

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

Thursday, December 12, 2023, at 2:00 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	Mynra Khoury
Larry Miller	
Zack Geary	
Tony Lai	
Christine Bader	
Katherine Martin	

Others in attendance: Viviana Garibay, MHS student; Nancy Macias, MHS; Jody Christensen, Special Projects Coordinator

- 1) CALL TO ORDER: Committee Co-Chair Larry Miller calls the meeting to order at 2:00 p.m.
- 2) APPROVAL OF MINUTES: Christine Bader MOVED to approve the November 9, 2023 minutes. Zack Geary 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 & RECRUITMENT UPDATE Committee member Caitlin Nemeth welcomes the new members to the committee. Larry asks if the committee is able to add another member. Noelle states that if a position becomes available we would need to repost the position and recruit giving all/the public the opportunity to re-apply.

The new committee members are asked to introduce themselves. Viviana Garibay states that she was born and raised in McMinnville, in an MHS student, part of ASB and is excited to be a part of the committee. Nancy Macia states she was born and raised in McMinnville, studied international studies at Portland State University, and an EDI specialist at McMinnville High School. The committee goes around the table and introduces themselves to the new members.

Topic of Co-Chair Elections – Larry states that Abby intends to stand-down from her position

as co-chair for 2024. Larry states his interest in putting his name forth for January's co-chair election.

Councilor Geary asks staff to bring the official procedure to the January meeting.

The committee thanks Abby for her service to the committee in the co-chair role.

- 5) ASSESSMENT UPDATE Noelle gives a summary of what was included in the staff report and states the decision to select Talitha Consults for the Organizational Assessment.

Christine Bader states that there was a great range of applicants from all over the country. She states that it was clear that some applicants had experience in DEI training but not all had experience working directly with marginalized populations – and that is a different skillset. Other points of interest that were Talitha's approach to including those with physical disabilities and their teams' access to languages other than English.

Councilor Geary asks if the committee can see the proposal that moved forward to – the group might want to review the strategy. He advises staff to get on a Council leadership agenda or upcoming work session and provide a brief overview of the work that is coming.

Caitlin asks if the sub-committee interviewed the finalists – and if the committee can be advised on the other top-scoring proposers. Jody Christensen advises that no other information should be shared at this time until all the applicants have been officially notified. The scoring process consisted of a sub-committee which used a scoring rubric to determine individual scores. Those scores, as well as the scoring from the interviews were averaged. Talitha was a top proposer, their scores reflected that, and ultimately resulted in their selection.

Once a contract gets signed the committee will be kept in the loop about a timeline and finalized scope of work. Noelle will inform the group of the next steps when they become available.

- 6) ADJOURNMENT at 2:29 pm

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