCEMENTS

ADJOURNMENT

The meeting was adjourned at 7:30 PM.

The next meeting is currently scheduled for October 22, 2025. This will be a joint meeting with the Transportation Advisory Board.

INQUIRIES

Please contact Gillian Straub at Gillian.Straub@issaquahwa.gov.

Note: Times listed for meeting topics are approximate and items are subject to change.

(A) Action, (D) Discussion, (I) Information