

AGENDA DIVERSITY EQUITY & INCLUSION COMMISSION October 10, 2023

Hybrid Meeting In-person and via Zoom



[Zoom Webinar](#)

Webinar ID: 838 3005 3214

Webinar Passcode: 482487

CITY OF ELLENSBURG
DIVERSITY EQUITY & INCLUSION COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Tuesday, October 10, 2023
3:00 PM - Regular Meeting

- 1. Call to Order and Roll Call of Members** Nancy Goodloe Tylene Carnell Kandee Cleary Mayra Colazo Teresa Divine Amber Hoefer Alex Mandujano Olene Togiallua
 - 1.A Welcome new commission member Phil Backlund
 - 1.B Excused absence requested for Mayra Colazo who is at a conference out of state.
- 2. Approval of Agenda** Approve the agenda. (No Public Comment)
- 3. Approval of Minutes** Approve the minutes of the September 12, 2023 meeting.
 - 3.A Approve September 12, 2023 Minutes
- 4. Previous Meeting Motions And To-Do List Review**
 - 4.A Previous Meeting Motions & Assign To-Do List items
- 5. Liaison Reports**
 - 5.A Lucinda Carnell, CWU liaison
Sophie Wagner, EDA liaison
ESD liaison not assigned yet
- 6. Subcommittee Reports**
- 7. Commission Member Reports**
- 8. New Business**
 - 8.A Discussion Roberts Rules vs. Other Models
 - 8.B Discussion About Listening Tour Audiences
 - 8.C Review Draft Annual Report to Council
 - 8.D 2024 Spending Plan Discussion
- 9. Staff Report**
- 10. Public Comment**

11. **Preview Next Meeting: November 14, 2023** * North Central Washington Equity Alliance Model Review



For more information on the Diversity, Equity and Inclusion Commission, contact Public Information Officer Nicole Klauss at 509-925-8657.



Meeting Date: October 10, 2023

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject:

Excused absence requested for Mayra Colazo who is at a conference out of state.

Submitted by:

Department:

City Manager

Suggested Motion/Action:

Approve an excused absence for Commission member Mayra Colazo.

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

None



Meeting Date: October 10, 2023

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject:

Approve September 12, 2023 Minutes

Submitted by:

Department:

City Manager

Suggested Motion/Action:

Approve the minutes of the September 12, 2023 meeting.

Background/Summary:

The Commission last met on September 12, 2023.

Previous Council Action:

N/A

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

1. DRAFT 9.12.23 DEI Commission Minutes

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

September 12, 2023

3:00 PM

Zoom only

1. Call to Order and Roll Call

The Chair called the meeting to order at 3:00 p.m.

Roll Call Present: Nancy Goodloe, Mayra Colazo, Kandee Cleary, Amber Hoefer
Alex Mandujano and Tylene Carnell

Also present: Nicole Klauss, Public Information Officer (Recording Secretary); Heidi Behrends Cerniwey, City Manager; Jodi Hctor, Aquatic & Recreation Supervisor; and 1 member of the public

Commissioner Cleary moved to approve an excused absence for Teresa Divine.
Commissioner Carnell seconded the motion. **Motion approved 5-0.**

2. Approval of the Agenda

Commissioner Carnell moved to approve the agenda with the removal of item 8B, discussion about Robert's Rules, to be pushed to the October agenda. Commissioner Cleary seconded the motion. **Motion approved 5-0.**

3. Approval of Minutes from August 8, 2023 Meeting and August 11, 2023 Retreat

Commissioner Colazo moved to approve the minutes from the August 8, 2023 DEI Commission Retreat and the August 11, 2023 Retreat. Commissioner Carnell seconded the motion. Discussion was that the retreat was good. **Motion approved 5-0.**

4. Previous Meeting Motions And To-Do List Review

DEI Commission will assign tasks at October meeting.

5. Liaison Reports

None.

