

Group Agreements

- Share the air; step up, step back
- Listen for understanding
- Lift as you climb
- Be present & engaged
- Let the facilitator guide the process
- Technology on silent

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Process Monitor Training

by Jill Miller and Cile Beatty

What is “process monitoring”?

Process monitoring is one tool to recognize and disrupt the processes of socialization. These socialization processes have impacted all of us. It has created a norm for hierarchical relationships. In today’s society the socialization process can be mostly “automatic” and unconscious. One example that starts in our early years, is that boys may be called on more frequently than girls in co-educational classrooms because they are expected to know the answer. This sets the stage for training boys and men to feel as if they have the answers, or they are expected to have them, and that girls and women don’t have the answers, or that their knowledge is not as reputable. If we stop and think about it, there are many examples of these kinds of hierarchical trainings that start early and continue throughout our lives.

We live in a web of these “domination over” paradigms that have taught us that men are deemed superior to women, Whites are deemed superior to people of color (also within races – the lighter skinned you are, the more superior you are to those with darker skinned complexion), temporarily able-bodied people are deemed superior to people with disabilities, the wealthy are deemed superior to the poor, those with formal education are deemed superior to those whose education has come through life experiences, etc. These dynamics can be recognized in the power and privilege realities within our country today. Rich people have political power over poor people – this is expressed in many ways (access to housing and education, where freeways are built, access to medical care, etc.) Whites have power over people of color and this can be seen when reflecting on who gets certain jobs; who gets the executive jobs; who is followed in a store and who is not, etc.

As an organization these paradigms are contrary to our values and they are not something we consciously agree with. However, we have all been socialized with the norms and habits that perpetuate these “domination over” paradigms. In order to disrupt this process there must be a consciousness raising process that is continual. Process monitoring is one of these.

The use of process monitoring is very important to the growth of groups that have decided to hold a consciousness around issues of power and privilege, in its wide and varied ways. Process monitoring gives groups an opportunity to note when and where there is a drifting away from communication patterns which are culturally responsive and accountable.

Getting curious and listening to the impact:

Learning the skills and developing the muscle to recognize the group process (being the process monitor) is one part of developing group process. But just as important is being open to hearing it as an act of love. Hearing the process monitoring can sometimes be difficult. One might not have noticed what has been brought up. One might feel they are talking about me. Getting curious and listening to another experience moves us away from the personal to the cultural realities at work in all our group processes.

Who is a process monitor?:

(Really, we all are process monitors, and the goal is for us all to do it with more ease and intentionality.) In this context, however, the process monitor is the person or persons officially designated to do what we all do, observe and reflect on what is occurring in our group interactions. The added distinction is that we are giving them permission, empowering and inviting them, to share what often gets caught in the throats and bellies of some, or what goes unnoticed by others, or what everyone notices and no one feels that there is room to slow down the momentum to say.

What is the “process”?:

That is up to you. It could be a meeting, an activity, a specific discussion or how a decision is made. The group gets to decide when they want to draw special attention to how the group as individual members and as whole responds to something. Feedback about the process is key in moving forward.

What is the process monitor’s job?:

Will Do:

1. Provide Observations- Attend to the process of engagement, at the end of an activity, or when given an invitation, share what they observed, when did the group slow down, what gave the group pause, what energized the group.
2. Provide Reflections- speak to content and/ or comments and/or activity, using “I” statements. “What I noticed... when this happened or when this comment was made (not focusing on the person, or using the speaker’s name)... the group seemed to... I wonder what it might have been going on when...”
3. Interruption- Note, bring our attention to anything fairly dramatic or significant (silences or hot moments). Can raise hand and ask the group if there is a desire to discuss a process more before moving on; remind us that it is okay to stop an activity to resolve something uncomfortable.

Won’t Do:

1. Will not have to manage significant escalations of intense dyadic conflicts (those will be handled by facilitators).

Why designate a “monitor(s)”?:

Why can't people just speak up if they have a concern or a question or take issue with something? Some do. Others don't. Others try. Others process at a different rate. Some come from families and cultures where you don't raise issues in group settings. Some are rendered speechless or triggered by certain situations. Some worry about group dynamics and power (feeling too powerful or powerless to speak).

It is important to have assigned monitors, when beginning to learn how to do this and during the time that the group is learning to be comfortable doing this. Use 2 or more process monitors for large groups, if you break into small group discussions use 2 process monitors. The more, the better; ultimately everyone will be process monitoring.

It is also recommended to have more than one process monitor as more than one accomplishes three key things:

- *It raises awareness that there is more than one perspective/voice/experience no matter what consensus you come to regarding content.
- *It helps folks who may be less vocal to feel validated when a process monitor at some point speaks about something they too have noticed or experienced.
- *It also gives someone who is less inclined to offer their perspective an opportunity to do so when it's their turn to be process monitor.

LGBTQ Youth Proposed Policies – General Suggestions & Topics

Topic 1: Visibility

1. **Support youth leadership efforts** to address anti-LGBT bullying and harassment on all school campuses.
2. **Promote civic leadership efforts** to increase **LGBTQ visibility and inclusion**.
3. **Bring more LGBTQ services & events via the San Mateo County Pride Center to Coastside.**
4. **Raise awareness in schools of the FAIR Education Act** and establish mechanism to know if it's being followed.

Topic 2: Data Collection

1. **All county-funded projects must use an equity lens and must be inclusive of SOGI data.**
2. **Regularly collect SOGI data** as part of routine service interactions, such as intake of healthcare services.
3. **Collect SOGI data in planned, periodic surveys** that the County frequently conducts such as surveys, focus groups.
4. **Review school climate surveys** to include questions relating to school safety, discrimination, and harassment of LGBTQ students.

