



Diversity, Equity & Inclusion Advisory Committee
Zoom Online Meeting
Thursday, July 14, 2022
4:30 p.m. – Regular Meeting
REVISED 07/13 /2022

Location: Civic Hall (200 NE 2nd St, McMinnville OR 97128)

You may also join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/81714594776?pwd=QmRhVlhDdGpkV043Q1FtQ053NmVIUT09>

Meeting ID: 817 1459 4776

Zoom Password: 719618

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

Meeting ID: 817 1459 4776

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 noelle.amaya@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 (Temporary Committee Chair Efrain Arredondo) [4:30]
 - a. APPROVAL OF MINUTES (Temporary Chair Efrain Arredondo) [4:31]
Exhibit 1 – June 9, 2022, Meeting Minutes
 2. PUBLIC COMMENT (Temporary Chair Efrain Arredondo) [4:32]

Please submit requests for accommodations, including interpretation for people who are deaf or hard of hearing, at least 48 hours before the meeting to Noelle Amaya, Communications & Engagement Manager (503) 883-3727.

- a. The Chair will announce that any interested audience members are invited to provide comments. The Chair will read comments emailed to the staff liaison 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.
3. COMMITTEE LEADERSHIP & MEMBERSHIP (Temporary Chair Efrain Arredondo) [4:35]
 - a. Status of the ordinance
 - b. Review draft language provided by City Attorney
 - i. Exhibit 1 – DRAFT Ordinance No. 5117, An Ordinance Amending Section 2.35.040 of the McMinnville Municipal Code Specific to Officers: Chairperson/Vice-Chairperson
 4. CITY COUNCIL UPDATE (Councilor Zack Geary) [4:50]
 - a. Recent and upcoming agenda items
 - b. DEI training update
 5. EQUITY LENS UPDATE (Committee Member Efrain Arredondo) [5:00]
 - a. Exhibit 1 – DRAFT McMinnville Equity Lens (Added on 07.13.2022)
 6. OTHER BUSINESS (Committee Member Efrain Arredondo) [5:50]
 7. ADJOURNMENT [6:00]

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

Thursday, June 9, 2022, at 4:30 p.m.

Presiding: Committee Chair Christine Bader

Recording Secretary: Noelle Amaya, Communications & Engagement

Manager

Committee Members: Present

Excused Absence

Karina Alcantara
Zack Geary
Efrain Arredondo
Christine Bader
David Cano
Myrna Khoury
Tony Lai
Sarah Schwartz
Abby Thomas

Larry Miller

Also in attendance were Noelle Amaya,
Communications & Engagement Manager; Susan
Muir, Parks & Recreation Director; Jennifer Cuellar,
Finance Director; Jason Carbajal, Municipal Court
Manager

- 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: Zack Geary MOVED to approve the April 14, 2022, minutes. David Cano SECONDED. Motion PASSED unanimously.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) DEPARTMENT HEAD INTRODUCTION: Jennifer and Jason presented information on the City's finance and municipal court strategy.

Councilor Zack Geary asks about ways that we can measure or support veterans, women, and BIPOC business owners.

Jennifer discusses the challenges and opportunities associated with supporting and encouraging diverse business ownership in McMinnville.

Christine offers additional support to Finance in helping problem-solve or addressing budgeting process and DEI.

Jennifer reminds the committee that City Council vacancies, and a pool of diverse applicants, are paramount to diverse governance.

Jason Carbajal presents information on McMinnville's Municipal Court program.

Jennifer explains the data collection capability of the Municipal Court and that equity or lack thereof can be seen in this data.

Karina Alcantara joins the meeting.

5) **COMMITTEE LEADERSHIP:** Christine presents the draft language for DEI leadership change and discussion.

Zack and Efrain share support to change the leadership structure.

Christine calls for a vote to approved amended language. Tony Lai **MOVES** to approve amended language, Sarah Schwartz **SECONDS**. **MOTION PASSES** unanimously to put the amended language as discussed for review by City Council.

