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STATE OF CALIFORNIA  
NEW MOTOR VEHICLE BOARD

**MINUTES**

The Ad Hoc Committee on Equity, Justice and Inclusion held a meeting on August 9, 2024, at the Department of Motor Vehicles Headquarters in Sacramento in the Assembly Room.

Kathryn Doi, Chair and Public Member called the meeting to order at 1:03 p.m.

2. **ROLL CALL AND ESTABLISHMENT OF QUORUM**

Ad Hoc Committee on Equity, Justice and Inclusion Members Present:

Kathryn Ellen Doi, Chair  
Anne Smith Boland, Member  
Ashley Dena, Member

Board Members Present:

Ardy Kassakhian (Public Member)

New Motor Vehicle Board ("Board") Staff Present:

Timothy M. Corcoran, Executive Director  
Kim Vaye, Assistant Director and Equity Officer  
Robin P. Parker, Chief Counsel  
Jason Rose, Senior Staff Counsel  
Suzanne Luke, Senior Administrative Services Analyst  
Alejandro Martinez, Legal Program Analyst  
Navpreet (Penny) Bhatti, Administrative & Consumer Services Analyst

Ms. Vaye indicated that a quorum was not established so no action could be taken. This meeting was for information only.

3. **INTRODUCTION AND WELCOME OF NEW COMMITTEE MEMBER, ASHLEY DENA**

Chair Doi welcomed newly appointed Ad Hoc Committee Member Ashley Dena.

4. **INTRODUCTION AND WELCOME OF NEWLY HIRED ASSISTANT DIRECTOR AND EQUITY OFFICER, KIMBERLEE VAYE**

Chair Doi welcomed Kim Vaye, the Board's newly hired Assistant Director and Equity Officer and provided the following remarks:

- Kim has worked for the State since 2010. Prior to coming onboard with Board, she was the Program Director for the California Commission on the Status of Women and Girls, headquartered in Sacramento.
- While at the Commission, Kim had the privilege of forming relationships with cities, counties, and non-profits, and for-profit businesses statewide on her work with the First Partners Office on the California Equal Pay Pledge and other community engagement initiatives.
- Kim formed the Commission's first ever Youth Advisory Council comprised of 26 girls and gender-expansive youth from all regions of California. Together, with the youth, Kim wrote a Girls Agenda highlighting policy and legislation in Healthcare, Education, and Safety, affecting girls and gender-expansive youth in California.
- Kim is extremely passionate and dedicated to diversity, equity, inclusion, and justice, and works to create accessible spaces where everyone feels a sense of belonging.
- This is not Kim's first time under the CalSTA-umbrella as Kim worked for Caltrans District 10 from 2019-2022.
- Kim is excited to join the team as we kick off the Board's Strategic Plan and especially eager to work with the Equity, Justice and Inclusion Ad Hoc Committee to advance initiatives.

5. **DISCUSSION AND CONSIDERATION OF PROPOSED COMMITTEE ITEMS TO BE PURSUED FROM SEPTEMBER 2024-AUGUST 2025**

- a) Create a Charter that includes the purpose of the Committee, membership, responsibilities, meetings, equity goals, and deliverables.

Ms. Vaye discussed the Charter as a living document that is updated annually and as needed if amendments and addendums are necessary. The Charter would include stated goal, roles and responsibilities, the number of meetings, and Ms. Vaye's responsibilities. Chair Doi stated that this Committee has the practice of meeting before or after a full Board meeting. Ms. Vaye indicated she will draft the Charter.

- b) Formally implement an equity lens assessment rubric to utilize when reviewing Board proposed new and amended policies.

Ms. Vaye discussed an equity lens assessment rubric and noted that there is no need to reinvent the wheel as there are already rubrics available. Ms. Vaye will draft a rubric for review at the next meeting.

- c) Equity Officer will establish an Equity Glossary of Terms to create a shared understanding with staff and Board, to be updated annually to remain accurate and relevant.

Ms. Vaye indicated that the Equity Glossary of Terms can draw from existing resources. It should be updated annually so there is a shared understanding of terms.

- d) Equity Officer will explore no-cost Diversity, Equity, Inclusion, Justice, and Accessibility training and development opportunities for staff and Board members.

Ms. Vaye will explore no-cost training for Board staff and is interested in what the Committee members are interested in learning more about.

- e) Explore writing land acknowledgments for Board meetings.

Ms. Vaye discussed that land acknowledgments should be intentional and not performative. We must start with self-reflection, do our research, and determine our end goal. Consider placement on the agenda - after the Pledge of Allegiance? Ms. Vaye commented that land acknowledgments should be thoughtful, do no further harm, and be written with a plan of action. In other words, what is our call to action?

6. **SELECTION OF AD HOC COMMITTEE MEETING DATES FOR THE REMAINDER OF 2024**

The next meeting is set for November 1, 2024.

7. **PUBLIC COMMENT (Gov. Code § 11125.7)**

Member Smith Boland mentioned that Ms. Vaye's guidance and expertise will help the Board experience "real things." Member Dena noted that consumer-based training provides great informational opportunities about programs and how to get the message out. Anthony Bento, Chief Legal Officer, California New Car Dealers Association remarked on raising public awareness of the affordable vehicles and utilities, which aligns with the auto industry.

No additional public comment was presented.

8. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at approximately 1:55 p.m.

Submitted by



KIMBERLEE VAYE

Assistant Director and Equity Officer

CO-CHAIR

APPROVED:



Kathryn Ellen Doj, Chair  
Ad Hoc Committee on Equity, Justice and Inclusion  
New Motor Vehicle Board