6. Subcommittee Reports

Chair Goodloe reported the Interview Subcommittee forwarded the recommendation of Phil Backlund to the City Council for appointment to the DEI Commission. There were two excellent candidates, and it was a tough decision. The other applicant's information will stay on file for six months and the applicant may be contacted about serving on one of the other City boards or commissions that was listed as a second choice.

Commissioner Colazo reported that the Listening Tour Subcommittee met and selected Commissioner Togialua as the chair. They have a list of future groups to reach out to. Colazo asked if there is a policy on how groups are selected and Chair Goodloe said not currently.

Chair Goodloe reported the Belonging In The Burg Subcommittee will be meeting with CWU on Sept. 19 to discuss the next event.

7. Commission Member Reports

Commissioner Colazo said CWDR will be doing a litter pickup on Thursday, 9/14 from 3-5 p.m. and people who want to join can meet at CWDR.

Commissioner Hoefer has a new job and will be leaving CWU to work for the Washington State Commission on Hispanic Affairs.

Commissioner Carnell reported Helen House is working with folks at KCRCO and other organizations serving youth to talk about programming, activities, and introducing kids to other kids to build connections and bring youth-serving organizations together.

8. New Business

A. Discussion Regarding Pool Signage and Inclusivity

Jodi Hctor discussed a recent incident at the pool and the staff's plans to improve signage at the facility. She mentioned adding some curtains to the restrooms to create changing stalls for anyone who wants privacy.

Commissioner Carnell expressed appreciation for Hctor bringing this issue forward. Carnell had asked the local transgender community for their thoughts, and they mentioned similar ideas to make it known that it's an inclusive space when someone walks in and adding ceiling runners. Carnell said she is available for ideas or conversations.

Hctor will send the signage links to the Klauss to distribute to the Commission for feedback.

B. Discuss partnership opportunity with Dispute Resolution Center

At the August meeting, Carolyn Thurston, Director of the Dispute Resolution Center of Yakima & Kittitas Counties gave a presentation about forming a Central Washington Equity Coalition. The Commission discussed the idea. All Commission members present expressed an agreement in participating and they would want to have a DEI Commission representative assigned to the Coalition.

The Commission would like to discuss the different models available at two different meetings. They suggested Klauss add the first model, North Central Washington Equity Alliance to the October agenda and the DRCGHP model to the November agenda.

Klauss will reach out to Thurston to let her know of the interest and discuss next steps.

C. Review Recommendation On Public Comment Requirements

Chair Goodloe thanked the Subcommittee for putting together the recommendation to remove the requirement for the public to provide their address at City Council meetings. The Commission suggested one small change to the proposed recommendation "...whether they are speaking as an individual or in a representative capacity."

Commissioner Cleary moved to forward the memo regarding Section 7 of 2022-45 Council Rules and Procedures – Providing Name and Address to the City Council for consideration. Commissioner Colazo seconded the motion. **Motion approved 5-0.**

D. Adopt Goal List From Retreat

Chair Goodloe proposed some changes to the goal list developed at the retreat:

- Core focus: Assess and monitor pulse of the community and use data to understand and guide programming
- Begin to use data in decision making changed to Put a structure in place to be able to use data (1-year goal)
- Develop partnerships for planning a multicultural event to celebrate the opening of Unity Park that focuses on music, food, dance, etc.
- Develop a spending plan for 2024. (Keep on 90-day goal) Develop a proposal for City Council to request additional funding in the 2025-2026 budget. (Move to 1-year goal)
- Develop the strategies and partnerships to support diverse residents to apply to City boards to better reflect our diverse community. (Move to 1-year goal)
- Add pizza klatch to 90-day goals.

Commissioner Cleary moved to adopt the amended retreat planning outcomes, 10-year goals, 3-year goals, 1-year goals, and 90-day goals with the proposed changes. Commissioner Carnell seconded the motion. **Motion approved 5-0.**

E. Adopt Accomplishments List From 2022 Retreat to 2023 Retreat

Commissioner Cleary moved to adopt the accomplishments list from the 2022 retreat to the 2023 retreat. Commissioner Mandujano seconded the motion. **Motion approved 5-0.**

9. Staff Report

Klauss reported that Commissioner Hoefer is scheduled to visit the Environmental Commission on 9/20/23 at 5:15 p.m. in the Council Conference Room.