Christine states she will not be present at July meeting and is unsure how to elect a temporary chair for the July meeting.

Kylie reads the current rules for temporary leadership for the July meeting.

Christine **MOVES** to nominate Efrain as the temporary chair for the July meeting. Zack **SECONDS**. Motion **PASSES** unanimously.

Christine proposes a **MOTION** to move Abby Thomas from an ex-officio member to full voting member. Tony Lai **SECONDS**. Motion **PASSES** unanimously.

6) **CITY COUNCIL UPDATE:** Councilor Geary provides an update on City Council and city council vacancy, process, and what has been done to encourage diversity and recruitment.

7) **PUBLIC RECORDS/CORRESPONDENCE** Kylie gives an update on public records correspondence rules regarding public meetings, noticing, and emails.

8) **EQUITY LENS UPDATE:** Efrain gives a brief update and progress being made on the Equity Lens.

Christine suggests sending the Equity Lens draft to local stakeholders and asks about a process for reviewing and adopting the language.

Tony suggested that the public engagement charter should be included or advocated for as part of the equity lens and that the work that has been done should not be discarded or forgotten.

9) OTHER BUSINESS

- a) DEI Training: Sarah, Larry, and Christine are to discuss DEI training format and scope for the City Council.
- b) Parks, Recreation, and Open Space Plan (PROS) Update: Susan provides an update on the PROS plan. Susan states that she will work with the staff liaison to calendar and create space in future agendas for this work. The content will likely take the majority of the August agenda.
- c) Christine updates the group on upcoming scheduling needs, upcoming agenda items, and logistics for the next few committee meetings.
- d) Christine and committee thank Kylie for her service to the committee.

10) ADJOURNMENT Meeting adjourned by Chair Christine Bader at 6:01

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

ORDINANCE NO. _____

An Ordinance Amending Section 2.35.040 of the McMinnville Municipal Code Specific to Officers: of the Diversity, Equity and Inclusion Committee.

RECITALS:

Whereas, the City of McMinnville adopted the Mac-Town2032 Strategic Plan (“Strategic Plan”) on campaign finance legislation for candidate elections on January 8, 2019 via Resolution No. 2019-06; and

Whereas, one of the Goals of the Strategic Plan is to “create a culture of acceptance and mutual respect that acknowledges differences and strives for equity;” and

Whereas, one of the action items listed in the Strategic Plan to achieve the above-recited Goal is to create a diversity, equity, and inclusion advisory committee; and

Whereas, the City of McMinnville wishes to create a standing diversity, equity, and inclusion committee that will advise the Common Council for the City of McMinnville on policy decisions through a diversity, equity, and inclusion lens, among other purposes and duties; and

Whereas, on October 13, 2020, the Common Council adopted Ordinance No. 5097, which established the Diversity, Equity, and Inclusion Committee (“Committee”) and created Chapter 2.35 of the McMinnville Municipal Code; and

Whereas, on May 25, 2021, the Common Council adopted Ordinance No. 5103, which amended Section 2.35.030 of the McMinnville Municipal Code to allow the youth member to be a voting member of the Committee and increased the number of voting members from seven (7) members to nine (9) members; and

Whereas, to model shared leadership and promote opportunities for committee members to build their leadership skills, the has Committee recommended that the chairperson/vice-chairperson officer structure of the Committee be amended to two (2) co-chairpersons; and

Whereas, these revisions to the structure of the Committee are reflected in Exhibits A and B attached hereto and incorporated by reference herein, which amends Section 2.35.040 of the McMinnville Municipal Code.

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:

1. The Common Council for City of McMinnville adopts the above-stated recitals and findings as if fully set forth herein.
2. Section 2.35.040 of the McMinnville Municipal Code is hereby amended to read as set forth on Exhibit A attached hereto and incorporated herein. Exhibit B attached hereto is a clean version of the updates to Section 2.35.040.
3. The City Recorder shall conform these amendments to the City's Municipal Code format and correct any scrivener's errors.
4. This Ordinance shall be in full force and effect thirty (30) days from the date of final passage and approval.

