



**Date:** May 22nd 2023

**Time:** 5:30 pm – 7:30 pm

**Location:** Hybrid Tacoma Municipal Building

747 Market Street  
Conference Room #243  
Tacoma, WA 98402

Zoom (Click the following link to join the meeting):

<https://us06web.zoom.us/j/91791840410?pwd=d3lyYW44Tm8wT1NrNIU4ekRsWERnQT09>

Meeting ID: 967 9184 0410

Passcode: 264285

**I. Call Meeting to Order** Meeting was called to order by Chair Donaldson at 5:33 PM

- II. Record of Attendance and Excusal of Absences**
- Chair Donaldson
- Emani Donaldson (Vice-Chair)
  - Natalie Ghayoumi
  - Maurice Lekea
  - Hieu Nguyen
  - Hugo Nicolas
  - Thierry Ruboneka
  - Maricres Valdez Castro
  - Alma Villegas
  - Alicia Sands
  - Lydia Zepeda
  - Samantha Le
  - Vacant
  - Vacant
  - Alternate (Vacant)
  - Youth Position (Vacant)

**III. Statement of Purpose–** Read by Commissioner Natalie Ghayoumi

**IV. Land Acknowledgment** Read by Commissioner Samantha Le

**Commissioners**

Emani Donaldson  
Natalie Ghayoumi  
Stacy Kowalski  
Samantha Le  
Maurice Lekea  
Hieu Nguyen

Hugo Nicolas  
Thierry Ruboneka  
Maricress Valdez-Castro  
Alma Villegas  
Leena Vo  
Lydia Zepeda

**V. Consent Agenda**  
Chair Donaldson

**a. Approval of May 22, 2023, Meeting Agenda**

Motion made by Commissioner Zepeda to approve the agenda; adding motions to the Community Safety Update the May 22 agenda.

Motion seconded by Commissioner Ruboneka

The ayes have it and the May 22 agenda was approved.

**b. Approval of the April 24, 2023, Meeting Minutes**

Commissioner Zepeda had three corrections in the CSC Report:

May 17 for the next NWICP meeting date

Facility Assessment Committee Concerns, May 23 is correct date.

Resource Cards, not blue cards, were delivered in Vietnamese.

The ayes have it and the April 2023 minutes approved as corrected.

**VI. Public Comment**

No members of the public were present

**VII. Presentation**

Maria Gamez,  
Media &  
Communications  
Office

**Language Access Update**

*Maria Gamez's presentation is included as an attachment at the end of the minutes.*

Presentation key points:

- The Language Access Plan (LAP) aims to build the capacity for language access in the City of Tacoma & ensure compliance. The LAP includes developing procedures, such as the application and availability of language services.
- The LAP will involve working with City Employees as part of a Training Cohort of "Language Access Leads" (LA's) to address the common language access challenges. Cohort trainings have already begun and will be followed by six core sessions to gather department-specific data required by the LAP.
- The implementation timeline spans from quarter three of 2020 to the end of 2024, with a post implementation assessment.

**Discussion & Questions**

Q: Is the goal of this work to work with contractors?

- A: The City previously had contracts with three different translation service providers, but currently has one. There is a push to find and work with more local vendors to provide translation services. City of Tacoma is currently working on a Request for Proposal to obtain more interpretation and translation services.

Q: What parameters are you getting for (translation/interpretation) providers?

- A: Every translator/interpreter must be certified.

Q: What budget parameters are you setting for department (in terms of what they allocate to LA)?

- A: The current recommendation from the Justice Department says that 15% of a department budget should be allocated to starting language access programs.

Q: Can CIRA get a copy of the cohort training curriculum?

**Commissioners**

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- A: Yes, when the curriculum is finalized, it can be distributed; some pieces are still being adjusted.

## **VIII. Commission Affairs**

- a. Commissioner Welcome! – Alicia Sands
  - From Tacoma originally.
  - Extensive background in program and event management
  
- b. TPD Convening Debrief - Commissioner Lydia Zepeda
  - It was the first of what we hope will be many opportunities to build relationships with TPD.
  - There was concern that the answers were not answered in full, even though TPD had the ten questions five weeks in advance of the meeting. Additional concern about how TPD interacted with some CBC members, including how Commissioner Nguyen’s complaints were handled (however, there has been some traction with his complaint).
  - Commissioners expressed and emphasized: need for stronger connections with police departments, better response times for community concerns, and detainees’ need to be able to report crimes (as it can affect ability to apply for U-Visa’s).
  - Additional concern that Chief Moore did not know that TPD has jurisdiction over the NWIPC. Commissioner Zepeda followed up with Police Chief’s staff regarding NWIPC processing center jurisdiction and received response that TPD met with Warden of GEO group but did not meet with any detainees.
    - Community Safety Committee is proposing two motions this evening regarding the rights of people who are in detention.