10. Public Comment

Chair Goodloe called for public comment; there was none.

Commissioner Carnell mentioned that the 20+ Safe Space trainers each signed an MOU to provide two trainings each through the next year. So far two have been provided (Gallery One and EHS) with 77 people trained. If someone wants to set up a training they can reach out to Tylene@Helen-House.org or to Doug Fulp, KCHN, at doug@healthierkittitas.org.

Chair Goodloe provided an update that the Council approved the proclamations list and approved days but removed the Mexico Independence Day. Klauss will send the approved list out so people can sign up to write posts.

11. Preview Next Meeting October 10, 2023

- Robert's Rules vs consensus model (discussion led by City Manager)
- Discussion about procedure on how to choose listening tour audience
- Assign work from 90-day list

Meeting adjourned at 4:16 p.m.

Nicole Klauss

Drafted: 9/14/23

Approved:



Meeting Date: October 10, 2023

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject:

Previous Meeting Motions & Assign To-Do List items

Submitted by:

Department:

City Manager

Suggested Motion/Action:

Review previous meeting motions and assign items on 90-day to do list.

Background/Summary:

Previous Meeting Motions

- Commissioner Cleary moved to approve an excused absence for Teresa Divine. Commissioner Carnell seconded the motion. **Motion approved 5-0.**
- Commissioner Carnell moved to approve the agenda with the removal of item 8B, discussion about Robert's Rules, to be pushed to the October agenda. Commissioner Cleary seconded the motion. **Motion approved 5-0.**
- Commissioner Colazo moved to approve the minutes from the August 8, 2023 DEI Commission Retreat and the August 11, 2023 Retreat. Commissioner Carnell seconded the motion. Discussion was that the retreat was good. **Motion approved 5-0.**
- Commissioner Cleary moved to forward the memo regarding Section 7 of 2022-45 Council Rules and Procedures – Providing Name and Address to the City Council for consideration. Commissioner Colazo seconded the motion. **Motion approved 5-0.**
- Commissioner Cleary moved to adopt the amended retreat planning outcomes, 10-year goals, 3-year goals, 1-year goals, and 90-day goals with the proposed changes. Commissioner Carnell seconded the motion. **Motion approved 5-0.**
- Commissioner Cleary moved to adopt the accomplishments list from the 2022 retreat to the 2023 retreat. Commissioner Mandujano seconded the motion. **Motion approved 5-0.**

Previous Council Action:

N/A

Analysis:

Assign the to do list items

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

1. 2023-2024 Goals

RETREAT PLANNING OUTCOMES

Core focus of DEI Commission (in our own words)

- Expand collaboration to advance DEI issues with a broad view and definition of community
- Educate and engage around DEI issues through an equity lens
- Facilitate community conversations around lived experiences to enhance belonging
- Identify where the gaps are and facilitate action for greater inclusion
- Hold mirror to community to provide awareness of DEI issues
- Assess and monitor pulse of the community and use data to understand and guide programming

NEW 10 Year (infinity) Goals

- Engagement by diverse groups of people and different activities
- All people in Ellensburg feel represented in City spaces
- Full spectrum community center for inexpensive activities; multi-cultural center
- Community oversight committee
- Enhanced education and tools to report bias/hate crime incidents with services and support for victims and targeted populations
- More diverse community reflection in places where decisions are made
- Diversity is celebrated; businesses will acknowledge Black History Month, accessibility and Black, Indigenous, and People of Color (BIPOC) celebrations downtown

NEW 3 Year Goals

- Commission becomes size to reflect diversity in community
- BIPOC business support, workshops, and more diverse shopping/businesses
- More diverse vendors at the Ellensburg Farmers Market and Night Market
- A broader range of community celebrations, concerts, art, and other cultural ethnic events and increased community participation/engagement in cultural events
- Juneteenth celebration
- Develop an effective communication plan to support commission activities
- DEI Commission fosters ongoing relationships with other City commissions
- Support Pride event every June
- Full-time staff support/event planning for DEI Commission
- Use data in decision making
- Black History Month celebration by the City