Adopted by the Council on this ____ day of _____, 2022, by the following votes:

Ayes:

Nays:

Abstentions:

Mayor

Approved as to form:

Attest:

City Attorney

City Recorder

Exhibit A to Ordinance No. XXXX

“2.35.040 Officers.

A. ~~Co-chairperson / Vice-Chairpersons~~. At its first meeting of each year, the Diversity, Equity, and Inclusion Committee shall elect from its membership ~~a chairperson and vice-chairperson~~ two (2) Co-Chairpersons. The ~~chairperson or vice-chairperson, acting as chairperson,~~ Co-Chairpersons shall have the right to make or correct motions and vote on all matters before the committee. A majority of the committee may replace ~~its chairperson or vice-chairperson~~ one or both Co-Chairpersons with another member(s) at any time during the calendar year. The Co-Chairpersons shall preside at alternating meetings of the Committee. In the absence of one Co-Chairperson the other Co-Chairperson shall preside at such meeting of the Committee. In the absence of both Co-Chairpersons the Committee shall appoint a temporary Co-Chairperson to preside at that meeting of the Committee.

B. *Annual Report to City Council.* The Co-Chairpersons of the Diversity, Equity, and Inclusion Committee shall make an annual report to the Council outlining accomplishments for the past year and work plan for the following year, or more often as ~~the~~ Co-Chairpersons deems appropriate, or at the request of the Council.”

DRAFT

Exhibit B to Ordinance No. XXXX

A. Co-Chairpersons. At its first meeting of each year, the Diversity, Equity, and Inclusion Committee shall elect from its membership two (2) Co-Chairpersons. The Co-Chairpersons shall have the right to make or correct motions and vote on all matters before the committee. A majority of the committee may replace one or both Co-Chairpersons with another member(s) at any time during the calendar year. The Co-Chairpersons shall preside at alternating meetings of the Committee. In the absence of one Co-Chairperson the other Co-Chairperson shall preside at such meeting of the Committee. In the absence of both Co-Chairpersons the Committee shall appoint a temporary Co-Chairperson to preside at that meeting of the Committee.

B. Annual Report to City Council. The Co-Chairpersons of the Diversity, Equity, and Inclusion Committee shall make an annual report to the Council outlining accomplishments for the past year and work plan for the following year, or more often as the Co-Chairpersons deem appropriate, or at the request of the Council.”

~~“2.35.040 — Officers.~~

~~A. Chairperson / Vice-Chairperson. At its first meeting of each year, the Diversity, Equity, and Inclusion Committee shall elect from its membership two (2) co-chairpersons. The co-chairpersons shall have the right to make or correct motions and vote on all matters before the committee. A majority of the committee may replace one or both co-chairpersons with another member(s) at any time during the calendar year.~~

~~B. Annual Report to City Council. The Chairperson of the Diversity, Equity, and Inclusion Committee shall make an annual report to the Council outlining accomplishments for the past year and work plan for the following year, or more often as the Chairperson deems appropriate, or at the request of the Council.”~~

McMinnville Equity Lens

Draft 8/13/22

The McMinnville Equity Lens is the product of McMinnville's Diversity, Equity, and Inclusion Committee established by the McMinnville City Council in Ordinance No 5097.

