



**Diversity, Equity & Inclusion Advisory Committee  
Zoom Online Meeting  
Thursday, April 8, 2021  
4:30 p.m. – Regular Meeting**

*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/93562400538?pwd=ZTBFeXRKUkpEWTY0MWxkdKxrcVQ0UT09>

*Meeting ID: 935 6240 0538*

*Zoom Password: 609454*

*Or you can call in and listen via Zoom: +1 253 215 8782 (US)*

*Meeting ID: 935 6240 0538*

*Public Comments: If you wish to address the Diversity, Equity & Inclusion Advisory Committee on any item not on the agenda, you may respond as the Committee Chair calls for "Public Comment." You may also submit written comment via email at any time up to 12:00 pm the day of the meeting to [kylie.bayer@mcminnvilleoregon.gov](mailto:kylie.bayer@mcminnvilleoregon.gov), that email will be provided to Committee members and entered into the record at the meeting.*

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1. CALL TO ORDER [4:30]
2. APPROVAL OF MINUTES (Council President Drabkin) [4:30]
  - a. March 11, 2021 Meeting Minutes (Exhibit 1)
3. PUBLIC COMMENT (Council President Drabkin) [4:35]
  - a. Council President Drabkin will announce that any interested audience members are invited to provide comments. The Council President may limit comments to 3 minutes per person for a total of 30 minutes. The Council President will read comments emailed to the HR Manager and then any person participating via Zoom.
4. DISCUSSION ITEMS (Kylie Bayer, Human Resources Manager) [4:45]
  - a. Committee Ground Rules
5. COMMITTEE WORK PRIORITIZATION (Kylie Bayer, Human Resources Manager) [5:00]
  - a. Share ideas from other jurisdictions and create preliminary committee work plan
6. ROBERT'S RULES PRESENTATION (Amanda Guile-Hinman, City Attorney) [5:30]

Please submit requests for accommodations, including interpretation for people who are deaf or hard of hearing, at least 48 hours before the meeting to Kylie Bayer, HR Manager (503) 434-7405.

- a. Presentation on subcommittee structure and rules
7. APPOINTMENT OF NEW COMMITTEE MEMBER (Kylie Bayer, Human Resources Manager) [5:35]
    - a. Alisha Overstreet resigned her position and the City has requested the first alternate fill the position. If they are not available the second alternate will be extended the opportunity.
  8. ELECTION OF CHAIR & VICE CHAIR, APPOINTMENT OF TERM LENGTHS (Council President Drabkin) [5:40]
  9. ADJOURNMENT [6:00]

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CITY OF McMinnville  
MINUTES OF DIVERSITY, EQUITY & INCLUSION ADVISORY COMMITTEE  
Held online via Zoom, McMinnville, Oregon

Thursday, March 11, 2021 at 4:30 p.m.

Presiding: Remy Drabkin, City Council President

Recording Secretary: Kylie Bayer, Human Resources Manager

Councilors:	Present	Excused Absence
	Maged Abo-Hebeish	
	Efrain Arredondo	
	Christine Bader	
	Remy Drabkin, Council President	
	Tiffany Henness	
	Tony Lai	
	Larry Miller	
	Alisha Overstreet	
	Cecilia Flores	

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Public Affairs Specialist Noelle Amaya, Dora Totoian, News Register

1. CALL TO ORDER: Council President Drabkin called the meeting to order at 4:32 p.m. and welcomed all in attendance.
2. INTRODUCTIONS: Council President Drabkin and Mayor Hills introduced themselves, followed by committee members and guests.
3. WELCOME MESSAGE: City Manager Jeff Towery welcomed the committee members and shared how he would
4. REVIEW OF COMMITTEE PURPOSE & CONNECTION TO MACTOWN 2032: HR Manager Kylie Bayer gave an overview of the City's governance structure and the goals and objectives of MacTown 2032.
5. COMMITTEE LOGISTICS: Council President Drabkin started the nominations process for Chair and Vice Chair. The process was cut short to hear City Attorney Amanda Guile-Hinman's presentation.
6. PRESENTATION: City Attorney Amanda Guile-Hinman gave a presentation about Public Meetings Laws and Public Records Laws. She touched on Robert's Rules of Order and agreed to come to a future meeting to expand on Robert's Rules of Order.