Topic 3: Services

1. **Implement LGBTQ-inclusive services** across all settings prioritizing alcohol/drug treatment, child welfare, juvenile probation, law enforcement practices, medical facilities, mental health treatment, and schools.
2. **Public wellness campaign** aimed at health providers focusing on the needs of LGBTQ youth.
3. **Promote LGBTQ-friendly services, including faith-based (Welcoming Churches and Synagogues)** across the County by including a rainbow or other insignia next to the organization in the County's online and hardcopy directory.
4. **Provide LGBTQ training and on-going assistance** from the Pride Center or Outlet or similar affirming organization.

Topic 4: School Safety

1. **Adopt a comprehensive anti-bullying policy** in schools includes categories such as race, gender, ethnicity, religion, sexual orientation and gender expression/identity and **require staff trainings** to enable school staff to identify and address anti-LGBT name-calling, bullying and harassment effectively and in a timely manner.
2. **All schools should have private, gender-neutral bathrooms** for any students to use.
3. Post a safe space sign (in English, Spanish, Chinese, and Tagalog) that includes **contact information for the Pride Center** in the front office and every counseling office

Topic 5: Inclusive Schools

1. **Implement age-appropriate, LGBTQ-inclusive curricula** to help students understand and respect differences. Include strategies that build students understanding of themselves in their various complex identities and gives teachers and students tools to combat stereotypes, bias and discrimination. Also, **review sex education and health/wellness curricula** to address safe dating and sex for **youth of all sexual orientations**.
2. **All school personnel and staff have LGBTQ training** provided by Outlet, the Pride Center or similar affirming organization. **Give students access at school** to mental health clinicians staffed and/or trained by Outlet, the Pride Center or similar affirming organization.
3. **Review school dress codes and implementation** to address restrictions on gender expression.
4. **Review school forms** to ask students and parents/guardians for their name and gender and implement a policy to maintain these questions on forms.

To: Members of the San Mateo County LGBTQ Commission
From: Tanya Beat, LGBTQ Commission Director
Date: March 3, 2020
Subject: Director's Report

Updates:

- Pride Center Community Advisory Board
 - Present & Summarize Commission Work Plans
 - March 11, 7:00pm
 - Cathy Hauer, Co-Chair cathyhaur2@aol.com

- Community Forum on SMC Aging Issues
 - March 26th, 9-11 AM, Sobrato Center for Nonprofits, RWC
 - Important to have senior LGBTQ+ representation

- Census 2020
 - Request to put up Census 2020 Posters in your businesses, offices, community areas.

- San Mateo County Pride Proclamation
 - Board of Supervisors Meeting, Tuesday, June 2, 9:00am.
 - Commission accepts Proclamation and provides update of work.

- San Mateo County LGBTQ Collaboration Group
 - Office of Diversity & Equity
 - Behavioral Health & Recovery Services
 - Pride Initiative
 - San Mateo County Pride Center
 - Outlet, Adolescent Counseling Services
 - LGBTQ Commission

Data Group: Rebecca Carabez, Grant Whitman, Gabe Garcia, Craig Wiesner

Goal III:

Objective A: Fully analyze current survey data					
Action Steps	Responsibilities	Timeline	Indicators of Progress	Status	
1. Connect data from survey, comments on survey and community conversations to policy recommendations.	Data group divides up sections and each person takes responsibility for linking portions	March 2020	A rough document that provides the linkages	Ongoing	
Objective B: Disseminate data to Board of Supervisors and other county and state stakeholders					
Action Steps	Responsibilities	Timeline	Indicators of Progress	Status	
1. Identify/Hire/fund a writer to write a document based on the rough document connecting data to policy recommendations		April 2020	A person begins working on a document	Not started yet	
2.					

Objective C: Plan for new data gathering

Action Steps	Responsibilities	Timeline	Indicators of Progress	Status
<p>1. Push for youth SOGI data to be collected by county agencies and schools, including private schools (get SOGI questions on every public school climate survey).</p>	<p>Data Committee reaches out to schools and agencies</p>	<p>Jan 2020 - May 2020</p>	<p>List of agencies / school systems with whether they collect SOGI data, what obstacles there are if they do not, and ideas for overcoming those obstacles</p>	<p>Not started yet</p>
<p>2. Identify other sources of data about LGBTQ life/wellness that already exist and find out how we can tap into that information for our work</p>	<p>Data Committee reaches out to agencies</p>	<p>Jan 2020 - June 2020</p>	<p>A document that lists all sources of data, how frequently data is updated, and ways we can review and utilize that data</p>	<p>Not started yet</p>
<p>3. Create and launch Wellness Survey II</p>	<p>Data Group & County Epidemiologists</p>	<p>June 2021</p>	<p>Meet with Epidemiologists Review other LGBTQ surveys</p>	<p>Not started yet</p>

Work Plan 2020 Goal III Addendum

Objective C: Plan for new data gathering

4. Launch Adult conversations	Data Committee	March-September 2020	Identify venues and facilitators Create script for conversation Schedule 3 meetings for adult general population Schedule 1 meeting focused on gender non-binary community Summarize conversations and perform thematic and frequency analysis	Not started yet
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Annual Work Plan 2019-21

Policy & Funding Group: Terri Echelbarger, Steve Disselhorst, Dana Johnson

Goal I: Develop policy recommendations to ensure that San Mateo County is welcoming and safe environment for LGBTQ+ community to thrive.

