

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

Thursday, February 9, 2023, at 4:30 p.m.

Presiding: Committee Co-Chair Larry Miller

Recording Secretary: Noelle Amaya, Communications & Engagement

Manager

Committee Members: Present	Absence
Larry Miller	Myrna Khoury
Abby Thomas	Karina Alcantara
Christine Bader	Tony Lai
Efrain Arrendando	
Zack Geary	

Others in attendance: Vicki Hedges, Human Resources Manager and Heather Richards, Community Development Director

- 1) CALL TO ORDER: Committee Co-Chair Larry called the meeting to order at 4:37 p.m.
- 2) APPROVAL OF MINUTES: Zack Geary MOVED to approve the January 12th, 2023 minutes with suggested edits. Christine Bader SECONDS. Motion PASSES unanimously.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) MACTOWN 2032 REVIEW: Larry prefaces this agenda topic by explaining to the group that reviewing the City’s strategic plan should help align the committee’s goals to their own work. Larry reminds the group that although funding is available through ARPA dollars for DEI work, he doesn’t want the group to focus too much on the financial aspect of it, but instead think of ways that the group can implement plans that will bring better diversity to the community. Larry does not want to lose the sight of the overall goals by focusing too much on money. Larry states that the budget is secondary to making sure that we’re doing the right thing as a committee.

HR Manager, Vicki Hedges begins her presentation on Mactown 2032. Vicki states that there are seven overarching goals embedded into Mactown 2032, and DEI is just one of those goals. For Vicki’s purposes – she chose to focus on the goals that pertain to this group exactly. Vicki reads from the packet. She states that one of the larger goals is being able to provide online

training for employees since the City doesn't not currently have a way to do that. In-person trainings are also important, but with work schedules it's important that the City provides an online component.

Vicki updates the committee on how she is currently working on the employee handbook which will be brought to the DEI committee at some point. Christine asks if updating the employee handbook is consultant led work or if it's a one person job. Vicki states that the handbook is already written, but the process for reviewing it will include various groups including the DEI committee and finding ways for all impacted groups to provide feedback.

Celebrating Diversity in McMinnville – Vicki asks Noelle to comment on if this work has been led by the City in the past. Noelle states that we often supply a presence at community events but have not financially supported creating these types of events as a main partner.

Bi-lingual incentive pay – Zack Geary explains the classification and compensation study that took place over the past few years to correctly identify “corrective pay actions” part of which was creating a bi-lingual incentive pay benefit. This is currently being implemented for bi-lingual employees.

ADA transition plan – Heather Richards states that all the City's facilities are currently being evaluated for ADA. Committee Member Efrain asks if the City has someone who is in charge of keeping track of what is functional versus not functional in our public facilities. Heather Richards states that we do not have a centralized person who inventories our facilities, but we are currently looking at ways we are going to remove barriers to access and ongoing maintenance issues. Each building currently has its own building manager. We're not looking at only the visible mobility issues, there are other ADA issues as well.

Translation – Noelle Amaya states that the adoption of the digital platform iheartmac.org satisfies the bulk of the goal related to translation of materials.

Larry asks if the goal related to ‘evaluating software for inclusion’ is also related to methods of data collection. Vicki does not believe that data collection was the intent of that specific objective.

Naming policy – Vicki is unaware of any active naming policy at the moment. Zack Geary states that Susan Muir, Parks & Recreation Director, drafted a naming policy that was put on hold quite a while ago. He knows there is some work that has been done, but not sure where it landed. Larry asks if there is any naming policy currently in place? Zack Geary suggests that the question now is *should* we have a policy that dictates how we name our facilities.

Christine asks about the inclusion audit that is mentioned in MacTown 2032, and if that goal was related to a City-wide DEI assessment. Vicki is unsure of what that specific goal related to because she was not part of the original work that identified these priorities.

Christine asks if an inclusion audit is within Vicki's purview. Vicki feels like the reference to the climate survey was supposed to be focused internally. Noelle confirms that that is her sense as well.

Efrain asks why the UFO festival was included in the section that lists celebrating diversity in McMinnville through community events. Zack states that the general idea of ‘celebrating diversity’ was to support all the different types of events that happen in the community. Heather Richards confirms Zacks thoughts.

Christine wonders about making updates or changes to MacTown 2032 – are the goals listed there “etched in stone.” Heather states that the staff who are identified in the strategic plan were just the lead person identified to drive the work, but not necessarily the person who is ultimately responsible. A list of actions are identified during goal setting each year and the City Council directs staff members each year to lead or complete this work.

Vicki – there is probably some work to do in terms of identifying what “convene partners” means since this could have many different meanings.

