



Diversity, Equity & Inclusion Advisory Committee
Zoom Online Meeting
Thursday, December 9, 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, that email will be provided to Committee members and entered into the record at the meeting.

1. CALL TO ORDER (Committee Chair Christine Bader) [4:30]
2. APPROVAL OF MINUTES (Committee Chair Christine Bader) [4:30]
 - a. Exhibit 1 – October 14, 2021, Meeting Minutes

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.

3. PUBLIC COMMENT (Committee Chair Christine Bader) [4:31]
 - a. The Chair will announce that any interested audience members are invited to provide comments. The Chair will read comments emailed to the HR Manager and then invite any person participating via Zoom to speak. The Chair may limit comments to 3 minutes per person for a total of 30 minutes.

4. MCMINNVILLE SCHOOL DISTRICT (Committee Chair Christine Bader) [4:35]
 - a. Introduction to McMinnville School District Superintendent, Debbie Brockett

5. DEPARTMENT HEAD INTRODUCTION (City Recorder, Claudia Cisneros) [4:40]
 - a. Discussion with Claudia Cisneros, City Recorder, about how DEI relates to the City Recorder's work

6. CITY COUNCIL ENGAGEMENT (Council President Remy Drabkin) [4:55]
 - i. Discuss ways to proactively engage with City Council

7. DEIAC WORKPLAN/SUBCOMMITTEE UPDATES (Committee Chair Christine Bader) [5:15]
 - a. Subcommittee Updates – reframe with City staff accountability
 - i. Exhibit 2 – Updated Draft Workplan

8. OTHER BUSINESS (Committee Chair Christine Bader) [5:40]
 - a. Training update (Committee Member Larry Miller)
 - b. DEIAC membership: Maged Abo-Hebeish & Cecilia Flores stepping down, recruitment of new members
 - c. Roundtable

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, October 14, 2021 at 4:30 p.m.

Presiding: Committee Chair Christine Bader

Recording Secretary: Kylie Bayer, Human Resources Manager

Committee Members: Present	Excused Absence
Maged Abo-Hebeish	Remy Drabkin
Efrain Arredondo	Tony Lai
Christine Bader	
Cecilia Flores	
Tiffany Henness	
Larry Miller	
Sarah Schwartz	

Also present were Parks & Recreation Director, Susan Muir;
Community Center Manager, Katie Noyd; Community Engagement
Specialist, Noelle Amaya;

- 1) **CALL TO ORDER:** Committee Chair Christine Bader called the meeting to order at 4:31 p.m. and welcomed all in attendance.
- 2) **APPROVAL OF MINUTES:** Sarah Schwarz **MOVED** to approve the September 9, 2021, minutes. Efrain Arredondo **SECONDED**. Motion **PASSED** unanimously.
- 3) **PUBLIC COMMENT:** There were no public comments.
- 4) **REVISIT GROUND RULES:** Efrain Arredondo suggested language about letting a committee member know if you will not attend. Larry Miller suggested to keep the community in mind and focus on marginalized groups.
- 5) **DEPARTMENT HEAD PRESENTATION:** Parks & Recreation Director Susan Muir and Community Center Manager Katie Noyd presented information about the Park & Recreation Department's services, programs, and initiatives related to DEI.
 - a) Susan discussed various program initiatives including engagement strategies, scholarships, activities guide, community-wide programs, Kids on the Block analysis with OregonASK.
 - b) Katie shared information about the activities guide translation and distribution, Summer Fun Program with Parks & Recreation and the Library, accommodation and inclusion for people with disabilities, DEI training for staff, and participant demographics.
- 6) **DEIAC WORKPLAN/SUBCOMMITTEE UPDATES:**
 - a) **DEI Education:** Larry Miller shared DEI education resources and recommended three local DEI professionals for the committee to consider: Vivi Caleffi Prichard (Chemeketa

Community College,) Marci Jenkins (City of McMinnville,) and Tai Harden-Moore (Moore Consultants).

- b) Debrief City Council Presentation: No action taken.
 - c) Workplan Execution: No action taken.
 - d) Subcommittee Updates: No action taken.
- 7) CITY COUNCIL UPDATE: This will be a standing agenda item in the future. Noelle Amaya will add committee members to the e-newsletter which includes links to upcoming City Council meetings.
- 8) OTHER BUSINESS:
- a) Fair Housing Council of Oregon training debrief: Christine reminded committee members to watch the training if they could not attend.
 - b) Retreat/workplan session: Christine asked committee members to submit topics for the upcoming work session.
 - c) Yamhill County courts discussion on racial justice: Tiffany Henness shared a brief update on the meeting and will keep the committee informed of future updates.
 - d) Defining diversity, centering racial equity: No action taken. This will be a future work session topic.
- 9) ADJOURNMENT: Meeting adjourned at 6:02 pm.

