

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

Thursday, September 8, 2022, at 4:30 p.m.

Presiding: Committee Co-Chair Larry Miller

Recording Secretary: Noelle Amaya, Communications & Engagement

Manager

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

- 1) CALL TO ORDER: Committee Co-Chair Larry Miller called the meeting to order at 4:40 p.m.
- 2) APPROVAL OF MINUTES: Tony Lai MOVED to approve the August XX, 2022, minutes. Christine Bader SECONDED. Motion PASSED unanimously.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) CITY COUNCIL UPDATE: Councilor Zack Geary provides a City Council update beginning with the Three-Mile Lane Plan. The plan is in its conceptual stage. This coming Tuesday will be the first time City Council will deliberate on the subject and close the public record.

Zack encourages the DEI committee to take the Fire District survey or share the information with their friends. He encourages the group to attend the meetings or find ways to learn more if they're interested. He briefly explains the Fire consolidation concept and how fire taxation authority works. The Fire Districting is likely to appear on the May ballot.

Zack explains the City Services Charge and provides a general background and timeline for when and how the City Services Charge will appear to the public.

Christine asks if Zack could talk about the ARPA update that recently was presented to Council.

Zack explains that the federal grant program manager was the employee who provided the update to council and that she did a great job explaining how we're planning to administer the program in terms of tracking funds and the new rules associated with ARPA.

Christine iterates the role of the committee in terms of these large projects and being sure that the committee uses the equity lens to examine the impact of these projects and spending on community members.

Zack explains how Council has applied the equity when deciding on the City Services Charge. He suggests that the group think about how the committee should present updates and recommendations to City Council.

Tony asks about if we might meet the federal grants manager and if she could come and provide a short presentation to the group about ARPA and the process. Staff Liaison, Noelle Amaya will schedule.

- 5) EQUITY LENS & PUBLIC ENGAGEMENT CHARTER UPDATE: Committee Co-Chair Larry Miller asks Tony Lai to present the next topic. Tony explains our process in how we put together the draft document that was found in the packet.

Noelle walks through the draft document and the logic model behind how the two documents were merged. Christine asks the group to reflect on how we may communicate what we want the City to do with this work. She asks the if we could add something that clearly defines the role of the document. She states there is already enough background information included about the process. She'd like to see the document move from "descriptive" to "prescriptive." Christine suggests moving some of the pieces around to make the document user friendly.

Zack reads the Equity Lens that was used during his time working the MacPac. Noelle explains that we need a little more than a one pager – writing a policy document was the vision originally for the charter.

Larry comments about the definitions section and if we know if these words are embedded in the document. There shouldn't be a definition attached to a word that doesn't appear otherwise. We should rename the definitions or remove them altogether.

Zack asks the group if there is anyone else that we should be asking to comment on the content. Noelle explains the possibility of bringing this to Council after a 30 day (or longer) public comment period.

Larry asks if there is anything that would cause the document to not be approved by council. Zack explains that staff capacity is a real concern that is brought up often, and Council would be weary to add extra work for employees. Noelle explains that completing this work and overseeing engagement is part of the role of the Communications and Engagement Manager, so nothing that we're doing is out of line with work that must be done.

Zack asks Abby Thomas to comment on if Linfield has a document similar to an equity lens and how it holds up to what we've drafted. Abby explains it does not, and suggests that she should take a closer look at the language that pertains to gender, gender expression, and ablism.

Zack asks if we have internal DEI policy that the Equity lens work will be used for. Noelle says that we do not, but this will likely happen once we have a new HR Manager in the role. Zack feels like we should be duplicate internally what we're doing externally.

- 6) **PROCESS FOR REVIEWING DRAFT PROCLAMATIONS:** Noelle explains the current options for reviewing City proclamations and asks whether the committee would like to review all of them at once or one at a time.

Larry states he would like to see them reviewed as they come, and suggests that it may work best that committee members have the opportunity to step up as needed.

Christine suggests that the committee could consider a point person for official proclamation review.

Abby and Karina decide to review the proclamations together. Zack explains the purpose of a "proclamation" and the multiple ways that they're introduced at Council. He uses Lemonade Day, Pride Month, and Child Abuse awareness month as examples of proclamations that have been presented at Council and their ability to draw awareness to the topic.

Noelle explains the list of proclamations and will share the list of the current proclamations along with the ones the City isn't currently doing. Zack and Christine suggest Abby and Karina should review the list thoroughly and keep us informed.

- 7) **OTHER BUSINESS:** Larry asks about the best way to communicate with the group and asks whether texting is allowed. Zack explains the quorum rules and says that texting should be kept to a minimum.

Larry says he plans to email the sign-up list for City Council meeting attendance and asks that members sign up. Christine says that the times don't always work for her family life but suggests listening to the meeting recording. However, attending virtually doesn't address the visibility of in-person attendance.

Zack says attendance will help the group understand the 'system' and you can see how the council works in real time.

Christine presents a few slides for the Protocol for Culturally Responsive Organizations and would like to sit down and use this guide / scorecard as a system or process for evaluating each department. Christine would like to simplify the document and create a google spreadsheet to share with the group and review. From there she'd like to sit down with the department heads.

Larry recaps the PROS tour and shares that he learned a lot about parks, there was good conversation, questions and that it was informative. Christine seconds everything Larry said. Tony agrees. It was a great experience.

Zack asks the group on their level of comfortability understanding what a master plan is and what they're supposed to be working towards. He suggests that we need to backtrack and ensure that everyone knows what this work contributes to. What is the document that we're creating and what is what we're doing now contribute to that work.

Tony says more information is always better. Christine says it's easier to understand the works we're doing when we have more context. Zack also likes the idea of always being sure to provide context.

- 8) **ADJOURNMENT:** Meeting adjourned by Larry Miller at 6:03 pm.

s/s Noelle Amaya

Noelle Amaya, Communications & Engagement  
Manager

Recorder