

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

Thursday, January 12, 2023, at 4:30 p.m.

Presiding: Committee Co-Chair Larry Miller

Recording Secretary: Noelle Amaya, Communications & Engagement

Manager

Committee Members: Present

Larry Miller
Tony Lai
Christine Bader
Karina Alcantara
Myrna Khoury
Sarah Schwartz
Efrain Arrendando
Zack Geary

Absence

Abby Thomas

Others in attendance: Susan Muir, Parks & Recreation Director and Jenny Berg, Library Director

- 1) CALL TO ORDER: Committee Co-Chair Larry called the meeting to order at 4:33 p.m.
- 2) APPROVAL OF MINUTES: Christine Bader MOVED to approve the November 10th, 2022 minutes. Larry SECONDS. Motion PASSES unanimously.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) MEMBER UPDATE Committee Co-Chair Larry Miller states that the committee will continue to recruit for the vacancies throughout the month of January to attempt to drum up more interest. Larry asks if members recall how they originally had learned about the committee. Efrain states that a story in the newspaper which described the formation of the committee was what sparked his interest.

Larry asks if the recruitment in the newspaper. Noelle confirms that the recruitment ad is currently being ran in the NR and will run four ads for the remainder of January. The ad is being run in English and Spanish. Larry asks the committee members to mention the recruitment to their friends. The invitation was also sent to Unidos. Noelle states that the committee currently has four applications as of today and that the folks who had applied before the deadline was originally extended have been notified of the extension.

Christine has asked about the ex-officio member and whether they have to re-apply or what the process is for moving them into a voting members position. Noelle will ask Claudia to find out the process for

this. Myrna states that she has a recommendation for a candidate for this role and she will reach out. Larry asks for additional questions. There are none.

- 5) OTHER BUSINESS Committee Co-Chair Larry reminds the committee about Lunar New Year and is excited for the event which is on the 21st from 11-3pm. He hopes to see members there if they can make it. Larry's asks for questions. There are none.

Larry reminds the group about the Chemeketa Cultural Competency training that is currently open for admissions. The program is 6 weeks and will be held on Wednesday's from 7-9 pm for a very low cost. Larry will be sure to send the email with the information to the committee if anyone is interested in attending. Committee member Efrain asks if those who go through the course will get a certificate. Larry confirms that it is a recognized certificate for 'cultural competency.'

Christine explains that the OSU Search Advocate program is a process of hiring that is supposed to be aligned with unbiased, fair and equitable hiring practices. Folks are allowed to sign up for this training or to learn about it and they don't have to be a student to benefit from the program. If folks are interested in learning more about the program, she encourages them to look into it.

Councilor Geary provides a City Council update. The main foci for the month is a council retreat and goal setting. The key component related to the DEIAC is the involvement of Dion Jordan which will provide DEI training to the whole council and executive team.

Zack also reminds members that this is the first month that the City Services Charge will appear on customer bills. You can view the City website for information on that charge.

There will also be conversations coming up about the fire districting consolidation. Next week on Wednesday there is a work session related to the polling results from the last poll. Results will be discussed in detail during the work session on Wednesday the 18th.

Larry asks about the 'council retreat' and if this happens every year. Zack explains that the retreat lives in the sphere of using the time for goal setting etc. Larry asks about the format of the meeting. Zack states that the format is usually a series of facilitated conversations. Zack states that ideally the assessments that come out of that work, are used to provides direction to City staff.

Library Director Jenny Berg points out that there is detail online for the public to view and the recording may be watched afterwards. The DEI training is closed to the public, but the other parts of the retreat are open to viewers.

Larry calls for any other business. Christine Bader reminds the group that there are four out of the seven school board positions open so if you can think of anyone who should be on that board, please think about it. There are basics online that can be found to explain about how to be on a school board so if you're interested in learning more. Please think of people who might be a good fit and recommend.

Efrain asks if this information is provided on the school's website – Christine is not sure how detailed the information on the website is. Larry wants to know how those types of positions are communicated. Zack is not unsure, but explains how most official election processes work and presumes there is someone at the School District who manages this function.

- 6) ADJOURNMENT OF REGULAR MEETING at 5:02 pm.

s/s Noelle Amaya
Noelle Amaya, Communications & Engagement

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

Work Session
Thursday, January 12, 2023, at 5:00 p.m.

