



**City of
McMinnville**

Committee Review

February 10, 2026

Goals and Objectives

FY 25/26 August 28th City Council Goal #3

“Review recruitment strategies and guidelines for committees”

DEI Discussion Purpose: To provide Council with an overview of DEI advisory committee and build alignment around their purpose, structure, and role in supporting the Council goal to review recruitment strategies and committee guidelines.

Key Discussion Questions

- Is the current DEI advisory committee effectively fulfilling their intended purpose?
- How can staff better support committee effectiveness and alignment with Council goals?
- Do the DEI advisory committee need to be restructured, combined, or sunset?
- Are there emerging areas or priorities that warrant the creation of a new committee or task force?
- Are there opportunities to improve communication between DEI Advisory committee and the Council?
- Is the meeting frequency appropriate for the workload or need adjustment?

Diversity, Equity, and Inclusion Committee

Staff Liaison: Noelle Amaya, Communications and Engagement Manager

Makeup of Committee: 9 members (includes 1 youth member and 1 City Councilor)

Committee Purpose: To create a culture of acceptance and mutual respect that acknowledges differences and strives for equity...

Reimagined Options: N/A

Required By: Ordinance 5097, 2020

Staff Time Per Meeting: 6-12 hours

Meeting Schedule: 1 Monthly Meeting

Canceled Meetings:

- FY 2023-2024: 2
- FY 2024-2025: 1
- FY 2025-2026: 2

Additional Comments, Ideas, Ability to Optimize

- Much of this work in other Cities is done by paid staff:
 - Washington County has a department of Access and Opportunity.
 - City of Hillsboro has a DEI Manager.
 - Metro has a DEI Office.
 - City of Tigard has a Community Engagement / Communications committee that their Community Engagement team oversees.

It seems that if the council prioritizes this work, it should be via a paid position(s) and not rely on community volunteers.

DEI Advisory Committee Input

- January 8, 2026 DEI Advisory Committee discussion
- Committee reviewed current roles following recent Council activity
- Input intended to clarify scope, expectations, and relevance if the committee remains

Summary of DEI Advisory Committee input – not a staff recommendation

Current Roles & Areas Needing Clarity

MMC 2.35.020 roles discussed:

- Making recommendations to the Council on public engagement strategies and methods by which McMinnville residents can better participate in the decision-making process
- Advising the City on culturally responsive service delivery, programming, and communication strategies

Committee feedback:

- Authority and expectations for these roles are unclear
- Committee seeks clearer alignment with Council direction

Summary of DEI Advisory Committee input – not a staff recommendation



Committee Identified Adjustments

Plan framing:

- Rename the “DEI Plan” to Organizational Assessment or Organizational Transformation Plan
- Clarify expectations around the term “oversee”

Language clarification:

- Identify existing BIPOC leaders and explore ways to strengthen and support these relationships

Summary of DEI Advisory Committee input – not a staff recommendation



Committee Focus & Council Considerations

If the committee remains:

- Continue as an advisory body
- Emphasize public engagement and access improvements
- Focus on relationship-based community connections

Council considerations:

- Desired role of DEI Advisory Committee
- Alignment with Council priorities
- Whether code language would benefit from clarification

Summary of DEI Advisory Committee input – not a staff recommendation

Council Discussion & Direction

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