NEW 1 Year Goals

- Plan Juneteenth event
- City will recognize Trans Day of Visibility: Highlight trans folks in our community and their contribution to Ellensburg

- Put a structure in place to be able to use data
- Continue listening tours and create feedback loop for participants
- Continue writing approved proclamations and recognition posts
- Continue visits with other City boards and commissions to build partnerships
- Continue grant program
- Building a relationship with Liaisons
- Continue to support proclamations and recognitions
- Continue to support the Human Library
- Develop an accessible onboarding program for new commission members (within first six months)
- Develop a BIPOC Business Day
- Hold another Belonging In The Burg event in partnership with ESD & CWU
- Expand BIPOC participation in civic education programs (Ellensburg Academy)
- Develop a proposal for Council to request additional funding in the 2025-2026 budget
- Develop the strategies and partnerships to support diverse residents to apply to City boards to better reflect our diverse community

90-Day Goals

- CWU/City collaboration to engage students with off-campus resources
- Continue World Café conversations and expand topics of discussion
- Develop partnerships for planning a multicultural event to celebrate the opening of Unity Park that focuses on music, food, dance, etc.
- Schedule a date for a Juneteenth celebration and form a planning committee with community volunteers
- Explore coalition partnership idea with the Dispute Resolution Center and others
- Meet with the Farmer's Market and Night Market organizers to discuss a multicultural day at the Farmers Market and possibly sponsoring vendors
- Develop a spending plan for 2024.
- Put listening tour data into a document for review, and discuss how to use the data
- Explore the pizza klatch idea

Approved 9/12/23



Meeting Date: October 10, 2023

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject:

Discussion Roberts Rules vs. Other Models

Submitted by:

Department:

City Manager

Suggested Motion/Action:

Listen to the report from City Manager Heidi Behrends-Cerniwey and have a discussion.

Background/Summary:

The Commission previously requested exploring other types of consensus models. City Manager Heidi Behrends Cerniwey was asked to discuss why Robert's Rules is the City's selected model and provide information about alternative models.

Previous Council Action:

The Commission has been using Robert's Rules of Order as meeting guiding principles.

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

None



Meeting Date: October 10, 2023

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject:

Discussion About Listening Tour Audiences

Submitted by:

Department:

City Manager

Suggested Motion/Action:

Hold a discussion about the process to select a listening tour audience so the subcommittee can set up new listening tours moving into the new year.

Background/Summary:

At the September 12, 2023 meeting, the commission members asked how they should be selecting groups to host the listening tours. While there is a procedure guide for hosting listening tours, there is not one for selecting groups.

Previous Council Action:

N/A

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

None



Meeting Date: October 10, 2023

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject:

Review Draft Annual Report to Council

Submitted by:

Department:

City Manager

Suggested Motion/Action:

Approve sending the 2023 annual report to City Council.

Background/Summary:

Review the draft and provide changes to staff.

Previous Council Action:

The commission previously approved the list of accomplishments and goals. If no further changes are needed, approve the report.

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

1. Annual Report DEI Commission 2023



Diversity, Equity & Inclusion Commission Annual Report 2023

The Diversity, Equity and Inclusion Commission operates under the authority of Chapter 1.88 of the [City Code](#) and is responsible for advising the [City Council](#) on diversity, equity and inclusion matters with the mission to support Ellensburg in celebrating a diverse, equitable, and inclusive community that welcomes and is supportive to all residents and visitors because doing so enriches each individual's life and the community's wellbeing and vitality.