Objective A: Compile findings from community conversations and engage in process to identify potential policy recommendations					
Action Steps	Responsibilities	Timeline	Indicators of Progress	Status	
1. Evaluate youth Community Conversations for policy suggestions	Nov. 5th Work Groups	Feb. 2020	Suggested policies are completed for all 3 groups	Ongoing	
2. Complete evaluation of Adult/ Youth Survey for Policy Suggestions.	Data Group	June 2020	Data Group presents policies	Ongoing	
3. Complete Gap Analysis of LGBTQ+ Policies	Steve	March 2020	Gap Analysis is completed	Ongoing	
4. Receive written policies and Policy Suggestions from Community and any other interested parties.	Commission Members	Ongoing	The list is growing	Ongoing	
5. Compile list of Policy Suggestions in one document available to Commission.	Tanya (Doc) All: Generate recommends	Ongoing	Policy suggestion template is kept up to date.	Ongoing	

Objective B: Create System to prioritize Policy Recommendations					
Action Steps	Responsibilities	Timeline	Indicators of Progress	Status	
1. Using Impact to Effort Matrix prioritize policies to evaluate.	Policy Group	Monthly	Policies are being prioritized	Not yet Started	
2. Using “Criteria for Selecting Commission Projects” (9/1/15), present reports to Commission regarding proposed and prioritized policies.	Policy group, to assigned commissioners.	Monthly	At least one policy presented monthly starting March 2020	Not yet started	
3. Gain Green light from commission for policies to continue development.	LGBTQ Commission	Monthly	Policies are green lighted	Not yet Started	

Objective C: Draft policy recommendation(s) to be discussed with the Board of Supervisors					
Action Steps	Responsibilities	Timeline	Indicators of Progress	Status	
1. Develop presentation template for Board of Supervisors including indicators of change that would imply success.	Dana	April 2020	Template Developed	Not yet started	
2. Using Commission feedback, revise written policy proposals. Create presentations for the BOS.					
Policies Include:					
<p><u>I. All Gender Restroom Policy:</u> It shall be the policy of San Mateo County that all government buildings, offices, departments, organizations, restaurants, and agencies with single stall restrooms be categorized as “All Gender Restrooms” using the correct signage; in concurrence with CA. state bill AB 1732.</p> <p><u>II. Visibility Policy:</u> It shall be the policy of San Mateo County to annually distribute ‘BHRS/ Public Health Inclusive poster’ to all government buildings, offices, departments and agencies that are fully or partially funded by county finances; with a letter from the Board of Supervisors encouraging posting of the poster in a visible space, and resources for training and expanding welcome to the wide diversity of county residents.</p> <p><u>III. Educators Policy:</u> It shall be the policy of San Mateo County that all full time teachers/educators employed by San Mateo County office of education complete a minimum of two hours of training in gender, sex, and sexuality annually.</p>					

IV. Appoint an LGBTQ+ liaison or liaisons in the executive office and in relevant agencies:

It shall be the policy of San Mateo County to establish an appointed LGBTQ+ liaison position (or liaisons positions) and making sure that the individual (or individuals) who fill these leadership positions within the office of the executive, allows input and recommendations from LGBTQ+ residents to be shared directly with the executive team. Helping create policies that better support LGBTQ+ people; the LGBTQ+ executive leaders can also concurrently appoint a LGBTQ+ liaison or liaisons in the executive office, as well as in other agencies.

V. Contractors Requirements Policy:

It shall be the policy of San Mateo County that all contracting organizations policies include LGBTQ+ inclusive nondiscrimination requirements in contracts and grants. The San Mateo County office of procurement will prohibit contractors and grantees from discriminating on the basis of sexual orientation and gender identity or expression.

The San Mateo County office of procurement will include LGBTQ+ owned businesses alongside other minority-owned businesses in contracting opportunities. The San Mateo County office of procurement will take affirmative steps to provide opportunities to LGBTQ+ business owners. The San Mateo County office of procurement will track the number of contracts awarded to certified LGBT Business Enterprises, or LGBTBEs, which are businesses that are certified by the National Gay and Lesbian Chamber of Commerce to be majority-owned by LGBT people.

VI. Make government employee diversity trainings LGBTQ+ inclusive. It shall be the policy of San Mateo County that all government employee's diversity trainings are LGBTQ+ inclusive.

1. Using the Board of Supervisors feedback, revise or abandon policies.	Policy Group, to a commissioner	As needed	Progress	Not yet started
2. Public presentations of chosen policies as agenda ideas for BOS	Selected Spokesperson	As Needed	Presentations	Not yet started

Objective D: Evaluating Policies

Action Steps	Responsibilities	Timeline	Indicators of Progress	Status
1. Evaluate policies enacted by Board of Supervisors using established criteria.	Policy Group	Beginning one year following implementation of any policy	Evaluations are done within 18 months of any policy.	Not yet started
2. Receive evaluations of policies	Commission	As needed	Evaluations are shared	Not yet started

3. Forward successful policies to cities for consideration	Commission	As needed	Policies are shared	Not yet started
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Objective E: Funding Objectives

Action Steps	Responsible	Timeline	Indicator(s) of Progress	Status
1. Explore Feasibility of a San Mateo County LGBTQ+ Hall of Fame	Terri	June 2021	Presented to commission	Not yet started
2. Policy funding recommendations will be determined after gap analysis and finalized list of proposed policies	Policy Group	TBD	Presented to commission & board of supervisors	Not yet started
3. Explore funding options for intern or temporary or part time person to lead the administrative and detailed work necessary to complete the work plan.	Commission, Tanya, or BOS?	TBD	Presented to commission & board of supervisors	Not yet started



Annual Work Plan 2019-20

Visibility Group: Lelan Anders, Krystle Cansino, Giuliana Garcia, Carmen O'Shea

Goal I: Increase visibility for LGBTQ in the community as well as LGBTQ Commission

Objective A: June 1st PRIDE flag raised across the county.				
Action Steps	Responsibilities	Timeline	Indicators of Progress	Status
1. We will use existing templates to create city requests and a proclamation for approval.	Visibility Group	June 1, 2020		Done
2. Identify City Council Meetings and see which commissioners can attend and input invitation to Flag Raising	All Commissioners	March		In Progress
3. Purchase Flags for cities who do not have them	Visibility Group	April		Not Started
4. Work with city councils to Schedule flag raising	Visibility Group	April		

Objective B: Social media consistency.

