

CITY OF McMinnville  
MINUTES OF DIVERSITY, EQUITY & INCLUSION ADVISORY COMMITTEE  
Held at Kent Taylor Civic Hall and online via Zoom,  
McMinnville, Oregon

Thursday, July 14, 2022, at 4:30 p.m.

Presiding: Temporary Committee Chair Efrain Arredondo

Recording Secretary: Noelle Amaya, Communications & Engagement

Manager

Committee Members: <u>Present</u>	<u>Excused Absence</u>
Zack Geary	Karina Alcantara
Efrain Arredondo	David Cano
Larry Miller	Christine
Myrna Khoury	
Tony Lai	
Sarah Schwartz	
Abby Thomas	

Also in attendance were Noelle Amaya,  
Communications & Engagement Manager; Claudia  
Cisneros; City Recorder

- 1) CALL TO ORDER: Temporary Chair Efrain Arredondo called the meeting to order at 4:31 p.m.
- 2) APPROVAL OF MINUTES: Larry Miller MOVED to approve the June 9, 2022, minutes. Tony Lai SECONDED. Motion PASSED unanimously.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) COMMITTEE LEADERSHIP & MEMBERSHIP: Efrain introduced the committee leadership conversation. The group reviews the language.

Councilor Zack Geary asks about the language and timing of how leadership passes from one year to the next.

Efrain states that the language provided in the draft ordinance seems to account for unanticipated changes for the year. Sarah had comments about how the term lengths might affect leadership passing from one co-chair to the next, but otherwise not an area of concern.

Efrain explains the process of the resolution and ordinances going to the Council at the July 26<sup>th</sup> meeting. Once approved, the changes will take 30 days to go into effect, which won't be until the September meeting.

There is group confusion over the differences between resolutions and ordinances. Claudia Cisneros explains the differences.

Abby Thomas joins the meeting at 4:42.

Group discussion continues around the ex-officio role and whether an ordinance or resolution is appropriate for this instance. Group discusses moving the ex-officio member into a vacant role, general vacancies and term lengths, and the overall process for how new committee members are officially adopted.

Noelle clarifies that Abby may move into a vacant role by committee vote, and a resolution sent to City Council is the last step in making this official. There is some confusion about whether the committee permanently wanted to make all ex-officio members have voting rights, and if so they would need to draft another ordinance, but the committee agrees that this was not the original intent.

Larry Miller MOVED to approve the language in the draft as is, Sarah Schwartz SECONDED. Motion PASSED unanimously.

Noelle confirms that Abby cannot officially cast a vote until the resolution is approved at the City Council meeting on the 26<sup>th</sup>.

5) CITY COUNCIL UPDATE: Zack Geary provides an update on scheduling the City Council's DEI training and consensus on following through with this training after the election cycle has transpired. January is the expected time frame for the council to complete the DEI training as there will likely be new councilors and potentially a new mayor.

Efrain asks about the structure of the training overall.

Zack explains that a full or half day is what was proposed by Deon. Deon has expressed interest in beginning the training with a 30-45 minutes introductory Zoom call to break the ice before the longer, more intense, sessions.

Discussion ensues on if this training should be open to the public.

Claudia says that training may be closed to the public as long as they're properly noticed ahead of time, and in this case, it might be the preference of the trainer that it's closed to the public – since this trainer is focused on providing the training for this specific group and the cost of the training overall.

Zack Geary says that this type of training is sensitive in nature and could change the dynamics, or openness of the group if it was open to the public.

Zack provides an update on the City's budget process and the proposed City Services Charge.

Zack provides update that a new City Councilor (Jessica Payne) has been chosen after the council

interviewed six other candidates.

Conversation continues about the City Services Charge and Efrain asks whether it's a monthly or annual fee. Larry asks about how the City Services Charge will be communicated to McMinnville residents.

Zack explains that this has been an evolving issue, there are still ordinances to pass, and a moving target before we are able to nail down all of the particulars.

Noelle explains that the City has plans for communicating this to the public via the MWL bill insert as well as a mailer to all residents.

6) EQUITY LENS UPDATE: Efrain presents progress made on the Equity Lens and asks the group about if anyone has knowledge of how to look for changes in McMinnville demographics. He asks for help with finding resources for data on McMinnville.

Noelle says Heather Richards would be a good resource for demographic data for McMinnville and suggests that Efrain reach out to her.

Larry asks about how will the City intends to use the Equity Lens and discussion on how the City Council plans to define which decisions they'll seek advice from the DEIAC.

Zack explains the process of how policy decisions come about, and how he believes the City Council is aimed at looking through their past decisions and mediating those with DEI and future planning.

Tony suggests that it's the committees' job to keep its eyes and ears on the City Council so that the committee can look for those opportunities.

Efrain agrees that Zack being a part of this group is instrumental in understanding what the council is working on. Zack agrees that the more eyes and ears that we have on the upcoming projects the better.

Larry shares his frustrations with not being clear on when he (or the public) can speak or ask questions of City Council. Zack explains the process for the giving updates to council.

Discussion ensues around how the equity lens or public engagement charter will be used to inform future decision-making and if that is limited to the council or city staff.

Efrain suggests making specific language in either document that pertains to requiring the Council or Staff to engage or consider the equity lens or the DEIAC on projects. Efrain asks Noelle to explain how the Public Engagement Charter is currently being used to inform public engagement work. Noelle explains that the tool is still in draft form and hasn't moved to 'official adoption.' She explains that she has been using it as a guidance when educating managers or consultants who are creating or responsible for public engagement.

Efrain asks how to make both of these documents "official." And if they need to be sent to Council

for approval.

Discussion about policy and how city policy becomes adopted ensues.

Discussion about possibility of merging the Public Engagement Charter and Equity Lens into one document.

Efrain and Zack Geary agree that it is likely to carry more weight to have the two documents together. The group agrees.

7) OTHER BUSINESS Efrain reminds the committee about the parks tour and PROS plan being part of the main agenda next meeting.

Zack reminds the group that anyone can reach out to him to chat or for questions.

8) ADJOURNMENT Meeting adjourned by Temporary Chair Efrain Arrendando at 5:57 pm.

s/s Noelle Amaya  
Noelle Amaya, Communications & Engagement  
Manager  
Recorder