Staff Liaison Ware followed up with information regarding TPD’s Meeting with GEO Warden:

- At meeting, TPD explored the phone system available to detainees. Areas for communication improvement were identified and TPD expressed an interest in being more involved.
- There are now weekly meetings scheduled between TPD and NWIPC.
- Currently there are phones and emergency telephones lines that detainees can use at no cost. However, there are separate phones for calls outside the emergency system.
  - Commissioner Zepeda reiterated that people in detention cannot call 911 without paying; calls made from the detention center have to be made to a Police non-emergency line and that costs money. There are currently three phones call to lawyers and consultants. Legal groups can do a star, four-digit number to call different legal advocacy organizations. To call

## **Community Safety Committee Motions**

### **Commissioners**

Emani Donaldson  
Natalie Ghayoumi  
Stacy Kowalski  
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Motion 1: Recommend a TPD hotline for detainees to be able to contact TPD to report crimes, with a deadline in three months.

Moved by Commissioner Zepeda, seconded by Commissioner Nguyen. The ayes have it and the motion passes.

Motion 2: Recommend training of TPD officers so they know how to handle calls from NWIPC. The training should include letting GEO know they have jurisdiction; speaking to detainees in private with professional 3rd party interpreters; explaining that TPD has jurisdiction; know your rights outreach and victims' rights to detainees; and that TPD is local police that does not report to ICE or immigration. TPD will generate a plan within 3 months and have a quarterly report thereafter.

Moved by Commissioner Zepeda, seconded by Commissioner Nguyen. The ayes have it and the motion passes.

Motion 3: To have a know your rights outreach program to inform detainees of their rights and role of TPD, including signa and information in multiple languages. TPD will generate a plan within 3 months and have a quarterly report after.

Commissioner Castro makes a motion to pass Motion 3 and seconded by Commissioner Ghayoumi.

The ayes have it and the motion passes.

Next Steps for motions: Create an issue brief on the passed motions, and present to CVS.

**c. Welcoming Week Debrief - Chair Emani Donaldson and Commissioner Maurice Lekea**

- Chair Donaldson discussed the positive experience of the Welcoming Interactive. Appreciated the opportunity to learn what other cities are creating as support systems for immigrant and refugee communities.
- Two CIRA Commissioners, two OEHR Staff, and Council Member Dias attended the Welcoming Interactive in San Jose, CA.
- Chair Donaldson Reported that Welcoming America:
  - Offers consulting services, networking opportunities, and support in creating & developing policy change
  - Has a program that allows cities to become “Welcoming Certified;”
  - Welcoming Certification has a five-star certification process, which has specific criteria that cities must met to gain the certification.
  - If the City of Tacoma were to aim for Welcoming Certification, it would ensure the city is meeting specific criteria to serve immigrant and refugee communities and create accountability measures.

**Commissioners**

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- Chair Donaldson expressed excitement about the possibilities and resources that Welcoming American can bring and hopes that CIRA will support a recommendation that the City of Tacoma strive for Welcoming Certification.

Staff Liaison Ware briefed CIRA on the history of Welcoming America and the Welcoming Certification. Encouraged CIRA members to familiarize themselves with information available in the [Certified Welcoming Guide](#) (attached). Suggests CIRA support the certification; there is support and enthusiasm from the Council.

Discussion & Concerns:

- Concern that responsibility and accountability of the Welcoming Certification will fall solely on CIRA; that CIRA is being tokenized or used for self-promotion. If the City is going to pursue Welcoming Certification, then there needs to be clear language and intentions in any recommendations brought forward.
  - Staff Liaison Ware clarified that the Welcoming America certification contract would be with the COT, and not CIRA.
- Statement was made that the many of the criteria of the Welcoming Certification is in alignment with the Language Justice work, and with the motions passed regarding community safety and detainee rights.

Commissioner Castro makes motion to recommend that COT become Welcoming Certified to CVS; Commissioner Zepeda Seconded the motion.  
Two Nay votes; the ayes have it and the motion passes.

Due to non-unanimous passing of the motion, and continued concerns, Commissioner Castro made a motion to make a special meeting before June Meeting  
Commissioner Nguyen seconded the motion; the ayes have it. The motion to hold a special meeting in June to further discuss Welcoming Certification.

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Due to discussion running long, Recruitment Debrief, Committee Updates, and Staff updates were postponed.

- IX. Items to consider for Next Meeting**
- Budget Form Discussion
  - June Retreat

- X. Adjournment 7:52 PM**

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