Action Steps	Responsibilities	Timeline	Indicators of Progress	Status
1. We will request 1 or 2 online actions of each Commissioner to ensure information is being shared on social media more regularly and consistently.	Visibility Group	Continuous		In Progress
2. Creation of an LGBTQ group within	Visibility Group	Continuous		In Progress

	various Next Door community sites.				
3.	Visibility team to generate a list of 3-4 possible platforms.	Visibility Group	Continuous		In Progress
Objective C: Audit of existing resources and stakeholders					
Action Steps		Responsibilities	Timeline	Indicators of Progress	Status
1.	We will create a spreadsheet to capture all the existing reach-outs that Commissioners have already made and to capture existing content that may be used or repurposed.	Visibility Group	March		In Progress
2.	Identify contact points at the following groups in each city of San Mateo County	Visibility Group	March		In Progress
3.	Create presentations for specific stakeholder groups	Visibility Group	January- June		Not Started
Objective D: Build a pilot plan for one marginalized community					
Action Steps		Responsible	Timeline	Indicator(s) of Progress	Status
1.	Visibility Team to request feedback from Commissioners on which community to target as the pilot (e.g. LGBTQ seniors, LGBTQ individuals in communities of color, LGBTQ youth in the foster system or juvenile justice system, LGBTQ immigrants, a specific vulnerable county location, etc.	Visibility Group	June 2020		Not Started
2.	Select the pilot.	Commission	September 2020		Not Started
3.	Visibility Team will conduct needs assessment for the community (interview, research, etc.) and will determine which partners and community leaders to collaborate with.	Visibility Group			Not Started
4.	We will choose 1 key activity/event that would make a significant impact in raising the visibility of this community / supporting them.	Visibility Group			

CITY OFFICIALS OF SAN MATEO COUNTY

ATHERTON

Council Meetings: 3rd Wednesdays of each month, 7:00 p.m., Holbrook-Palmer Parks, 150 Watkins Ave.
Mailing Address: The Town of Atherton, 150 Watkins Avenue, Atherton, CA 94027
Telephone Number: (650) 752-0500, FAX: (650) 688-6528
Website: www.ci.atherton.ca.us, E-mail: council@ci.atherton.ca.us

Rotation of Mayor - December

Council Members: Rick DeGolia, Mayor (Term expires Nov. 2022)
Elizabeth Lewis, Vice Mayor (Term expires Nov. 2020)
Bill Widmer (Term expires Nov. 2022)
Michael Lempres (Term expires Nov. 2022)
Cary Wiest (Term expires Nov. 2020)

Town Manager: George Rodericks (650) 752-0504
Finance Director: Robert Barron III (650) 752-0552
Town Clerk/Deputy City Manager: Anthony Suber (650) 752-0529
Police Chief: Steven McCulley (650) 752-0508

BELMONT

Council Meetings: 2nd & 4th Tuesdays, 7:00 p.m., City Council Chambers, One Twin Pines Lane, 2nd Fl. Belmont
Mailing Address: City Hall, One Twin Pines Lane, Suite 375, Belmont, CA 94002
Telephone Number: (650) 595-7413, FAX: (650) 637-2981
Website: www.belmont.gov, E-mail: cclerk@belmont.gov

Rotation of Mayor – December

Council Members: Warren Lieberman, Mayor (Term expires Nov. 2022)
Charles Stone, Vice Mayor (Term expires Nov. 2022)
Davina Hurt (Term expires Nov. 2020)
Tom McCune (Term expires Nov. 2020)
Julia Mates (Term expires Nov. 2022)

City Manager: Afshin Oskoui (650) 595-7408
City Clerk: Terri Cook (650) 595-7413
Finance Director: Thomas Fil (650) 595-4733
Police Chief: Tony Psaila (650) 595-7400

BRISBANE

Council Meetings: 1st & 3rd Thursdays, 7:30 p.m., City Hall, 50 Park Place, Brisbane, CA 94005
Mailing Address: City Hall, 50 Park Place, Brisbane, CA 94005
Telephone Number: (415) 508-2100, FAX: (415) 467-4989
Website: www.brisbaneca.org, E-mail: cityclerk@ci.brisbane.ca.us

Rotation of Mayor - December

Council Members: Terry O'Connell, Mayor (Term expires Dec. 2022)
Karen Cunningham, Mayor Pro Tem (Term expires Dec. 2020)
Clifford R. Lentz (Term expires Dec. 2020)
W. Clarke Conway (Term expires Dec. 2020)
Madison Davis (Term expires Dec. 2022)

City Manager: Clay Holstine (415) 508-2100
Administrative Services Director: Stuart Schillinger (415) 508-2151
City Clerk: Ingrid Padilla (415) 508-2113
Police Chief: Lisa Macias (415) 508-2177

