

## **RESOLUTION NO.**

### **RESOLUTION FINDING THAT, AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM, MEETING IN PERSON FOR MEETINGS OF THE LGBTQ COMMISSION WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES**

---

**WHEREAS**, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

**WHEREAS**, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder, and as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 that provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act provided the legislative body determines that meeting in person would present imminent risks to the health or

safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

**WHEREAS**, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

**WHEREAS**, the CDC has established a “Community Transmission” metric with 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; and,

**WHEREAS**, the County of San Mateo currently has a Community Transmission metric of “substantial” which is the second most serious of the tiers; and,

**WHEREAS**, the LGBTQ Commission has an important governmental interest in protecting the health, safety and welfare of those who participate in its meetings; and,

**WHEREAS**, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the LGBTQ Commission deems it necessary to find that meeting in person would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing;

**WHEREAS**, The Board of Supervisors strongly encourages all legislative bodies of the County of San Mateo that are subject to the Brown Act, including but not limited to, the Planning Commission, the Assessment Appeals Board, the Civil Service Commission, and all other oversight and advisory boards, committees and commissions established by the Board of Supervisors and subject to the Brown Act, to make a similar finding and avail themselves of teleconferencing until the risk of community transmission has further declined;

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that

1. The recitals set forth above are true and correct.
2. The LGBTQ Commission finds that meeting in person would present imminent risks to the health or safety of attendees.
3. Staff is directed to return no later than thirty (30) days after the adoption of this resolution with an item for the LGBTQ Commission to consider making the findings required by AB 361 in order to continue meeting under its provisions.
4. Staff is directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

\* \* \* \* \*

**To:** LGBTQ Commission  
**From:** Tanya Beat, Director  
**Subject:** Resolution to make findings allowing continued remote meetings under Brown Act

**RECOMMENDATION:**

Adopt a resolution finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees.

**BACKGROUND:**

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. The original Executive Order provided that all provisions of the Brown Act that required the physical presence of members or other personnel as a condition of participation or as a quorum for a public meeting were waived for public health reasons. If these waivers fully sunsetted on October 1, 2021, legislative bodies subject to the Brown Act would have to contend with a sudden return to full compliance with in-person meeting requirements as they existed prior to March 2020, including the requirement for full physical public access to all teleconference locations from which board members were participating.

On September 16, 2021, the Governor signed AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders addressing Brown Act compliance during shelter-in-place periods. AB 361 allows a local agency to continue to use teleconferencing under the same basic rules as provided in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the local agency.

AB 361 also requires that, if the state of emergency remains active for more than 30 days, the agency must make findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules. The findings are to the effect that the need for teleconferencing persists due to the nature of the ongoing public health emergency and the social distancing recommendations of local public health officials. Effectively, this means that local agencies must agendaize a Brown Act meeting once every thirty days to make findings regarding the circumstances of the emergency and to vote to continue relying upon the law's provision for teleconference procedures in lieu of in-person meetings.

AB 361 provides that Brown Act legislative bodies must return to in-person meetings on October 1, 2021, unless they choose to continue with fully teleconferenced meetings because a specific declaration of a state or local health emergency is appropriately made. AB 361 allows local governments to continue to conduct virtual meetings as long as there is a gubernatorially-proclaimed public emergency in combination with (1) local health official recommendations for social distancing or (2) adopted findings that meeting in person would present risks to health. AB 361 is effective immediately as urgency legislation and will sunset on January 1, 2024.

Further, the Board of Supervisors strongly encourages all legislative bodies of the County of San Mateo that are subject to the Brown Act, including but not limited to, the Planning Commission, the Assessment Appeals Board, the Civil Service Commission, and all other oversight and advisory boards, committees and commissions established by the Board of Supervisors and subject to the Brown Act, to make a similar finding and avail themselves of teleconferencing until the risk of community transmission has further declined

**DISCUSSION:**

Because local rates of transmission of COVID-19 are still in the “substantial” tier as measured by the Centers for Disease Control, we recommend that the LGBTQ Commission avail itself of the provisions of AB 361 allowing continuation of online meetings by adopting findings to the effect that conducting in-person meetings would present an imminent risk to the health and safety of attendees. A resolution to that effect, and directing staff to return each 30 days with the opportunity to renew such findings, is attached hereto.