Presiding: Committee Co-Chair Larry Miller

Recording Secretary: Noelle Amaya, Communications & Engagement

Manager

| Committee Members: Present | Absence |
|----------------------------|-------------|
| Larry Miller | Abby Thomas |
| Tony Lai | |
| Christine Bader | |
| Karina Alcantara | |
| Myrna Khoury | |
| Sarah Schwartz | |
| Efrain Arrendando | |
| Zack Geary | |

Others in attendance: Susan Muir, Parks & Recreation Director, Jenny Berg, Library Director, Jody Christensen, Special Projects Manager, Community Development

- 1) CALL TO ORDER: Committee Co-Chair Larry called the meeting to order at 5:03 p.m.
- 2) DEI ASSESSMENT TOOL: Jody Christensen, Special Projects Manager joins the Zoom call to provide a quick overview of the projects in the Community Development Center. Jody manages 750k grant that was secured by Representative Nobel during the 2022 Legislative session that was meant to support business owners and workforce development. These funds are intended to address the disparity between the grant program itself and the needs of local business owners. The Community Development Department is currently working with a contractor now who will help us put together a community outreach program for these businesses. This program will launch in the first quarter of March or early April. Jody asks if there is anything she should think of right now as she moves forward.

Efrain wants to know how the community outreach group was selected. Jody explains that the City used its typical RFP process. Christine asked if we can see the final outreach plan once its available.

Jody asks this team to be a resource for Marin and will work with Noelle to get this information hopefully by the February meeting. Larry thanks Jody for popping in.

Christine begins with an overview of the DEI Assessment tool topic. She refers to the strategic plan and how the work of the committee should fit into the Engagement & Inclusion goal by “creates a culture of acceptance.”

Christine suggests the idea of an inclusion audit as it applies to how our work fits into the work that the City has already adopted. She reminds the group of the document Kylie originally shared – A Protocol for Culturally Responsive Organizations. Christine recommends that the group keep in the larger document in mind while were working through the paired down version. The idea behind this work is that we have a basic tool that every City department can work with. She asks the group - What do we want to see in each of the categories.

Efrain wants to know if this is a self-assessment for each department head. Who is responsible for conducting the assessment. Christine would like to work with each department to talk through the assessment and use it as a baseline conversation. The tool is not good for the output necessarily – but for starting the conversation.

Susan Muir compares the assessment to our core services evaluation – she asks the group to consider the product they’re looking for as a result. She states that many work gets aired out through the budget process – and if we instead focused on a baseline assessment it would more doable. We may have more success using our core services model of scoring which is more familiar to the Executive Team.

The Group breaks into small groups to discuss the components of the assessment tool that is presented.

Jenny Berg and her small group concluded that some of the questions can’t be answered because they wouldn’t be appropriate for a baseline or initial conversation. Efrain is concerned that the stamina of the person taking the assessment won’t be received well if we start off answering questions that seem far above our current functioning. The group discusses the applicability of the questions on the tool and how they might be received.

Tony reflects on a “values exercise” he uses in therapy for his clients to identify their most important values. He suggests using a similar exercise to help identify top priorities and how to prioritize what we’re asking about.

Susan agrees that we’d have to show some evidence of the work and how it applies to each qualifier.

The group realizes they are out of time and agrees that another work session is in order. Conversation comes to an end.

3) ADJOURNMENT: Work session ends at 6:04 pm.

s/s Noelle Amaya
Noelle Amaya, Communications & Engagement

| Mac-Town 2032 - Strategic Plan - DEI Goals | | | | |
|---|-----------------|---|--|---|
| Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity. | | | | |
| Objective | Activity | Council Guidance | Vicki's Planned/In Process Activities | ARPA Request |
| Actively protect people from discrimination and harassment | Priority Action | Employee Training (i.e. implicit bias and awareness) | Based on our employee base and hours they work, we need a platform that will provide regular training at all times. I would like to offer some in-person trainings in addition to online trainings. Harrassment training planned for 4/4/23. | NEOGOV Learn and allotment for in-person trainers |
| | Priority Action | Track, monitor, report statistics (re: hate, crime, bias) | | |
| | Other Action | Diversity Equity and Inclusion Advisory Council | Complete | |
| | Other Action | Code of Conduct | Updating the employee handbook that has not been officially updated for more than 15 years. | No request |
| Celebrate Diversity of McMinnville | Priority Action | Identify Opportunities and Support Existing Events (i.e. Sabor Latino, TEDxMcMinnville, UFO Festival) | | |
| | Priority Action | Describe and communicate diversity in McMinnville – Develop a strategy/ plan | | |
| Improve access by identifying and removing barriers to participation | Priority Action | Bilingual pay incentive policy | Complete | |
| | Priority Action | ADA Transition Plan | | |
| | Other Action | Translation of documents and signs/Interpretation during public engagement events | | |
| | Other Action | Evaluate software for inclusion | | |
| | Other Action | Review procurement process | | |
| Cultivate cultural competency and fluency throughout the community | Other Action | Develop inclusion plans City-wide and by department | | |
| | Priority Action | Inclusion audit - Climate survey - Inclusive language evaluation - Naming policy for City facilities | Conducting a climate survey is on my list of projects | |
| | Priority Action | Customer service delivery training for culturally responsive provision | | |
| | Other Action | Convene other partners | | |
| Grow City's employees and Boards and Commissions to reflect our community | Other Action | Emotional intelligence training for City employees | See first goal regarding training. | |
| | Priority Action | Educate staff and officials on demographics | Beginning to track some employee demographics. Last month I developed an EEOC compliant form and sent to all employees for completion. Prior to this form, we were not asking for gender, race, or ethnicity. | No request |
| | Priority Action | Develop recruitment and retention strategies | Working on documenting the full recruitment to centralize and create consistency. This also requires developing job descriptions with consistent DEI language and minimum qualifications review. | No request |
| | Other Action | Evaluate, redesign advertising and recruitment tools | With consistency in the recruitment process, I am also working to create a standard format for advertising jobs. I am also looking at attending job fairs to diversify our applicant pools (reducing the practice of hiring who we know) and build community partnerships. | Funds to develop advertising standards and to attend job fairs for diversification. |