BURLINGAME

Council Meetings: 1st & 3rd Mondays, 7:00 p.m., City Hall, 501 Primrose Road
Mailing Address: City Hall, 501 Primrose Rd, Burlingame, CA 94010
Telephone Number: (650) 558-7203, FAX: (650) 342-8386
Website: www.burlingame.org, E-mail: mhasselshearer@burlingame.org

Rotation of Mayor - December

Council Members: Emily Beach, Mayor (Term expires Nov. 2024)
Ann O'Brien Keighran, Vice Mayor (Term expires Nov. 22)
Ricardo Ortiz (Term expires Nov. 2022)
Michael Brownrigg (Term expires Nov. 2022)
Donna Colson (Term expires Nov. 2024)

City Manager: Lisa K. Goldman (650) 558-7204
Finance Director: Carol Augustine (650) 558-7210
City Clerk: Meaghan Hassel-Shearer (650) 558-7203
Police Chief: Mike Matteucci (650) 777-4100

COLMA

Council Meetings: 2nd and 4th Wednesdays, 7:00 p.m., Colma Town Hall

Mailing Address: Town Hall, 1198 El Camino Real, Colma, CA 94014

Telephone Number: (650) 997-8300 FAX: (650) 997-8308

Website: www.colma.ca.gov, E-mail: caitlin.corley@colma.ca.gov

Rotation of Mayor - December

Council Members: John Irish Goodwin, Mayor (Term expires Nov. 2020)
Diana Colvin, Vice Mayor (Term expires Nov. 2020)
Helen Fiscaro (Term expires Nov. 2022)
Raquel "Rae" Gonzalez (Term expires Nov. 2020)
Joanne del Rosario (Term expires Nov. 2022)

City Manager: Brian Dossey (650) 997-8300
Town Clerk: Caitlin Corley (650) 997-8311
Police Chief: Kirk Stratton (650) 997-8321

DALY CITY

Council Meetings: 2nd & 4th Mondays, 7:00 p.m. City Hall, City Council Chambers

Mailing Address: City of Daly City, 333-90th Street, Daly City, CA 94015

Telephone Number: (650) 991-8078 FAX: (650) 991-8091,

Website: www.dalycity.org, E-mail: cityclerk@dalycity.org

Rotation of Mayor - December

Council Members: Glenn R. Sylvester, Mayor (Term expires Nov. 2020)
Juslyn C. Manalo, Vice Mayor (Term expires Nov. 2020)
Pamela DiGiovanni (Term expires Nov. 2022)
Rod Daus-Magbual (Term expires Nov. 2022)
Ray Buenaventura (Term expires Nov. 2022)

City Manager: Shawna Maltbie (650) 991-8127
Finance Director: Todd High (650) 991-8040
Treasurer: Daneca Halvorson (650) 991-8047
City Clerk: K. Annette Hipona (650) 991-8078
Police Chief: Patrick Hensley (650) 991-8115

EAST PALO ALTO

Council Meetings: 1st & 3rd Tuesdays, 6:30 p.m., Council Chambers, Government Center – Council Chambers
Mailing Address: City of East Palo Alto, 2415 University Avenue, East Palo Alto, CA 94303-1164
Telephone Number: (650) 853-3100, FAX: (650) 853-3115
Website: www.ci.east-palo-alto.ca.us, E-mail: wsolorzano@cityofepa.org

Rotation of Mayor - December

Council Members: Regina Wallace-Jones, Mayor (Term expires Nov. 2022)
Carlos Romero, Vice Mayor (Term expires Nov. 2020)
Ruben Abrica (Term expires Nov. 2022)
Lisa Gauthier (Term expires Nov. 2020)
Larry Moody (Term expires Nov. 2020)

City Manager: Jaime Fontes (650) 853-3118
Finance Director: Brenda Olwin (650) 853-3122
City Clerk: Walfred Solorzano (650) 853-3127
Police Chief: Albert Pardini (650) 853-3106

FOSTER CITY

Council Meetings: 1st & 3rd Mondays, 6:30 p.m., Council Chambers
Mailing Address: City Hall, 610 Foster City Blvd, Foster City, CA 94404
Telephone Number: (650) 286-3200, FAX: (650) 577-0983
Website: www.fostercity.org, E-mail: clerk@fostercity.org

Rotation of Mayor – December

Council Members: Catherine Mahanpour, Mayor (Term expires Dec. 2020)
Sanjay Gehani, Vice Mayor (Term expires Dec. 2022)
Sam Hindi (Term expires Dec. 2020)
Herb Perez (Term expires Dec. 2020)
Richa Awasthi (Term expires Dec. 2022)

City Manager: Jeff Moneda (650) 286-3288
Financial Services Director: Edmund Suen (650) 286-3210
City Clerk/Communications Director: Priscilla Schaus (650) 286-3250
Police Chief: Tracy Avelar (650) 286-3300

HALF MOON BAY

Meetings: 1st & 3rd Tuesdays, 7:00 p.m., Ted Adcock Community Senior Center, 535 Kelly Avenue,
Half Moon Bay, CA 94019

Mailing Address: City Hall, 501 Main Street, Half Moon Bay, CA 94019

Telephone Number: (650) 726-8270, FAX: (650) 726-9389

Website: <https://www.half-moon-bay.ca.us/>, E-mail: jblair@hmbcity.com

Rotation of Mayor - December

Council Members: Adam Eisen, Mayor (Term expires Dec. 2020)
Robert Brownstone, Vice Mayor (Term expires Dec. 2022)
Debbie Ruddock (Term expires Dec. 2022)
Deborah Penrose (Term expires Dec. 2022)
Harvey Rarback (Term expires Dec. 2020)