Attachment: Follow up email from Susan Muir

s/s Kylie Bayer
Kylie Bayer, Human Resources Manager
Recorder

Kylie Bayer

From: Susan Muir
Sent: Monday, October 25, 2021 4:28 PM
To: Kylie Bayer
Cc: Katie Noyd
Subject: DEIAC follow up

Hi Kylie – thanks to you and the DEIAC for hosting us and having the discussion about Parks & Recreation. I mentioned following up with a link to something we discussed at the meeting – the KOB Audit.

Below is a link to the KOB Audit as an example of how we have used demographics in the past, and how an outside agency came in and did an audit of a program. The final report is from 2018 so not real recent. Information about cultural responsiveness, inclusion and other equity issues are sprinkled throughout the audit, which looked at a lot of different components of the program (finance, calendar, communications, etc...). Keep in mind we have completely changed this program since the study, so these issues that were measured/pointed out, do not exist anymore for the City organization (and hopefully the community). The City decided, partly because of this study, to contract out after school services. I think I mentioned this at the meeting, the most useful (and difficult to hear) result of this analysis from the consultant was: “KOB is a great program, and some are left behind”.

There were a lot of positive things noted in the audit as well, I’m highlighting some of the more critical comments below. I do want to point out that KOB is/was a beloved program in McMinnville and had 3 decades of running a really good program that served many, many families in a great way. These few examples below relate to the conversation about data gathering/collecting, inclusion and an overall audit.

A few pages I would recommend looking at are pages 14, 21 & 22, 37 at this link:

https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/parks_and_recreation/page/10781/kob_final_assessment_-_oregonask.pdf

Interesting snippets:

Culturally Responsive Activities for English Language Learners (ELL) (p. 37)

The description of KOB activity planning, along with on-site observations, reveals a program reflective of majority culture. KOB does not engage its own diverse staff or seek parent or youth input to develop its activities. More could be done to reflect the specific interests and needs of English language learners and other cultures. KOB is currently serving only a few of the District's 618 elementary ELL students, however, 18% of KOB students are Latino.

Staff/Student Representation (p. 44)

KOB serves close to the same number of girls as boys (52% and 48%, respectively). However, more females are on staff than males (79% and 14%, respectively). KOB staff are generally representative of the students they serve, when it comes to the Latino population. While 35% of the school district elementary students are Latino, 18% of KOB students are Latino and 21% of KOB staff are Latino.

Community Relations (p. 46)

Among long-time residents, KOB is well-known and well-regarded. Other families are not at all familiar with the program. Families new to the community or less connected to schools and/or civic life - particularly those for whom English is not their primary language - tend to know less about KOB, what it provides, or how their child might benefit from participation. Similarly, KOB partners are steadfast. They tend to be the same businesses and organizations that have been involved year after year and in the same ways - the school district, Linfield work study program, and the paid or volunteer enrichment providers. However, there are likely other untapped community resources and partnerships that could be of benefit to KOB.

If you or any members of the DEIAC want to discuss anything, please feel free to reach out to me. Thanks again, we really appreciate everyone's time and energy to help us navigate, prioritize, and ultimately do better at serving our community.

Susan Muir
Parks and Recreation Director
503.434.7359

DRAFT as of 12/2/21 City of McMinnville Diversity, Equity & Inclusion Plan DRAFT as of 12/2/21