McMinnville's Diversity, Equity, and Inclusion Committee

Recitals

In 2020 The McMinnville City Council adopted Ordinance No 5097 Establishing a Diversity, Equity, and Inclusion Committee with the following recitals:

- Whereas, the City of McMinnville adopted the Mac-Town2032 Strategic Plan ("Strategic Plan") on January 8, 2019 via Resolution No. 2019-06; and
- Whereas, one of the Goals of the Strategic Plan is to "create a culture of acceptance and mutual respect that acknowledges differences and strives for equity;" and
- Whereas, one of the action items listed in the Strategic Plan to achieve the above recited Goal is to create a diversity, equity, and inclusion advisory committee; and
- Whereas, the City of McMinnville wishes to create a standing diversity, equity, and inclusion committee that will advise the Common Council for the City of McMinnville on policy decisions through a diversity, equity, and inclusion lens, among other purposes and duties.

Purpose

To create a culture of acceptance and mutual respect that acknowledges differences and strives for equity by:

- A. Advising the Council on policy decisions related to diversity, equity, and inclusion;
- B. Making recommendations to the Council on public engagement strategies and methods by which McMinnville residents can better participate in the decision-making process;
- C. Advising the City on culturally responsive service delivery, programming, and communication strategies;
- D. Updating and overseeing progress on the City's Diversity, Equity and Inclusion Plan;
- E. Overseeing progress on applicable goals and objectives in the 2019 Mac-Town 2032 Strategic Plan; and
- F. Identifying local leaders and building leadership capacity in McMinnville's communities of color.

Our Responsibilities

- A. Serve as an advisory body to the Council for matters concerning City diversity, equity, and inclusion policies and general City policies through a diversity, equity, and inclusion lens.
- B. Evaluate City policies and make recommendations to the Council regarding public engagement strategies to ensure all interested persons have an avenue to participate in the Council's decision-making process.

- C. Supervise the implementation of the Goals and Objectives in the 2019 Mac-Town 2032 Strategic Plan related to diversity, equity, and inclusion and advise the Council on implementation of other Goals and Objectives in the 2019 Mac-Town 2032 Strategic Plan through a diversity, equity, and inclusion lens.
Perform such other duties relating to issues of racism, sexism, or ableism as the McMinnville city council or city manager may request.
 - D. Have the authority to coordinate its activities with other city, county, state or federal agencies.
 - E. All members who are present at Board meetings, including the Chair and Vice Chair, are allotted one vote each on all motions.
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Who we serve (US Census Data 2021)

The city of McMinnville is a vibrant and growing community. It has an estimated population of 34,666*. 51.1% of the people identify as females. People 65 or older make up 19.1% of the city while people 18 and younger are at 21.9%. The racial makeup of McMinnville are 82.7% White, 22.4% Hispanic or Latino, 1.5% Asians, 1% Black or African American, 0.9% American Indian and Alaska Native, and 0.5% Native Hawaiian or Other Pacific Islander. 5.2% have Two or More races.

Some notable population characteristics: McMinnville has over 2,300 veterans. 11.3% of McMinnville residents are born in a different country. Majority of the people have a high school degree or higher (87.5%). Approximately one-quarter of residents have a bachelor's degree or higher (25.8%). 10.9% of residents are people with disabilities. The median income is \$53,628. 17.3% of residents have a poverty level income.

Case for Equity

A shared destiny. Equity requires the intentional examination of systemic policies and practices that, even if they have the appearance of fairness, may in effect serve to marginalize some and perpetuate disparities. Data are clear that McMinnvilles and the state of Oregon's demographics have been changing to provide rich diversity in race, ethnicity, and language. Working toward equity requires an understanding of historical contexts and the active investment in changing social structures and practice over time to ensure that people from all communities have the opportunities and support to realize their full potential.

Purpose

The purpose of the Equity Lens is to clearly articulate the shared goals we have for our city, the intentional policies, investments and systemic change we will make to reach our goals of an equitable system, and to create clear accountability structures to ensure that we are actively making progress and correcting where there is not progress.

The Equity Lens confirms the importance of recognizing institutional and systemic barriers and

discriminatory practices that have limited access and success for many residents. The Equity Lens emphasizes historically underserved communities, such as Black, Indigenous, and people of color (BIPOC). We also strive to better serve the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) community. We as a community will continue to strive to better the lives of citizens of McMinnville who share the bond of many disabilities both physical and psychological. In addition we will strive to better serve and understand those in our community living in poverty.