Membership

The Diversity, Equity & Inclusion Commission is a nine-member commission. Current Commission members are:

- Mayra Colazo, term expires 5/31/2024
- Tylenne Carnell, term expires 5/31/2024
- Kandee Cleary, term expires 5/31/2026
- Teresa Divine, term expires 5/31/2025
- Amber Hoefer, term expires 5/31/2026
- Alex Mandujano, term expires 5/31/2025
- Olene Togialua, term expires 5/31/2026
- Phil Backlund, term expires 5/31/2026
- Nancy Goodloe, City Council Member & Commission Chair

This commission represents the Hispanic, Native American, LatinX, Disabled, LGBTQIA+, Black, senior, and CWU student communities.

Accomplishments

- The Commission developed a proposal asking the City Council to expand the Commission to nine seats instead of seven and it was approved by City Council.
- The Commission adopted a 2023 spending plan.
- The Commission visited the following City boards and commissions to introduce the commission and start to build relationships:
 - Landmarks & Design Commission
 - Public Transit Advisory Committee
 - Parks and Recreation Commission
 - Senior Citizens Advisory Commission
 - Lodging Tax Advisory Committee
- The Commission developed a Listening Tour procedures document and a form for submitting notes after listening sessions.



- The Commission developed a non-voting liaison position to the commission and approved liaison positions for Central Washington University, Ellensburg School District, and the Ellensburg Downtown Association.
- The Commission developed a grant process for 2023 grant funds and awarded \$4,000.
- The Commission developed proclamations for the following months (aligned with the Library of Congress observances):
 - National Black History Month
 - National Women's History Month
 - Irish American Heritage Month
 - Developmental Disabilities Awareness Month
 - Asian American/Native Hawaiian Pacific Islander Heritage Month
 - Jewish American Heritage Month
 - LGBTQ Pride Month
 - Juneteenth Observance
 - Hispanic Heritage Month
 - National Disability Employment Awareness Month
 - National Native American Heritage Day (upcoming November)
- The Commission conducted interviews and onboarded three new members in 2023.
- The Commission hosted Belonging In The Burg: Building Bridges Together, a community building discussion in partnership with Central Washington University and the Ellensburg School District. An MOU was signed in February 2023 between the City, ESD, and CWU concerning the relationship around Diversity, Equity, Inclusion and Belonging in Ellensburg, outlining a commitment to work together on future events.
- The Commission provided support to the spring Human Library event at Hal Holmes in partnership with the CWU EthicsLab with volunteer support in screening the books. The Human Library is an event where humans can be checked out to share their stories with other community members.
- A Commission member served on the Unity Park subcommittee.

Goals

In August 2023 the DEI Commission held a retreat to update goals and a work plan for the Commission. At the September 12, 2023 meeting, the DEI Commission adopted the following list of goals.

Core focus of DEI Commission (in our own words)



- Expand collaboration to advance DEI issues with a broad view and definition of community
- Educate and engage around DEI issues through an equity lens
- Facilitate community conversations around lived experiences to enhance belonging
- Identify where the gaps are and facilitate action for greater inclusion
- Hold mirror to community to provide awareness of DEI issues
- Assess and monitor pulse of the community and use data to understand and guide programming

10 Year (infinity) Goals

- Engagement by diverse groups of people and different activities
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3 Year Goals

- Commission becomes size to reflect diversity in community
- BIPOC business support, workshops, and more diverse shopping/businesses
- More diverse vendors at the Ellensburg Farmers Market and Night Market
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- Juneteenth celebration
- Develop an effective communication plan to support commission activities
- DEI Commission fosters ongoing relationships with other City commissions
- Support Pride event every June
- Full-time staff support/event planning for DEI Commission
- Use data in decision making
- Black History Month celebration by the City

1 Year Goals

- Plan Juneteenth event
- City will recognize Trans Day of Visibility: Highlight trans folks in our community and their contribution to Ellensburg
- Put a structure in place to be able to use data



- Continue listening tours and create feedback loop for participants
- Continue writing approved proclamations and recognition posts
- Continue visits with other City boards and commissions to build partnerships
- Continue grant program
- Building a relationship with Liaisons
- Continue to support proclamations and recognitions
- Continue to support the Human Library
- Develop an accessible onboarding program for new commission members (within first six months)
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- Develop the strategies and partnerships to support diverse residents to apply to City boards to better reflect our diverse community