Demographics – the City has not provided demographics in an official way until recently. Vicki has created form to collect this information. The City will eventually be able to report out on this as time goes by. Vicki states some of the work that she’s been doing regarding recruitment and retention strategies, including job descriptions, and minimum qualifications. The EEO data was previously collected by the person who collected the employees new hire information and was recorded using a ‘best guess’ method. Advertising for open positions right now is up to each hiring manager. Vicki is working at standardizing how we recruit for our current job openings and a move towards using consistent platforms that are more appropriate for each job type.

Christine asks about items that are flagged as being funded through ARPA and the nature of limited duration funding. Vicki states that using ARPA to fund something temporarily ultimately helps us get to a place where we create funding through ‘practice.’

Zack reminds the group that we only went over the goals included in the Engagement and Inclusion which is one of seven main goals. The group could examine all seven goals for DEI work as well and to keep that in mind.

Christine asks if the committee wants to move towards a discussion about which goals they find most important and how they apply to the committee’s workplan? She would like to understand how this exercise ties into decision making.

5) REVIEW DEI WORKPLAN Larry reads from the work plan document.

Last year, the committee had heard from all the committees except for Public Works and McMinnville Water and Light. Larry would like to make sure they have an opportunity to come here and present soon. Christine says that although the group has had City departments here to present, she would distinguish between that and “collaboration.” The Parks & Recreation Director and Community Development Director have been good about trying to collaborate, but the committee hasn’t heard much from other City departments at this point.

Christine reminds the committee that they originally abandoned this work plan, so they should discuss as a group whether or not these items are either still important or not. Efrain asks if the idea is to develop new work plan. The workplan review was brought to the group so that they could carry through on work that is still important. Many of the items listed there are still

ongoing.

The question is posed if it would it be appropriate for HR to assess the diversity of our boards and commissions. Noelle does not believe that this would be in HR's purview, there really isn't one person responsible for who is appointed to the boards or commissions, this is based on who the staff liaison assigned to that committee.

Noelle reminds the committee that they are close to being out of time.

Christine suggests that between this meeting and the next meeting they should try to have a follow up conversation.

- 6) CO-CHAIR ELECTION Larry briefs the committee on the current term limits and the commitment that is involved and to keep expiration dates in mind. Larry recommends Abby Thomas to serve as his Co-Chair. Christine MOVES to nominate Abby Thomas as Committee Co-Chair. Zack Geary SECONDS. Motion PASSES unanimously.
- 7) MEMBER RECRUITMENT UPDATE Noelle gives a quick update on the current process for interviews. They will take place on Thursday the 16th and Friday the 17th. Noelle informs the committee that there are six candidates total who have applied. Zack Geary states that the plan is to use the same questions as we used last time. Noelle will send the interview questions for the committee to review before the interviews.

Larry asks if the interviews are normally held in person and where they will be held. Zack Geary confirms that it is the standard process to have them on City property which is a place that can accommodate streaming services as well.

- 8) DLCD PUBLIC FACILITY GRANT Community Development Director Heather Richards begins with informing the group on the application for a grant to help with our public facility planning and was a opportunity to bring more funds to McMinnville for public engagement and to encourage folks to participate in our planning processes. This grant seeks to look at our 10 lowest income Census block groups and layer in issues around planning and accessibility. This project also seeks to look at public facility planning including roads, wastewater, parks, and infrastructure.

The project will look at ways to connect with community members to assess if they feel like they're being served adequately. It should help us prioritize funding and how we allocate resources or attention to our underserved areas. This information will help inform the rest of our planning processes and should also help inform further Capital Improvement Projects. Through this project we would like to one; test our public engagement methods by real investment in new processes and two; elevate our planning process by put a different lens on facility planning for public amenities. We would like this group to act as the public advisory committee and have a few check-ins on this project over the next few months.

Heather shares the census map. This is a pilot program for the State – since we don't typically approach planning this way and see what we can create to gain valuable feedback for future processes.

Christine asks about the status of the public engagement charter and equity lens.

Noelle states that we are using the Public Engagement Charter & Equity lens to inform the methods and test their effectiveness against previous methods.

- 9) CITY COUNCIL UPDATE Councilor Geary gives background information and update on the new community safety task force. This task force was created in response to the public feedback the City has received in regards to safety. Zack will be the council liaison that is assigned to that. He provides a quick overview on how the first meeting went.

Fire district taxing authority will be on the May ballot. The City has forgone it's 1.5 taxing authority for the first year. There will be more to come on how this money will be used over time.

- 10) OTHER BUSINESS Christine asks if the committee can hear the feedback that Noelle has received as it comes in on the Public Engagement Charter and Equity Lens.

Women's Day proclamation is due back to Claudia next week. Christine asks if we can confirm our process for reviewing.

- 11) ADJOURNMENT at 6:04 pm.

s/s Noelle Amaya
Noelle Amaya, Communications & Engagement