7. ADVICE/INFORMATION ITEMS: This agenda item was struck from the agenda due to time constraints.
8. PUBLIC COMMENT: This agenda item was struck from the agenda due to time constraints.
9. HOMEWORK ASSIGNMENT: Committee members agreed to research DEI practices at other cities and jurisdictions and to bring two “ground rules” to the committee at the April 11 meeting.
10. ADJOURNMENT: Council President adjourned the meeting at 6:00 pm.

s/s Kylie Bayer  
Kylie Bayer, Human Resources Manager

# Diversity, Equity & Inclusion Advisory Committee

DEIAC Purpose & MACTOWN 2032

Local Government 101



Advisory Committees exist  
to **advise policymakers** on  
specific areas.



# Your Role

**Identify issues and opportunities**

**Make recommendations**

**Provide accountability**

# Your Scope

Recommend improvements to community engagement and participatory decision making

Advise on culturally responsive service delivery, programming, communications

Oversee City Diversity, Equity & Inclusion Plans

Build leadership capacity

Oversee MACTOWN 2032 goals and objectives





City Government Capacity

# Civic Leadership

Community Safety & Resiliency

Economic Prosperity

# Engagement & Inclusion

Growth & Development Character

Housing Opportunities



# CIVIC LEADERSHIP

Attract and develop future leaders

Increase awareness of civic affairs and leadership opportunities

Recognize and raise up leadership in all its forms, such that more people identify themselves as civic leaders

# ENGAGEMENT & INCLUSION

Actively protect people from discrimination and harassment

Celebrate diversity of McMinnville

Improve access by identifying and removing barriers to participation

Cultivate cultural competency and fluency throughout the community

Grow City's employees and Boards and Commissions to reflect our community.

# Local Government 101





**People**



**Mayor and City Council**



**City Manager**



**City Employees**



# Mayor and City Council

Elected by McMinnville residents

Serve 4-year terms

Legislative function: passes ordinances, appropriates funds

Appoints professional City Manager

# City Manager

A black silhouette of a person's head and shoulders is positioned behind the word "Manager" in the title "City Manager".

Appointed by City Council

Administrative function:  
supervises operations, prepares/executes budget, technical advisor



Carry out duties and tasks assigned by City Manager

Technical advisors, program experts

Responsible for specific departments:

Public Works, Engineering, Wastewater, Fire/EMS, Library, Municipal Court,  
Parks & Recreation, Planning, Building, Police, Administrative/Support Services



# Public Meetings, Public Records, and Ethics – A Primer

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DEI COMMITTEE  
MARCH 11, 2021

# Public Meetings

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ORS 192.610 – 192.695

## Relevant Definitions:

- “Governing Body” – members of public body with authority to make decisions for or recommendations to a public body
- “Public Body” – includes the City and any board, department, commission, council, committee, or other advisory group
- “Meeting” – convening of a governing body for which a quorum is required in order to make a decision or deliberate toward a decision

Quorum of DEI Committee is a majority of the members

# Public Meetings

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All meetings of the DEI Committee must be open to the public and people must be permitted to attend

Decisions of the DEI Committee must be made during a public meeting

## Legal Requirements of a Public Meeting

- Notice
- Located within the City's jurisdiction
- Accessible location
- Minutes

# Public Meetings – What Communications Outside of a Meeting Are Allowed?

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## When a quorum (majority)

- No communications to decide or deliberate toward a decision on any matter
- Serial communications can create a quorum
  - Don't "Reply All"

## When not a quorum

- Generally can discuss a matter
- Best practice is to have discussions at the public meeting only

## When in doubt

- Talk with staff
- Avoid talking with other Committee members

# Public Meetings – Types of Decisions

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## Legislative

- Sit in the role of policymaker
- Recommendations to City Council on widely-applicable policies
- Most of DEI Committee's work will be legislative

## Quasi-Judicial

- Sit in role of judge
- Evaluate facts and apply specific rules or policies
- Not applicable to DEI Committee
- Concerns about *ex parte* contact outside of meeting

## Administrative

- Internal workings of City or of Committee
- Example: voting for Chair/Vice Chair
- Generally not applicable

# Public Records

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ORS 192.001-192.607

## Purpose

- Informed public – what is the government doing?
- Historic knowledge – how did our government get us here and why?

