



Diversity, Equity & Inclusion Advisory Committee
Zoom Online Meeting
Thursday, February 10, 2022
4:30 p.m. – Regular Meeting

Revised Agenda 2/10/2022

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/93562400538?pwd=ZTBFeXRKUkpEWTY0MlWxkdKxrcVQ0UT09>

Meeting ID: 935 6240 0538

Zoom Password: 609454

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

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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.

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1. CALL TO ORDER (Committee Chair Christine Bader) [4:30]
 2. APPROVAL OF MINUTES (Committee Chair Christine Bader) [4:30]
 - a. Exhibit 1 – January 13, 2022, Meeting Minutes
 3. PUBLIC COMMENT (Committee Chair Christine Bader) [4:35]
 - 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

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.

to speak. The Chair may limit comments to 3 minutes per person for a total of 30 minutes.

4. DEPARTMENT HEAD INTRODUCTION (Kylie Bayer, Human Resources Manager) [4:40]
 - a. Discussion with Kylie Bayer about how DEI relates to the department's work.
5. NEW COMMITTEE MEMBERS (Committee Chair Christine Bader) [5:00]
 - a. Discussion and recommendation of new committee members.
 - b. Onboarding
 - i. Exhibit 2 – Onboarding Document
6. CITY COUNCIL ENGAGEMENT (Councilor Zack Geary) [5:15]
 - a. Recent and upcoming agenda items
 - b. Report back from DEIAC members who attended recent Council meetings
7. SUBCOMMITTEE UPDATES (Committee Chair, Christine Bader) [5:30]
 - a. Community Outreach (Committee Members Tiffany Hennes and Tony Lai)
 - b. DEI Resources (Committee Members Larry Miller and Sarah Schwartz)
 - i. Exhibit 3 – Memo from Larry and Sarah
 - c. Government-Facing (Committee Members Efrain Arredondo and Christine Bader)
8. OTHER BUSINESS (Committee Chair Christine Bader) [5:50]
 - a. Draft Public Engagement Charter
 - b. 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, January 13, 2022 at 4:30 p.m.

Presiding: Committee Chair Christine Bader

Recording Secretary: Kylie Bayer, Human Resources Manager

Committee Members: <u>Present</u>	<u>Excused Absence</u>
Efrain Arredondo	Sarah Schwartz
Christine Bader	
Zack Geary	
Tiffany Henness	
Tony Lai	
Larry Miller	

Also present was Information Services Director, Scott Burke.

- 1) **CALL TO ORDER:** Committee Chair Christine Bader called the meeting to order at 4:33 p.m. and welcomed all in attendance.
- 2) **APPROVAL OF MINUTES:** Efrain Arredondo **MOVED** to approve the December 9, 2021, minutes. Larry Miller **SECONDED**. Motion **PASSED** unanimously.
- 3) **PUBLIC COMMENT:** There were no public comments.
- 4) **DEPARTMENT HEAD INTRODUCTION:** Information Services Director Scott Burke described how DEI relates to the department's work. He spoke about the department's goal to ensure technology is accessible for employees and the public and seeks support in tracking DEI-related data. Scott also welcomes DEI training for his department.
- 5) **RECRUITMENT OF NEW COMMITTEE MEMBERS:** Christine, Tony, Larry, and Tiffany will review applications. Christine, Larry, Tiffany, and Efrain are available to interview applicants. Committee plans to develop onboarding program for new members.
- 6) **CITY COUNCIL ENGAGEMENT:** Councilor Geary introduced himself to the committee and shared about his background and connection to McMinnville. Committee will send a DEIAC representative to City Council meetings. Kylie will share upcoming agenda items with DEIAC, likely once a month.
- 7) **TRAINING UPDATE:** Larry provided information about outreach to trainers.
- 8) **OTHER BUSINESS:**
 - a) **EEO-4 Report:** Kylie shared the City's most recent EEO-4 report.
 - b) **Roundtable:**

- i) Christine informed the committee that chair/vice chair roles are coming up on their one-year anniversary. Committee members should consider if they want to step into one of those leadership roles this year.

9) ADJOURNMENT: Meeting adjourned at 6:02 pm.

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

DRAFT

DEIAC Onboarding As of 1/31/22

All agendas, packets, and minutes are available [here](#). The first four meeting videos are on that page too; the rest are available from Kylie on request.

Committee basics:

- Watch our first meeting (3/11/21). Includes committee origin and basics. It also includes a presentation by City Attorney Amanda Guile-Hinman on public meetings and records laws—but we'll have an annual session on this with Amanda, so no need to watch this section on your own.
- We also had a helpful discussion in our 1/13/22 meeting on how City Council works, e.g. regular meetings, work sessions, agenda topic generation; see Councilor Zack Geary's update (agenda [here](#); item #6).
- Our "ground rules" are [here](#).

Schedule of past and upcoming department presentations is [here](#). Questions that department heads are asked to consider in advance are [here](#).

Current draft of the DEI work plan is [here](#).

All of these documents are in a Google Drive [folder](#); Kylie will grant edit access. (All of these documents are viewable by the public; committee members have edit access.) Note the "[Resources and Research](#)" sub-folder with helpful information too.

To: DEIAC
From: Larry Miller & Sarah Schwartz
Subj: Update on Training
Date: 2/2/22

As part of the MAC-TOWN 2032 engagement and inclusion priorities of creating a culture of acceptance and mutual respect that acknowledges differences and strives for equity, a subset of the McMinnville Diversity, Equity, and Inclusion Advisory Committee (DEIAC), led by the two of us as the DEI Resources Sub-Committee, held one-hour introductory sessions with three DEI experts: Vivi Caleffi Prichard, Marci Jenkins, and Dion C. Jordan.

We recommend moving forward with Dion C. Jordan for the next step of holding education sessions with the DEIAC. Information about Mr. Jordan and his work can be found at <https://www.sawubona.us.com/>.

Pending approval from DEIAC at our 2/10/22 meeting, we will proceed to work with Mr. Jordan to develop a session or sessions for DEIAC members, hopefully to begin soon after our new members begin their terms in March. We will propose a budget when we have a specific plan to present for DEIAC's approval.

After those sessions, we will discuss as a whole committee next steps: namely, determining appropriate next steps for training for City Councilors.