

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

Thursday, November 9, 2023, at 4:00 p.m.

Presiding: Committee Co-Chair Larry Miller & Committee Co-Chair Abby Thomas  
Secretary: Noelle Amaya, Communications & Engagement  
Manager

Committee Members: Present	Absence
Abby Thomas	Dianne Rhee
Caitlin Nemeth	Karina Alcantara
Efrain Arredondo	Katherine Martin
Larry Miller	Mynra Khoufry
Zack Geary	
Tony Lai	
Christine Bader	

Others in attendance: Cesar Flores Valezquez, MHS High School student

- 1) CALL TO ORDER: Committee Co-Chair calls the meeting to order at 4:04 p.m.
- 2) APPROVAL OF MINUTES: Zack Geary MOVED to approve the September 14, 2023 minutes. Abby Thomas SECONDS. Motion PASSES unanimously.
- 3) PUBLIC COMMENT: There were no public comments. Noelle introduces Cesar as an attendee as part of the business internship program provided through McMinnville High School.
- 4) CO-CHAIR ELECTION, TERMS, RECRUITMENT Larry asks about co-chair terms. Zack reads the language from the ordinance. Christine suggests the committee should follow the exact language from the ordinance which states the January meeting should include the co-chair election. Group discussion on general term limits and application requirements.

Noelle to modify the proposed schedule with the language that specifies ‘nomination discussion’ in November versus the term ‘election.’

Group reviews the term limit schedule for each committee member. Zack states the City’s policy in that all vacancies are advertised to the public regardless of whether you’re a standing committee member or not. Zack asks Noelle to ensure that new appointments make it onto the City Council’s agenda to appoint the new members before the first DEIAC meeting in January. Zack’s assignment is reaffirmed as City Councilor liaison for another year as appointed by the Mayor.

Noelle to ensure that the new appointees make it on the City Council agenda for the first City Council meeting in January.

Larry states that if he is reappointed to the committee, he would like to retain his spot as co-chair. Abby Thomas would agree to step away from that role if there are other interested parties. Caitlin Nemeth would like to put their name in for Co-Chair.

Christine asks Noelle to add pronouns to the City's online roster. Caitlin Nemeth is interested in serving in the role as co-chair. There are no other interested parties interested in co-chair.

There will be formal co-chair voting at the January 2024 meeting.

Recruitment update – the committee will close the application period on the 20th. Noelle has posted the recruitment on social media and asks the group to help with spreading the word. Christine asks about the age limit for youth members. Zack Geary confirms from the ordinance that the age limit is 21 or under.

Caitlin, Tony, and Efrain will be the interview subcommittee. The interview questions will be sent to the whole committee for feedback. Larry will not be included in that request. The committee's comments will be incorporated into the final questions that the subcommittee will approve and use for the interviews.

- 5) REVIEW OF COMMITTEE ORDINANCE Noelle references a previous meeting with the committee's co-chairs to discuss the committee's work plan. Noelle has asked Jody Christensen to help with getting the committee's work on track due to previous confusion about the committee's role as an advisory board. Noelle asks the group to review the DEIAC's purpose as stated in the ordinance. Having the purpose stated and available should help the committee center their work.

Larry states that the meeting with Jody Christensen was super helpful in providing clarity to him in how it relates to their role as an advisory body. Noelle states that reviewing the ordinance will help us prepare for the December meeting. Noelle has asked for Jody's assistance in helping facilitate a conversation to set priorities and develop a current work plan for the committee.

Larry would like more clarity as it relates to items D and E from section 2.35.020 Responsibilities and Power section of their ordinance.

- 6) COMMITTEE OPERATIONS The committee reviews the schedule provided in the packet. Noelle states that the committee should follow a regular schedule so that the group can assign tasks at appropriate times and produce work consistent with a work plan.

Noelle states that there has not been an annual report to City Council in the past year, or a defined schedule, and there should be. Zack asks that the schedule verbiage for November to be changed to "forecast" co-chairs as it relates to committee membership. Group discussion on the previous work plan and the process for refinement. Christine asks if Decembers meeting will be focused on the work plan. Noelle confirms.

Group discusses the timing for the report to City Council. Larry states that it would be good for the committee to document their successes / completed action items from the prior workplan.

Noelle states that December's meeting will include an interactive exercise that should help prioritize the goals for the coming year. January's meeting will incorporate the work they do in December and finalize a work plan for the committee. The group discusses the timing of the annual report. The group agrees that the staggered timeline will work fine on a rolling 12 months once routine is established.

Christine asks if Vicki Hedges should be included in goal setting because of the HR related aspect of DEI work. Noelle states that Vicki views DEI and HR as unrelated due to the compliance aspect of HR versus the committee's definition of DEI. The DEI Assessment will include a roadmap for how the city should approach internal processes and training, which will involve HR along the way.

Christine asks who owns the work, or who will do the work, because the committee is just an advising body. Zack states the assessment will result in a roadmap for work which will be adopted by the council, but city staff will be responsible to actually do the work. Noelle states the outcome from the assessment calls out a finished product that includes a "plan" to advance DEI throughout the City. Group discussion on what it means to be an 'advisory body.'

Noelle states that the committee will be selecting a consultant that will do the work as stated in the RFP. The committee will be responsible to holding the consultant and their work accountable. Things will become clearer as the committee begins the assessment process.

Group discussion on changing the committee time from 4pm – 6pm to 2pm – 4pm. Tony Lai makes a MOTION to change the committee time from the second Thursday of the month from 4 to 6 pm to the second Thursday of the month from 2 to 4 pm. Christine Bader SECONDS. Motion PASSES unanimously. Noelle will update the City calendar.

- 7) RFP UPDATE Noelle states that the RFP is posted, and many consultants are showing an interest. Noelle compiled some FAQ's and sent them out to the same mailing list. Noelle expects to have several proposals to arrive before the due date. Noelle shares the FAQ's with the group.

The sub-committee will act as the reviewers/scoring committee and will make the final recommendation to the larger committee at the December meeting.

Tony Lai asks about the iheartmac website and would like to review the engagement stats for the platform if we collect that data. Noelle to provide that to the committee.

Christine asks if the scoring component is public record. Zack and Noelle confirm that they are. Christine volunteers for the sub-committee. Abby Thomas also volunteers. Committee discusses the RFP review process and timeline. Noelle to schedule with the sub-committee.

The committee will have the opportunity to review any final contract and scope of work

before beginning the assessment process. Tony expresses interest in the project team once a consultant and contract are in place.

8) ADJOURNMENT 5:48pm

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