## What is a public record?

- Prepared, owned, used, or retained by the City
- Relates to any activity, transaction, or function of the City
- Is necessary for the fiscal, legal, administrative, or historical policies, requirements, or needs of the City

# Public Records

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## What is not a public record?

- Extra copies of the same document
- Messages on voicemail
- Spoken communication that is not recorded
- Not relating to the conduct of City business

## Who is subject to the Public Records Law?

- All public bodies
- Includes committees of the City

Cities must maintain all public records in accordance with state-mandated retention schedules

- OAR 166-200-0200 – OAR 166-200-0405

# Ethics

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ORS Chapter 244 and OAR Chapter 199

All Public Officials must comply

Are You a Public Official?

- Appointed member of an advisory committee to City Council

Prohibited Use of Office

- The “But For” Test
  - Cannot use or attempt to use position to obtain financial benefit if it would not be otherwise available
  - Applies to public official, public official’s relatives, public official’s household, and any of their businesses



# Ethics – Conflicts of Interest

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## Potential and Actual Conflicts of Interest

- Potential: take official action that could financially impact:
  - The public official
  - The official's relatives
  - A business with which the official is related
- Actual: take official action that would financially impact official, relatives, or business

## If a Potential Conflict:

- Announce potential conflict prior to taking any action on the matter
- Can still participate

## If an Actual Conflict:

- Announce conflict and refrain from participating in official capacity in any discussion or in voting on the matter

# Resources - Publications

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## Oregon Attorney General's Public Records and Public Meetings Manual

- [https://www.doj.state.or.us/wp-content/uploads/2019/07/public\\_records\\_and\\_meetings\\_manual.pdf](https://www.doj.state.or.us/wp-content/uploads/2019/07/public_records_and_meetings_manual.pdf)

## Oregon Government Ethics Commission's Guide for Public Officials

- [https://www.oregon.gov/ogec/Documents/2010-10\\_PO\\_Guide\\_October\\_Final\\_Adopted.pdf](https://www.oregon.gov/ogec/Documents/2010-10_PO_Guide_October_Final_Adopted.pdf)
- 2015 Supplement:  
[https://www.oregon.gov/ogec/Pages/2010%20PO%20Guide\\_2015%20Supplement.pdf](https://www.oregon.gov/ogec/Pages/2010%20PO%20Guide_2015%20Supplement.pdf)

## League of Oregon Cities' Elected Essentials

- [https://www.orcities.org/application/files/5615/7487/0571/2018\\_EE\\_Binder\\_-\\_Final.pdf](https://www.orcities.org/application/files/5615/7487/0571/2018_EE_Binder_-_Final.pdf)

# Resources - Staff

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Amanda Guile-Hinman

City Attorney

[Amanda.Guile@mcminnvilleoregon.gov](mailto:Amanda.Guile@mcminnvilleoregon.gov)

503-434-7303

Kylie Bayer

Human Resources Manager

[Kylie.Bayer@mcminnvilleoregon.gov](mailto:Kylie.Bayer@mcminnvilleoregon.gov)

503-434-7405

## Advisory Committees — Chair and Vice Chair Responsibilities

While all members contribute to committee work, the Committee Chair and Vice Chair provide additional leadership and coordination. The Chair assumes primary responsibility for the following:

### Strategy:

- Leading the committee to develop its goals and work plan
- Holding the committee accountable to its commitments
- Leading the committee to identify Subcommittees and support Subcommittee work as needed

### Logistics:

- Working with City Council liaison and Staff to plan monthly meetings, including agenda and logistics, and organizing additional meetings as needed
- Starting and adjourning meetings, ensuring a quorum is present, and facilitating meetings to cover agenda items
- Ensuring the committee follows public meetings laws and all other relevant requirements

### Communications:

- Leading presentation of committee recommendations and annual report to City Council
- Serving as initial primary contact for the committee for City Council, Staff, and other entities as necessary

The Vice Chair plays an active supporting role, including fulfilling the Chair's responsibilities when the Chair is unable, and by mutual agreement with the Chair may lead on some of the above responsibilities.