Subcommittee: Government-facing							
Strategy	City staff lead / accountability	DEIAC Action	Next steps	Time frame	Ordinance clause	MacTown 2032 Objectives	
G1	Collaborate with City departments to understand their services, policies, staffing, procurement, public interaction/meeting practices, and any DEI-related issues. Identify how DEI can help support their mission and goals.	Kylie Bayer-Fertterer, Human Resources	Hear introductory presentations from each department. Identify best points of policy and program development for DEI involvement.	Schedule all City departments.	All City departments heard from by April 2022.	2.35.010 A, B, C	1, 3, 5
G2	Support City departments in conducting DEI assessments.	Kylie Bayer-Fertterer, Human Resources	Review Protocol for Culturally Responsive Organizations (PCRO) and culture surveys.	Consider developing "PCRO lite"; explore best ways to collaborate with department heads.	Begin deeper dives with departments 1Q 2022.	2.35.010 A, B, C, E	1, 3, 5
G3	Support incorporation of DEI into City budgeting process.	Jennifer Cuellar, Budget Director	Collaborate with Jennifer Cuellar.	Learn best practices for DEI in municipal budgeting; meet with JC to discuss resources and current practices.	Medium term	2.35.010 A, B, C	1, 3, 5
G4	Stay abreast of City Council business to provide a DEI lens to City Council and staff as issues and opportunities arise.	City Council President Remy Drabkin	Proactive collaboration with City Council liaison.	Provide input on ARPA funds, possible new City revenue sources.	Ongoing	2.35.010 A, B, C	1, 3
G5	Assess diversity in City workforce, contractors, and on Boards and commissions.	Kylie Bayer-Fertterer, Human Resources	Learn current data collection practices and recommend new ones.	Work with City H.R. to understand data collection practices and considerations.	Medium term	2.35.010 C, D, F	4

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Subcommittee: Community Outreach							
Strategy	City staff lead / accountability	DEIAC Action	Next steps	Timeframe	Ordinance clause	MacTown 2032 Objectives	
C1	Proactive outreach to underrepresented communities	Noelle Amaya, Communication & Engagement Manager	Engaging underserved and under represented members of the community. Intent is to solicit feedback on where DEI activities should be focused. This will be achieved via community interviews, reaching out to local organizations, and leveraging city resources which help connect city government to its constituents.	Engage with city diversity leads to establish safety and trust with underserved and underrepresented communities. Research if there are open resources in place in Mac to leverage their connections. Develop questions for interviews. Conduct interviews with interested community members by going to them (e. g., bakery, restaurants, fields, place of worship, etc.)	Short term / Ongoing	2.35.010 B, E, F	4, 5
C2	Ensure accessibility and inclusivity of City's physical spaces beyond code compliance.	Heather Richards, Planning	Audit of City-owned buildings to ensure spaces are representative, inclusive and open for all members of the community. Each building will be scored on employee engagement, space signage, multi-language abilities, etc. Recommendations will then be made to improve each facility	Develop scoring system. Schedule tours of city buildings. Collaborate with Planning Department and Government facing committee	Long term	2.35.010 C	1, 3, 5
C3	Develop plans for outreach for opportunities to increase diversity in all areas of city leadership.	Kylie Bayer-Fertterer, Human Resources	Look at city's existing strategies for recruitment and outreach. Identify best practices for culturally responsive recruitment and retention to recommend.	Research what has been successful for other cities/organizations in Oregon; e.g. Hillsboro Civic Leadership Academy	Medium / Long term	2.35.010 F	1, 2, 3, 4
C4	Collaborate with Library	Jenny Berg, Library	Ensure collection is inclusive and representative of community demographics. In addition the library would ensure percentage of books on-hand are dedicated to supporting these genres	Develop lists of recommended titles for inclusion (e.g., genre for LGBTQ, Asians, LatinX, Native American etc.) and submit to library staff for consideration	Medium term	2.35.010 C, E	2, 3

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Subcommittee: DEI Resources							
Strategy	City staff lead / accountability	DEIAC Action	Next steps	Timeframe	Ordinance clause	MacTown 2032 Objectives	
R1	Identify appropriate opportunities to educate City Council and staff on DEI best practices & activities.		Reaching out to DEI officers at local colleges and universities, as well as DEI committees in other cities in Oregon to determine which resources they offer or have had success with.	Pick two or three resources to work through as a committee and then present shortlist to recommend to City Council and staff.	Medium term	2.35.010 C, E	1, 3
R2	Partner with the City and community to better understand the make up of McMinnville's diverse groups and their various needs.		Create visually engaging content that contextualizes McMinnville's demographic data.	Gathering data from departments, 2020 census, neighboring cities, etc.	Short term / Ongoing	2.35.010 C, E	2, 3, 4
R3	Promote public awareness and appreciation of McMinnville/Oregon's diverse histories and cultures.		Partner with local businesses, organizations and events to put informative materials on display.	Research and create materials highlighting history and significance of the diverse groups that are in our community.	Ongoing	2.35.010 E, 2.35.020 C	2, 3