City Manager: Bob Nesbit (650) 726-8280
Administrative Services Director: Lisa Lopez (650) 726-8283
City Clerk/Communications Director: Jessica Blair (650) 726-8271
Sheriff: Carlos Bolanos (650) 599-1664
Captain: Saul Lopez (650) 726-8288

HILLSBOROUGH

Meetings: 2nd Monday, 6:00 p.m., Council Chambers

Mailing Address: Town Hall, 1600 Floribunda Avenue, Hillsborough, CA 94010

Telephone Number: 650-375-7400, FAX: (650) 375-7475

Website: www.hillsborough.net, E-mail: myokoyama@hillsborough.net

Rotation of Mayor – December

Council Members: Shawn Christianson, Mayor (Term expires Dec. 2020)
Alvin L. Royse, Vice Mayor (Term expires Dec. 2020)
Jess E. Benton (Term expires Dec. 2020)
Laurence M. May (Term expires Dec. 2022)
Marie Chuang (Term expires Dec. 2022)

City Manager: Ann Ritzma (650) 375-7407
Finance Director: Jan Cooke (650) 375-7400
City Clerk: Miyuki Yokoyama (650) 375-7412
Police Chief: Doug Davis (650) 375-7470

MENLO PARK

Meetings: Tuesdays, 7:00 p.m., City Council Chambers, 701 Laurel Street, Menlo Park

Mailing Address: City of Menlo Park, 701 Laurel Street, Menlo Park, CA 94025

Telephone Number: (650) 330-6600, FAX: (650) 328-7935

Website: www.menlopark.org, E-mail: jaherren@menlopark.org

Rotation of Mayor – December

Council Members: Cecilia Taylor, Mayor (Term expires Nov. 2022)
Drew Combs, Vice Mayor (Term expires Nov. 2022)
Ray Mueller (Term expires Nov. 2020)
Catherine Carlton (Term expires Nov. 2020)
Betsy Nash (Term expires Nov. 2022)

Interim City Manager: Starla Jerome-Robinson (650) 330-6610
Finance and Budget Manager: Dan Jacobson (650) 330-6649
City Clerk: Judi Herren (650) 330-6621
Police Chief: David Bertini (650) 330-6300

MILLBRAE

Meetings: 2nd & 4th Tuesdays, 7:00 p.m., City Council Chambers

Mailing Address: City Hall, 621 Magnolia Avenue, Millbrae, CA 94030

Telephone Number: (650) 259-2414, FAX: (650) 259-2415

Website: www.ci.millbrae.ca.us, E-mail: esuazo@ci.millbrae.ca.us

Rotation of Mayor - December

Council Members: Reuben Holober, Mayor (Term expires Nov. 2022)
Ann Schneider, Vice Mayor (Term expires Nov. 2020)
Wayne Lee (Term expires Nov. 2020)
Gina Papan, (Term expires Nov. 2020)
Anne Oliva (Term expires Nov. 2022)

City Manager: Tom Williams (650) 259-2467
Finance Director: DeAnna Hilbrants (650) 259-2350
City Clerk: Elena Suazo (650) 259-2414
Police Chief: Paul Kunkel (650) 259-2300

PACIFICA

Meetings: 2nd & 4th Mondays, 7:00 p.m., City Council Chambers, 2nd Floor, 2212 Beach Blvd. Pacifica, CA 94044
Mailing Address: City Hall, 170 Santa Maria Avenue, Pacifica, CA 94044
Telephone Number: (650) 738-7301, FAX: (650) 359-6038
Website: <https://www.cityofpacifica.org>, E-mail: coffeys@ci.pacificaca.us

Rotation of Mayor - December

Council Members: Deirdre Martin, Mayor (Term expires Nov. 2020)
Sue Beckmeyer, Vice Mayor (Term expires Nov. 2022)
Sue Vaterlaus (Term expires Nov. 2020)
Mike O'Neill (Term expires Nov. 2022)
Mary Bier (Term expires Nov. 2022)

City Manager: Kevin S. Woodhouse (650) 738-7409
Financial Services Manager: Sheila Tioyao (650) 738-7392
City Clerk: Sarah Coffey (650) 738-7307
Police Chief: Daniel Steidle (650) 738-7314

PORTOLA VALLEY

Meetings: 2nd & 4th Wednesdays, 7:00 p.m. Historic Schoolhouse
Mailing Address: Town Hall, 765 Portola Road, Portola Valley, CA 94028
Telephone Number: (650) 851-1700, FAX: (650) 851-4677
Website: www.portolavalley.net, E-mail: towncenter@portolavalley.net

Rotation of Mayor – December

Council Members: Jeff Aalfs, Mayor (Term expires Nov. 2020)
Maryann Derwin, Vice Mayor (Term expires Nov. 2022)
Ann Wengert (Term expires Nov. 2020)
Craig Hughes, Mayor (Term expires Nov. 2022)
John Richards (Term expires Nov. 2022)

Town Manager: Jeremy Dennis (650) 851-1700 x215
Interim Finance Director: Cindy Rodas (650) 851-1700 x229
Town Clerk: Sharon Hanlon (650) 851-1700 x210
Sheriff's Office: Carlos Bolanos (650) 599-1664

REDWOOD CITY

Meetings: 2nd and 4th Mondays, except holidays, 7:00 p.m., City Council Chamber - City Hall

Mailing Address: City Hall, 1017 Middlefield Rd, Redwood City, CA 94063

Telephone Number: (650) 780-7000, FAX (650) 261-9102

Website: www.redwoodcity.org, E-mail: council@redwoodcity.org

Election of Mayor – December (odd years)

Council Members:

Diane Howard, Mayor (Term expires Nov. 2022)
Shelly Masur, Vice Mayor (Term expires Nov. 2020)
Ian Bain (Term expires Nov. 2020)
Giselle Hale, (Term expires Nov. 2022)
Alicia C. Aguirre (Term expires Nov. 2020)
Janet Borgens (Term expires Nov. 2020)
Diana Reddy (Term expires Nov. 2022)

City Manager:
Assistant City Manager/Admin Services Director:
City Clerk:
Police Chief:

Melissa Stevenson Diaz (650) 780-7301
Kimbra McCarthy (650) 780-7070
Pamela Aguilar (650) 556-9261
Dan Mulholland (650) 780-7100

SAN BRUNO

Meetings: 2nd & 4th Tuesdays, 7:00 p.m., Senior Center, 1555 Crystal Spring Road, San Bruno

Mailing Address: City Hall, 567 El Camino Real, San Bruno, CA 94066

Telephone Number: (650) 616-7058, FAX: (650) 589-5941

Website: www.sanbruno.ca.gov, E-mail: mthurman@sanbruno.ca.gov

Election of Mayor – December (odd years)

Council Members:

Rico E. Medina, Mayor (Term expires Nov. 2020)
Michael Salazar, Vice Mayor (Term expires Nov. 2020)
Laura Davis (Term expires Nov. 2020)
Marty Medina (Term expires Nov. 2022)
Linda Mason (Term expires Nov. 2022)

City Manager:
Finance Director:
City Clerk:
Police Chief:

Jovan D. Grogan (650) 616-7056
Keith DeMartini (650) 616-7080
Melissa Thurman (650) 616-7070
VACANT (650) 616-7100

SAN CARLOS

Meetings: 2nd & 4th Mondays, 7:00 p.m., City Hall
Mailing Address: City Hall, 600 Elm St, San Carlos, CA 94070
Telephone Number: (650) 802-4219, FAX: (650) 595-6719
Website: www.cityofsancarlos.org, E-mail: cityclerk@cityofsancarlos.org

Rotation of Mayor – December

Council Members: Ron Collins, Mayor (Term expires Nov. 2020)
Laura Parmer-Lohan, Vice Mayor (Term expires Nov. 2022)
Mark Olbert (Term expires Nov. 2020)
Sara McDowell (Term expires Nov. 2022)
Adam Rak (Term expires Nov. 2022)

City Manager: Jeff D. Maltbie (650) 802-4228
City Clerk: Crystal Mui (650) 802-4219
Treasurer: Mike Galvin (650) 483-3001
Sheriff: Carlos Bolanos (650) 599-1664
Captain: Mark M. Duri (650) 802-4277

SAN MATEO

Meetings: 1st & 3rd Mondays, 7:00 p.m., City Council Chambers
Mailing Address: City Hall, 330 West 20th Ave, San Mateo, CA 94403
Telephone Number: (650) 522-7000, FAX: (650) 522-7041
Website: www.cityofsanmateo.org, E-mail: polds@cityofsanmateo.org

Rotation of Mayor – December

Council Members: Joe Goethals, Mayor (Term expires Dec. 2022)
Eric Rodriguez, Vice Mayor (Term expires Dec. 2022)
Diane Papan (Term expires Dec. 2022)
Amourence Lee (Term expires Dec. 2020)
Rick Bonilla (Term expires Dec. 2022)

City Manager: Drew Corbett (650) 522-7000
City Clerk: Patrice Olds (650) 522-7042
Finance Director: Richard Lee (650) 522-7102
Police Chief: Ed Barberini (650) 522-7700

SOUTH SAN FRANCISCO

Meetings: 2nd & 4th Wednesdays, 7:00 p.m., Municipal Services Building, 33 Arroyo Dr, So San Francisco 94080
Mailing Address: City Hall, 400 Grand Ave, CA 94080; P.O. Box 711, CA 94083
Telephone Number: (650) 877-8500, FAX: (650) 829-6641
Website: www.ssf.net, E-mail: council@ssf.net

Rotation of Mayor – December

Council Members: Rich Garbarino, Mayor (Term expires Nov. 2020)
Mark Addiego, Vice Mayor (Term expires Nov. 2022)
Karyl Matsumoto (Term expires Nov. 2020)
Mark Nagales (Term expires Nov. 2022)
Flor Nicolas (Term expires Nov. 2022)

City Manager: Mike Futrell (650) 829-8502
City Clerk: Rosa Acosta (650) 877-8518
Finance Director: Frank Risso (650) 829-6643
Police Chief: Jeff Azzopardi (650) 877-8900

WOODSIDE

Meetings: 2nd & 4th Tuesday, 7:30 p.m., Independence Hall 2955 Woodside Rd, Woodside, CA 94062
Mailing Address: 2955 Woodside Road, Woodside, CA 94062
Telephone Number: (650) 851-6790
Website: www.woodsidetown.org, E-mail: jli@woodsidetown.org

Rotation of Mayor – December

Council Members: Ned Fluet, Mayor (Term expires Nov. 2020)
Brian Dombkowski, Vice Mayor (Term expires Nov. 2022)
Thomas Livermore (Term expires Nov. 2020)
Chris Shaw (Term expires Nov. 2020)
Sean P. Scott (Term expires Nov. 2022)
Richard (Dick) Brown (Term expires Nov. 2022)
Daniel Yost (Term expires Nov. 2020)

Town Manager: Kevin Bryant (650) 851-6790
Town Clerk: Jennifer Li (650) 530-3438
Sheriff: Carlos Bolanos (650) 599-1664

EMAIL TO CITIES WHO DID NOT RAISE A FLAG IN 2019

TO: **[Insert City Council Contact]**

On behalf of the [LGBTQ Commission of San Mateo County](#), I am writing to ask for your support of the LGBTQ community in **[insert city]** during Pride Month (June 2020). Our Commission's purpose is to bring greater recognition and visibility to the LGBTQ community in San Mateo County. We recommend the following three steps your city can take to support the LGBTQ residents of **[insert city]** during Pride Month.

