

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

Thursday, April 13, 2023, at 4:30 p.m.

Presiding: Committee Co-Chair Larry Miller & Committee Co-Chair Abby Thomas

Recording Secretary: Noelle Amaya, Communications & Engagement

Manager

Committee Members: Present	Absence
Larry Miller	Myrna Khoury
Abby Thomas	Zack Geary
Christine Bader	
Caitlin Nemeth	
Dianne Rhee	
Katherine Martin	
Tony Lai	
Efrain Arredondo	

Others in attendance: Imram Haider, Wilsonville DEI Committee Chair

- 1) CALL TO ORDER: Committee Co-Chair Larry called the meeting to order at 4:33 p.m.
- 2) APPROVAL OF MINUTES: Christine Bader MOVED to approve the March 9th, 2023 minutes with suggested edits. Katherine Martin SECONDS. Motion PASSES unanimously.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) WILSONVILLE – DEI COMMITTEE CHAIR MEET & GREET: Larry Miller introduces Imram Haider.

Imram thanks the group for inviting him to present, he knows this job is sometimes a “thankless job” and commends the group for their work and dedication to DEI work. He presents slides from Wilsonville DEI Committee’s strategic framework. He states that the work to create a mission and vision statement took 6 to 8 months and was a laborious process but helped the group overall stay focused. All their work is measured against their mission and vision statements. The group has also prioritized cultural celebrations and holiday recognitions.

The committee wants to have a social media presence and they utilize their youth members to do that. Creating a cultural calendar was one of their big accomplishments. The group is proud of their speaker series – the first of which was from Oregon Black Pioneers. Funding for speakers was provided through a community grant given by their Parks & Recreation

Department.

Katherine Martin asks how they developed their focus group questions for the community engagement they did when deciding what to focus on. Imram states it took a few renditions and they used a facilitator to help formulate their questions and methods. Katherine asks how they reached marginalized populations. Imram states that they used traditional ways like QR Codes and social media, but also did unconventional methods like going door-to-door. Reaching people is always a difficult process.

Imram is very proud of the cultural calendar – this was a big success for this group because it serves as a foundation for helping the group decide how to focus their energy when creating cultural events. They also used their City newsletter to share diverse stories.

Christine Bader asks about the group’s accountability and if the group was established by the City Council. Imram confirms that they were/are. Twice a year they go to the City Council and present their plans for approval or to ask for funding. Imram explains how other departments utilize the DEI committee and how its nice to see so many others who legitimately want feedback from the group.

The group thanks Imram for his time.

- 5) ARPA: Committee Co-Chair Abby Thomas presents the topic and then briefs the group on the work that has been done so far. She summarizes the previous discussion and the work that came out of the past work session. A community grant program, and a consultant to assess DEI within the City of McMinnville were the main topics. Abby shares what a similar program might look like based on Linfield’s Lacroute program.

Efrain shares that it might make more sense for the committee to hold the funding and the requests come directly to the committee for review. The group discusses the staff time and logistical barriers that might come into play administering a program like this. Caitlin agrees the ‘grant’ process is intimidating and might discourage folks from seeking out those funds.

Group discussion on the possible parameters for how a community grant program might work. The group agrees that there must be some sort of application process that adheres to criteria and that the DEI committee should be the approving body for those grants. Christine feels like they have a agreement on how to evaluate potential projects, but how the mechanics of a program like this might work aren’t clear. Christine asks if there are other programs like this within the City. Noelle states that there are not to her knowledge. A group discussion on how the potential staff commitment and administration of this program will be no small feat.

Caitlin suggests that the group think about organizing community listening sessions so that they may hear from the public on what they’d like the committee to focus on. Feedback from the public might be helpful to the committee to narrow down their focus. Decisions they make as a result would be community owned. Caitlin states that she believes this will help the committee make more meaningful connections with the community in general. She references the Yamhill County Public Health community listening sessions that her organization did during the county wide community health assessment work.

Caitlin asks if there is any way that the committee can invest the ARPA money. Noelle suggests that we invite our finance director or grants administrator to a meeting to speak about how this might work, as she is unsure herself on how that would be done.

The group likes the idea of a community listening session.

Christine asks about examples of what an RFP might look like for a consultant to assess DEI – Noelle will send examples to the group from the City of Hillsboro. Next steps are to draft an RFP for a consultant.

Group discussion goes back to the administration piece of the community grant work. Mechanics are something the group needs to work on.

Christine asks about the DEI monies spent so far from the ARPA funding. Noelle explains that there was no previous budget set aside for DEI spending, and that the recruitment advertisements ran earlier in the year had to be ran through the ARPA fund.

Abby suggests that they work through a one-pager for an application process or materials that would be used for a community grant process at the next meeting. Christine states that she is happy to continue her work on the draft RFP process if someone else works on the draft of the one-page application. Christine asks if there is a possibility of inviting finance to the next meeting and if they can work as a group to find examples of this work in other cities to share. Abby will take on the one-pager. Christine will work on the draft language for an RFP.

- 6) PROCLAMATION REVIEW: Larry presents the topic and asks the group to review the proclamations together. He suggests the group do “real time edits”. Christine states that she loves the idea that Imram brought to the group about the cultural calendar and tying in how we do proclamations. Group discussion on the proclamations in general and their validity. Caitlin asks if the group can make changes to the current list of proclamations.

The group feels like there are two different tasks to think about. The first being that the group knows which proclamations are coming up and second that the group starts thinking about the cultural calendar or how to make recommendations in how which ones get read each year.

- 7) OTHER BUSINESS: Noelle sets a time for the upcoming work session meeting which will act as the Project Advisory Committee Meeting #2 for the DLCD Planning for Equity Project. The date is set for Tuesday, April 25th at 12 noon.

- 8) ADJOURNMENT at 6:04 pm.

s/s Noelle Amaya
Noelle Amaya, Communications & Engagement