**FISCAL IMPACT:**

None

**LGBTQ Commission Retreat**  
**November 13, 2021**  
**8:30am-1:30pm**  
**Belmont Library, Taube Room**  
**1110 Alameda de las Pulgas**  
**Belmont, CA**

**DRAFT AGENDA**

**Retreat Purpose:** Strengthen the Commission as a team and develop initial goals for the Commission for the next two years

**Objectives:**

- Assess progress on the three committee workplans and reflect on accomplishments
- Understand Commissioners' individual strengths and how they can enhance teamwork among the Commission
- Reflect on lessons learned from COVID-19 related to the Commission's work and process
- Develop initial goals and actions for the Commission for 2022-2024

**8:30 Arrive and get breakfast**

**8:45 Call to Order & Land Acknowledgement, Roll Call, Public Comment, Approval & Adoption of Agenda**

**Retreat Goals, Agenda Review, Group Agreements**

**Framing Activity/Introductions**

*Purpose: To get to know each other better and set the tone for the day*

**CliftonStrengths Activity**

*Purpose: Understand individual strengths and how they contribute to Commission functioning*

**Review Accomplishments, Remarks from Supervisor Dave Pine**

*Purpose: Develop a shared understanding of Commission accomplishments over the past year and what remains to be done*

**Break**

**COVID's Impact on the Work**

*Purpose: Identify lessons learned from COVID (positive and negative) and how to apply them moving forward*

**Goals for 2022-2024**

*Purpose: Begin to identify key Commission goals for 2022-2024*

**12:25 Break and Get Lunch**

**Meet in Small Groups, Brief Report Out on Goals**

**Summary and Next Steps**

**Meeting Evaluation and Closing Activity**

**1:30 Adjourn**

**To: LGBTQ Commission of San Mateo County**  
**From: Tanya Beat, Director**  
**Date: November 2, 2021**  
**Subject: Status of recent events/projects**

**Women's Economic Empowerment: Committed Citizens Making Changes**

- Thursday, **November 4, 11:30am – 1:00pm**
- Learn more and reserve your ticket:  
<https://www.fairlightadvisors.com/events/womens-economic-empowerment-committed-citizens-making-changes>

***Pronoun Resolution Committee***

- Met 10/27/21; Brought various examples to share
- Discussion and Action Items: Decided to create a Gender Inclusion Resolution that includes action items for policy creation and implementation resources. Will focus our time in studying policies from San Francisco, Delaware, San Diego, Los Angeles.

***Transgender Day of Remembrance***

- **Friday, November 19, 5:00-6:30pm**
- Register: <https://tinyurl.com/TDOR2021smc>
- Website with downloadable presentations, flyer, and transgender resources at:  
<https://lgbtq.smcgov.org/events/transgender-day-remembrance-2021>

***Proclamation for Transgender Day of Remembrance***

- **Tuesday, November 9, 9:00am - virtual**
- Dana sharing remarks
- <https://sanmateocounty.legistar.com/Calendar.aspx>

***Transgender Flag Raising***

- **Monday, November 15, 9:00am – in-person**
- Supervisor Pine, Sie Chambers will be sharing remarks
- County Center Courtyard, Redwood City. Parking available for Boards & Commissions in the area by the Child Care Center – they each have signage.



## What is Advocacy?

An advocacy campaign is an organized effort to mobilize people to support (or oppose) a specific cause, policy, issue, or position.

## What's the Difference between Advocacy and Lobbying?

There is a fine line between advocacy and lobbying that can be difficult to navigate.

Advocacy is usually a slow, long-term effort. It often focuses on educating people and promoting specific services more than trying to enact political or legislative change.

Lobbying, on the other hand, supports or opposes legislation, candidates, officials, or other legal and political matters.