90-Day Goals

- CWU/City collaboration to engage students with off-campus resources
- Continue World Café conversations and expand topics of discussion
- Develop partnerships for planning a multicultural event to celebrate the opening of Unity Park that focuses on music, food, dance, etc.
- Schedule a date for a Juneteenth celebration and form a planning committee with community volunteers
- Explore coalition partnership idea with the Dispute Resolution Center and others
- Meet with the Farmer's Market and Night Market organizers to discuss a multicultural day at the Farmers Market and possibly sponsoring vendors
- Develop a spending plan for 2024.
- Put listening tour data into a document for review, and discuss how to use the data
- Explore the pizza klatch idea



Meeting Date: October 10, 2023

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: 2024 Spending Plan Discussion
Submitted by:
Department: City Manager

Suggested Motion/Action:

Discuss how to budget the 2024 spending plan and make a motion to approve sending the spending plan to City Council with the annual report of accomplishments.

Background/Summary:

The DEI Commission is currently budgeted to receive \$10,000 in the 2024 calendar year. Staff is going to request a supplemental budget adjustment to allow the commission to carry over the remaining balance not spent in the 2023 calendar year. This will require paperwork with the Finance Department and approval from City Council. The remaining balance is \$4,077.85.

In 2023, the Commission allocated 10% of the budget (\$1,000) to incidental/operational expenses, 40% (\$4,000) to community grants, and 50% (\$5,000) to programming for two World Cafe events and listening tours. Only one World Cafe event was hosted in 2023.

Discuss how to allocate the \$10,000 for 2024. Discuss how to allocate the remaining balance from 2023 if the carryover is approved.

Chair Goodloe has submitted a proposal (attached) and will open the discussion.

Previous Council Action:

2023 Funds spent:

- \$1,627.72 on the one Belonging In The Burg event (refreshments & supplies, facilitator, & interpretation). We were planning to have a second event, but needed to bring new CWU and ESD administration up to speed and start discussions again.
- \$4,000 on grants
- \$240.63 on the retreat (refreshments & supplies)
- \$53.80 on proclamation translation

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

1. 2023 DEI Actual Expenditures
2. '24 Budget Projections

2023 DEI Commission Budget Actual Expenditures

REVENUES	10,000		Expenditures			
EVENTS						
Retreat			240.63			
		Total Retreat	240.63			
World Café						
	Supplies		230.56			
	Facilitator		900			
	Translation services		497.16			
		Total World Café	1627.72			
GRANTS			4000			
ADMIN. COSTS	Hispanic/Ldynam. Language		53.8			
		Total Expenditures	5922.15			
		2023 Balance	4077.85			

2024 DEI Commission Budget Projections

	A	B	C	D	E	F
1	REVENUE					
2	City Budget					
3						
4	EXPENDITURES					
5						
6	EVENTS					
7						
8	Annual Retreat		\$300			
9						
10	WORLD CAFÉ 1		\$1,300			
11	WORLD CAFÉ 2		1300			
12	WORLD CAFÉ 3		1300			
13						
14	JUNETENTH		\$500			
15						
16	UNITY PARK OPENING		\$1,500			
17						
18	Far. Mkt. Multicultural Day		\$500			
19						
20	Total EVENTS		\$6,700			
21						
22	PROGRAMS					
23						
24	LISTENING TOURS (4)		200			
25						
26	BIPOC Business Days		550			
27						
28	Dispute Res. Partnership					
29						
30	Human Library		500			
31						
32	Pizza Klatch		\$750			
33						
34	Total PROGRAMS		\$2,000			
35						
36	GRANTS		\$6,000			
37	Total GRANTS		\$6,000			
38						
39	ADMIN. COSTS		\$500			
40	Total ADMINISTRATIVE		\$500			
41						
42	Total Projected Expenditures		\$15,200			