

From: [Han, James](#)
To: [Downtown West Project](#)
Subject: FW: public meeting logistics
Date: Monday, October 5, 2020 9:03:25 AM

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For More Information Please Visit: <http://www.sanjoseca.gov/planning>

San José City Hall is closed in response to COVID-19.
I am working remotely in accord with governor's and City's direction.
I will monitor email during this time.

From: Severino, Lori <Lori.Severino@sanjoseca.gov>
Sent: Friday, October 2, 2020 1:40 PM
To: Han, James <James.Han@sanjoseca.gov>
Cc: Ruano, Jose <Jose.Ruano@sanjoseca.gov>; Tu, John <john.tu@sanjoseca.gov>; Rood, Timothy <timothy.rood@sanjoseca.gov>; Rivas, Vanessa <Vanessa.Rivas@sanjoseca.gov>
Subject: RE: public meeting logistics

Also, I forgot to add this task for the DTW meeting: we need to identify two people that can do facilitation and note-taking in the Vietnamese breakout room

James – can you see if there is anyone in PBCE that is available? They could also answer general planning-related questions that may come up.

I was also thinking of seeing if VAR could have 1-2 people help out, since they are a partner via the CatalyzeSV grant and are preparing for their own event on 10/21 (good practice for them).
Thoughts?

From: Severino, Lori
Sent: Friday, October 2, 2020 12:25 PM
To: Han, James <James.Han@sanjoseca.gov>; Reid, Tara <Tara.Reid@sanjoseca.gov>; Suhaila Sikand <suhaila@plantoplace.com>; Provedor, Jennifer <jennifer.provedor@sanjoseca.gov>; Dave Javid <dave@plantoplace.com>; Diana Benitez <diana@raimiassociates.com>
Cc: Jose Ruano (Jose.Ruano@sanjoseca.gov) <Jose.Ruano@sanjoseca.gov>; Tu, John <john.tu@sanjoseca.gov>; Rood, Timothy <timothy.rood@sanjoseca.gov>; Matthew Raimi <matt@raimiassociates.com>
Subject: public meeting logistics

Hi team,

Please review and confirm the roles in this table in preparation for the two big public meetings coming up, and let me know if I am missing any logistic detail that needs coordination.

Thanks!

	DTW Community Meeting	SAAG
Date	Monday, October 19	Monday, November 9
Time	6:30-8:30	6:00-8:00
Format	Zoom meeting with 6 breakout rooms (Jennifer to set up link)	Zoom webinar (Jennifer to set up link)
Language access	<p>Spanish and Vietnamese simultaneous interpretation of background presentation 6:30-7:00 and for staff Q&A 7:45-8:15 using subsequent interpretation in breakout room discussions (Tara to secure 1 interpreter per language)</p> <p>James to coordinate translation of slides into Spanish and Vietnamese and post in advance of meeting (Vanessa/Jose to help with Spanish; use Planning’s translation service and staff for Vietnamese?)</p>	<p>Spanish and Vietnamese simultaneous interpretation (Tara to secure 1 interpreter per language, using another company if ULG insists on 2)</p> <p>Lori to coordinate translation of slides into Spanish and Vietnamese and post in advance of meeting (Vanessa/Diana to help with Spanish; use ULG’s translation service and Planning staff for Vietnamese) – <i>this means finalizing the powerpoint by Nov 4 and making it a rush job</i></p>
Zoom host and co-hosts	Dave Javid James Han, John Tu, Jose Ruano (Spanish)	Dave Javid Lori Severino, Matt Raimi, Diana Benitez, and Suhaila Sikand
Panelists	<ul style="list-style-type: none"> • Other city staff and Google reps in attendance (James to send Jennifer list at least one day in advance) • Jennifer to send out links 	<ul style="list-style-type: none"> • Other city staff in attendance (Lori to send Jennifer list at least one day in advance) • SAAG members – primary or alternates that RSVP (Tara to send Jennifer list at least one day in advance) • Jennifer to send out links
Brown Act Agenda	N/A (info posted on diridonsj.org/fall2020 with cross links on other pages)	<ul style="list-style-type: none"> • Lori to draft (including link from Jennifer) and get approvals • Lori to send to Tara for review/formatting

		<ul style="list-style-type: none"> • Tara to send to CAO (copying Lori) for review and approval • Tara to send to clerk for posting (copying Lori and Suhaila) • Suhaila to post on diridonsj.org
Annotated Agenda	Lori to prepare draft for team's review	Lori to send info to Dave for drafting, then to rest of team
Video	James to record main room for Dave/Suhaila to post after the event to diridonsj	Livestream through CivicTV Lori to add link to youtube video on SAAG page after event

Lori Severino

Diridon Program Manager

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