City of McMinnville DEI Public Facility Equity in Lowest Income Neighborhoods
Scope of Work

Task 1: Project Kickoff and Inclusive Outreach Plan

The consultant, with guidance from the PAC, will develop an inclusive outreach and engagement plan that supports participation of priority populations in steering or citizen advisory committees.

Task 1 Products: Consultant will meet with Project advisory Committee to discuss the following items:

Memorandums on the follow topics: project charter, public involvement plan, and background review. Identification of impacted priority populations in project plan area, outreach and engagement plan for priority populations, an evaluation framework for inclusive participation. Meeting agendas and materials.

Task 1 timeline: February 1, 2023 to March 1, 2023

Task 1 budget: \$2,000

Task 2: Review of City Policies and Levels of Service

City/consultant will review all city policies relative to the provision of public facilities and any significant levels of service identified. These will be discussed during a PAC meeting and adjusted as necessary through lens of equity for census block groups.

Task 2 Products: Draft memorandum of existing policies and levels of service, and adjusted levels of service for equity if identified. Existing plans and documents as needed, meeting notices and materials.

Task 2 timeline: March 1, 2023 to April 1, 2023

Task 2 budget: \$4,000



Task 3: Analysis of Existing Conditions

Identify existing conditions through infrastructure mapping and modeling analysis, as well as feedback from census block group residents with an emphasis on the identified priority populations.

Consultant/City staff will:

- Identify existing conditions as demonstrated through data – map/memo
- Identify existing conditions as perceived by residents of census block groups through neighborhood open houses and gatherings – map/memo
- Layer data map and perception map together
- Identify differences

Three community gatherings and open houses in census block groups will be held (food, childcare, translation services provided). One PAC meeting will be held.

Task 3 Products: Memorandums on the following topics: Existing Conditions – Data, Existing Conditions – Residents’ Perception, Commonalities and Differences between Data and Perception. Meeting notices and materials.

Task 3 timeline: April 1, 2023 to May 1, 2023

Task 3 budget: \$22,000

Task 4: Identification of Deficiencies and Remedies

This task will identify public facility deficiencies and remedies for deficiencies. City/Consultant will hold two community gatherings and open houses in census block groups with food, childcare, and translations services provided, and one PAC meeting to receive feedback on these areas.

Task 4 Products: Memorandums on the following topics: Identified Deficiencies – Maps/Text, Remedies and Financing Options, Suggested Capital Improvement Program, Presentations and Notes. Meeting notices and coordination, public engagement advertising, meeting materials.



Task 4 timeline: June 1, 2023 to August 1, 2023

Task 4 budget: \$20,000

Task 5: Implementation Plan and Capital Improvement Program

Identification of implementation plan and capital improvement program utilizing feedback and data collected throughout project process. City/consultant will hold one meeting with PAC. City will compile adoption ready documents.

Task 5 Products: Memorandum – Implementation Plan and Capital Improvement Program, meeting agendas, materials, and presentations.

Submit 35-day notice. Prepare and submit hearings-ready Products from Task 5 online at https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online, or via e-mail with Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation, and at least 35 days before first evidentiary hearing. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send Task 5 Product(s) in a digital media format to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation. Submit Notice of Adoption. Prepare and submit signed ordinance(s) adopting the Products from Task 5 online at https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online, or via e-mail with Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation, according to the instructions on the form. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send the notice on digital media to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation.

Task 5 timeline: August 1, 2023 to September 1, 2023

Task 5 budget: \$8,000

Task 6: Evaluation of Public Engagement & Equity and Inclusion Self-Assessment



Grantee to complete equity and inclusion self-assessment using evaluation framework developed in Task 1. Report describing grantee's performance against its goals for inclusive outreach and engagement for the project to be provided to DLCD. Three community gatherings and open houses in the census block group neighborhoods targeting identified priority population groups (provide food, childcare and translation services). One meeting with PAC. Overall evaluation of effectiveness of public engagement.

Task 6 Products: Meeting notices and materials, memorandum evaluating public engagement, completed equity and inclusion self-assessment.

Task 6 timeline: September 1, 2023 to October 1, 2023

Task 6 budget: \$4,000