The type of advocacy that commissioners take part in that is non-political is typically “cause” advocacy. Cause advocacy campaigns champion a specific cause or issue that an organization (and its supporters) are passionate about. This type of advocacy campaign might be spearheaded by a nonprofit, a group of people, or even individuals who are committed to raising awareness and finding a solution.

## How do I start an Advocacy Campaign?

What exactly do you want to accomplish with your advocacy campaign? The more specific you can be, the better! Your particular campaign might be part of a broader movement for change, but every advocacy campaign needs a specific, measurable goal that people can understand and rally behind.

Make your goals SMART: Specific, Measurable, Achievable, Relevant, and Time-bound. This will help you write goals that have a specific outcome in mind that people will understand. Well-written goals help mobilize people to take action! SMART goals are critical for advocacy campaigns in which you are trying to mobilize regular people, not advocacy professionals, to take action.

Specific goals keep people focused on the task. It's also easier to be encouraged and stay engaged when you can measure progress.

1. Start with **education and studying** all that you can about the issue/topic.
  - a. If there is a local organization that focuses in on this issue/topic, sign up for their newsletter, social media. Learn all you can about how they address this issue/topic.
  - b. How does this issue/topic impact this local community?
  - c. Schedule Informational meetings with experts to learn more. This increases your networking and value with relationships.
  - d. By learning more, you can transform into a more knowledgeable person who can point people in the right direction for more information.
  
2. Options for Commissioners
  - a. Volunteer for the local organization if there are opportunities to volunteer
  - b. Involve your kids or family members
  - c. Sign up for an event and participate and bring one other person with you
  - d. Social Media options:
    - i. Occasionally post about that topic to the audience you think it will most impact.
      1. Facebook is general friends and family
      2. Instagram is usually a younger audience
      3. LinkedIn is for a more professional audience
      4. Nextdoor is for local families
      5. Twitter is for a broader audience and depends on who follows you
    - ii. If you are at an Event, shoot a short video of you, speakers, or activities
  - e. Get to know your City Council members and have them get to know you as well by attending City Council meetings and learning what are on their agendas.
  - f. Public Comment at City Council Meetings, other public meetings, BOS meetings
    - i. Members of the public have two minutes for comment.

- ii. Comment needs to be on the cause and related to that city.
  - iii. Identify that you are a commissioner and this comment is specific to “issue” from a specific work plan and what the goal is.
  - iv. Email your public comment in if you are unable to attend a meeting.
- g. Write an Op-Ed for a local paper
  - i. San Mateo Daily Journal
  - ii. Half Moon Bay Review
  - iii. Bay Area Reporter – reports on the LGBTQ community
- h. Create Letters of Support for organizations who request them for grant applications or to create awareness for the Board of Supervisors.
  - i. A letter of support has to be proposed first to the CSW and voted on by the CSW (including revisions, edits requested by the CSW) before a letter is provided to the organization or BOS.
- i. Education and Awareness-Building
  - i. Create a presentation to educate a larger audience. Identify goal of presentation and what your Call to Action is. Include stories and activities to engage audience.
  - ii. Identify the audience and where they gather. Ask for the opportunity to present.

**To:** LGBTQ Commission  
**From:** Tanya Beat, Director  
**Subject:** Agreements for LGBTQ Commission Retreat on November 13 for Commissioners and Members of the Public

**Purpose:**

Agreeing to the following requirements for Commissioners behavior while meeting for the LGBTQ Commission Retreat on November 13 at the Belmont Library.

Also agreeing to requirements for members of the public who want to join the meeting in-person.

**October Commission Meeting Discussion:**

All those who have confirmed their attendance are vaccinated. Due to COVID, Commissioners have discussed and agree to:

- Sanitizer at each table
- Social Distancing and having two people per table while inside
- Wear masks indoors
- No need to wear masks outdoors
- It is optional for Commissioners to get tested before November 13 and will need to know results by November 13
- 

**Members of the Public**

Because this commission meeting is in an indoor public setting, we request that any members of the public who desire to participate in-person be vaccinated and provide proof of vaccination. Additionally, we ask all members of the public to wear masks inside.

California Department of Public Health:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Face-Coverings-QA.aspx>