(1) LGBTQ Rainbow Flag Raising

In 2019, only four of the 20 cities in San Mateo County held a flag raising ceremony to raise [the LGBTQ Rainbow Flag](#) (San Mateo, Redwood City, San Carlos, and Belmont). The LGBTQ Rainbow Flag has been part of the LGBTQ movement since 1978, designed by Gilbert Baker at the request of Harvey Milk (the first openly gay man to be elected to public office in the United States). The LGBTQ community and allies use the Rainbow Flag as an outward symbol of their identity or support. **By raising the LGBTQ Rainbow Flag, this highlights to your residents that **[insert city]** is a leader in the fight for equal rights, and that you will continue to push to not only protect the rights of everyone in **[insert city]**, but to expand those rights.**

(2) Pride Month Proclamation

Another key step your city can take to support LGBTQ residents is to issue a proclamation to declare June 2020 as Pride Month for **[insert city]**. Attached to this email are a template proclamation, as well as the formal proclamation issued by San Mateo County.

(3) San Mateo County Pride Celebration

We also would love to invite you to join us for the 8th Annual San Mateo County Pride Celebration (Saturday June 13, 11AM-5PM, Central Park). More details can be found [here](#).

As part of supporting the local LGBTQ community in San Mateo County, we are happy to support your city's efforts and will do our best to ensure representatives either from our Commission or the [San Mateo County Pride Center](#) attend. Our LGBTQ Commission meets monthly on the first Tuesday from 6:30-8:30PM at the San Mateo County Pride Center--we welcome your attendance and look forward to your partnership in supporting the LGBTQ residents of San Mateo County!

Best,

[Insert Commissioner Name]

EMAIL TO CITIES WHO RAISED A FLAG IN 2019 (San Mateo, Redwood City, San Carlos and Belmont)

TO: [Insert City Council Contact]

On behalf of the [LGBTQ Commission of San Mateo County](#), I am writing to ask for your continued support of the LGBTQ community in [insert city] during Pride Month (June 2020). Our Commission's purpose is to bring greater recognition and visibility to the LGBTQ community in San Mateo County. We recommend the following three steps your city can take to support the LGBTQ residents of [insert city] during Pride Month.

(4) LGBTQ Rainbow Flag Raising

We recognize and appreciate that in 2019, [insert city] was one of four of the 20 cities in San Mateo County that held a flag raising ceremony to raise [the LGBTQ Rainbow Flag](#). We encourage your city to continue this initiative at the beginning of Pride Month. **By raising the LGBTQ Rainbow Flag, this highlights to your residents that [insert city] is a leader in the fight for equal rights, and that you will continue to push to not only protect the rights of everyone in [insert city], but to expand those rights.**

(5) Pride Month Proclamation

Another key step your city can take to support LGBTQ residents is to issue a proclamation to declare June 2020 as Pride Month for [insert city]. Attached to this email are a template proclamation, as well as the formal proclamation issued by San Mateo County.

(6) San Mateo County Pride Celebration

We also would love to invite you to join us for the 8th Annual San Mateo County Pride Celebration (Saturday June 13, 11AM-5PM, Central Park). More details can be found [here](#).

As part of supporting the local LGBTQ community in San Mateo County, we are happy to support your city's efforts and will do our best to ensure representatives either from our Commission or the [San Mateo County Pride Center](#) attend.

Best,

[Insert Commissioner Name]

SAMPLE PRIDE MONTH PROCLAMATION

WHEREAS, the [GOVERNING BODY] of the [MUNICIPALITY] recognizes and proclaims the month of **June 2020** as Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) “Pride Month” throughout the [MUNICIPALITY]; and

WHEREAS, [MUNICIPALITY] joins the County of Union to observe Pride Month with a Pride flag raising ceremony to honor the history of the LGBTQ liberation movement and to support the rights of all citizens to experience equality and freedom from discrimination; and

WHEREAS, the rainbow flag is widely recognized as a symbol of pride, inclusion, and support for social movements that advocate for LGBTQ people in society; and

WHEREAS, all human beings are born free and equal in dignity and rights. LGBTQ individuals have had immeasurable impact to the cultural, civic and economic successes of our country; and

WHEREAS, the [MUNICIPALITY] is committed to supporting visibility, dignity and equality for LGBTQ people in our diverse community; and

WHEREAS, while society at large increasingly supports LGBTQ equality, it is essential to acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

WHEREAS, this nation was founded on the principle that every individual has infinite dignity and worth, and the [GOVERNING BODY] calls upon the people of this municipality to embrace this principle and work to eliminate prejudice everywhere it exists; and

WHEREAS, celebrating Pride Month influences awareness and provides support and advocacy for Union County’s LGBTQ community, and is an opportunity to take action and engage in dialogue to strengthen alliances, build acceptance and advance equal rights.

NOW, THEREFORE BE IT RESOLVED that [GOVERNING BODY] hereby proclaims the month of June 2020 as Pride Month in support of the LGBTQ community.

BE IT FURTHER RESOLVED that the rainbow flag will be raised on this day, [DATE] recognizing all LGBTQ residents whose influential and lasting contributions to our neighborhoods make [MUNICIPALITY] a vibrant community in which to live, work and visit.