The result of creating a culture of equity will focus on the outcomes of increased civic engagement, civic awareness, improved resource allocation, greater communication, data collection & analysis, and more equitable hiring practices. The overarching result will be a community in which everyone knows that they are welcome and they have an inherent purpose to better themselves and the lives of others in order to better our community as a whole.

Objectives

By utilizing an equity lens, the city of McMinnville aims to provide a common vocabulary and protocol for resource allocation, partnership, engagement, and strategic initiatives to better serve the citizens in our community.

The following questions will be considered for resource allocation and evaluating strategic investments:

1. Who are the racial/ethnic and underserved groups affected? What is the potential impact of the resource allocation and strategic investment to these groups?
2. Does the decision being made ignore or worsen existing disparities or produce other unintended consequences? What is the impact on eliminating the opportunity gap?
3. How does the investment or resource allocation advance opportunities for historically underserved communities?
4. What are the barriers to more equitable outcomes? (e.g. mandated, political, emotional, financial, programmatic or managerial)
5. Have you intentionally involved the stakeholders utilizing the steps outlined in McMinnville Public Engagement Charter?
6. How will you modify or enhance your strategies to ensure each citizen and communities' individual and cultural needs are met?
7. Are you collecting data on race, ethnicity, and native language?

Creating a culture of equity requires monitoring, encouragement, resources, data, and opportunity. The city of McMinnville will apply the Equity Lens to all internal and external policy decisions.

Definitions

Equity: Equity is the notion that each and every citizen will receive the necessary resources they need individually to thrive in the city of McMinnville no matter what their national origin, race, gender, sexual orientation, differently abled, first language, or other distinguishing characteristic.

Underserved Community Members: Those whom systems have placed at risk because the systems have operationalized deficit-based thinking. Deficit thinking is the practice of having lower expectations for certain groups of people based on demographics or characteristics that they share. In doing so, an “at-risk” narrative is formed, in which navigating poverty, culturally and linguistically diverse, and/or historically underserved groups, and their families are pathologized and marginalized. This includes those who are treated differently because of their gender, race, sexual orientation, dis/ability, and geographic location. Many citizens are not served well because of the conscious and unconscious bias, stereotyping, and racism that is embedded within our current inequitable system.

Race: Race is a social —not biological—construct. We understand the term “race” to mean a racial or ethnic group that is generally recognized in society and often by the government. When referring to those groups, we often use the terminology “people of color” or “communities of color” (or a name of the specific racial and/or ethnic group) and “white.” We also understand that racial and ethnic categories differ internationally, and that many local communities are international communities. In some societies, ethnic, religious and caste groups are oppressed and racialized. These dynamics can occur even when the oppressed group is numerically in the majority.

White Privilege: A term used to identify the privileges, opportunities, and gratuities offered by society to those who are white body people..

Embedded Racial Inequality: Embedded racial inequalities are also easily produced and reproduced—usually without the intention of doing so and without even a reference to race. These can be policies and practices that intentionally and unintentionally enable white privilege to be reinforced.

Disproportionality: Over-representation of citizens of color in areas that impact their access to resources. This term is a statistical concept that actualizes the disparities across communities.

Opportunity Gap: Refers to the ways in which race, ethnicity, socioeconomic status, English proficiency, community wealth, familial situations, or other factors contribute to or perpetuate lower aspirations, achievement, and attainment for certain groups of people.

Culturally Responsive: Recognize the diverse cultural characteristics of citizens as assets. Culturally responsive governing empowers citizens intellectually, socially, emotionally and politically by using cultural referents to impart knowledge, skills and attitudes.

¹ U.S. Census Bureau, 2021 American Community Survey 5-Year Estimate.

² Oregon Equity Lens- 2021 Higher Education Coordinating Commission