

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

Thursday, November 9, 2023, at 4:00 p.m.

Presiding: Committee Co-Chair Larry Miller & Committee Co-Chair Abby Thomas  
Secretary: Noelle Amaya, Communications & Engagement  
Manager

Committee Members: Present	Absence
Abby Thomas	Dianne Rhee
Caitlin Nemeth	Karina Alcantara
Efrain Arredondo	Katherine Martin
Larry Miller	Mynra Khoufry
Zack Geary	
Tony Lai	
Christine Bader	

Others in attendance: Cesar Flores Valezquez, MHS High School student

- 1) CALL TO ORDER: Committee Co-Chair calls the meeting to order at 4:04 p.m.
- 2) APPROVAL OF MINUTES: Zack Geary MOVED to approve the September 14, 2023 minutes. Abby Thomas SECONDS. Motion PASSES unanimously.
- 3) PUBLIC COMMENT: There were no public comments. Noelle introduces Cesar as an attendee as part of the business internship program provided through McMinnville High School.
- 4) CO-CHAIR ELECTION, TERMS, RECRUITMENT Larry asks about co-chair terms. Zack reads the language from the ordinance. Christine suggests the committee should follow the exact language from the ordinance which states the January meeting should include the co-chair election. Group discussion on general term limits and application requirements.

Noelle to modify the proposed schedule with the language that specifies ‘nomination discussion’ in November versus the term ‘election.’

Group reviews the term limit schedule for each committee member. Zack states the City’s policy in that all vacancies are advertised to the public regardless of whether you’re a standing committee member or not. Zack asks Noelle to ensure that new appointments make it onto the City Council’s agenda to appoint the new members before the first DEIAC meeting in January. Zack’s assignment is reaffirmed as City Councilor liaison for another year as appointed by the Mayor.

Noelle to ensure that the new appointees make it on the City Council agenda for the first City Council meeting in January.

Larry states that if he is reappointed to the committee, he would like to retain his spot as co-chair. Abby Thomas would agree to step away from that role if there are other interested parties. Caitlin Nemeth would like to put their name in for Co-Chair.

Christine asks Noelle to add pronouns to the City's online roster. Caitlin Nemeth is interested in serving in the role as co-chair. There are no other interested parties interested in co-chair.

There will be formal co-chair voting at the January 2024 meeting.

Recruitment update – the committee will close the application period on the 20th. Noelle has posted the recruitment on social media and asks the group to help with spreading the word. Christine asks about the age limit for youth members. Zack Geary confirms from the ordinance that the age limit is 21 or under.

Caitlin, Tony, and Efrain will be the interview subcommittee. The interview questions will be sent to the whole committee for feedback. Larry will not be included in that request. The committee's comments will be incorporated into the final questions that the subcommittee will approve and use for the interviews.

- 5) REVIEW OF COMMITTEE ORDINANCE Noelle references a previous meeting with the committee's co-chairs to discuss the committee's work plan. Noelle has asked Jody Christensen to help with getting the committee's work on track due to previous confusion about the committee's role as an advisory board. Noelle asks the group to review the DEIAC's purpose as stated in the ordinance. Having the purpose stated and available should help the committee center their work.

Larry states that the meeting with Jody Christensen was super helpful in providing clarity to him in how it relates to their role as an advisory body. Noelle states that reviewing the ordinance will help us prepare for the December meeting. Noelle has asked for Jody's assistance in helping facilitate a conversation to set priorities and develop a current work plan for the committee.

Larry would like more clarity as it relates to items D and E from section 2.35.020 Responsibilities and Power section of their ordinance.

- 6) COMMITTEE OPERATIONS The committee reviews the schedule provided in the packet. Noelle states that the committee should follow a regular schedule so that the group can assign tasks at appropriate times and produce work consistent with a work plan.

Noelle states that there has not been an annual report to City Council in the past year, or a defined schedule, and there should be. Zack asks that the schedule verbiage for November to be changed to "forecast" co-chairs as it relates to committee membership. Group discussion on the previous work plan and the process for refinement. Christine asks if Decembers meeting will be focused on the work plan. Noelle confirms.

Group discusses the timing for the report to City Council. Larry states that it would be good for the committee to document their successes / completed action items from the prior workplan.

Noelle states that December's meeting will include an interactive exercise that should help prioritize the goals for the coming year. January's meeting will incorporate the work they do in December and finalize a work plan for the committee. The group discusses the timing of the annual report. The group agrees that the staggered timeline will work fine on a rolling 12 months once routine is established.

Christine asks if Vicki Hedges should be included in goal setting because of the HR related aspect of DEI work. Noelle states that Vicki views DEI and HR as unrelated due to the compliance aspect of HR versus the committee's definition of DEI. The DEI Assessment will include a roadmap for how the city should approach internal processes and training, which will involve HR along the way.

Christine asks who owns the work, or who will do the work, because the committee is just an advising body. Zack states the assessment will result in a roadmap for work which will be adopted by the council, but city staff will be responsible to actually do the work. Noelle states the outcome from the assessment calls out a finished product that includes a "plan" to advance DEI throughout the City. Group discussion on what it means to be an 'advisory body.'

Noelle states that the committee will be selecting a consultant that will do the work as stated in the RFP. The committee will be responsible to holding the consultant and their work accountable. Things will become clearer as the committee begins the assessment process.

Group discussion on changing the committee time from 4pm – 6pm to 2pm – 4pm. Tony Lai makes a MOTION to change the committee time from the second Thursday of the month from 4 to 6 pm to the second Thursday of the month from 2 to 4 pm. Christine Bader SECONDS. Motion PASSES unanimously. Noelle will update the City calendar.

- 7) RFP UPDATE Noelle states that the RFP is posted, and many consultants are showing an interest. Noelle compiled some FAQ's and sent them out to the same mailing list. Noelle expects to have several proposals to arrive before the due date. Noelle shares the FAQ's with the group.

The sub-committee will act as the reviewers/scoring committee and will make the final recommendation to the larger committee at the December meeting.

Tony Lai asks about the iheartmac website and would like to review the engagement stats for the platform if we collect that data. Noelle to provide that to the committee.

Christine asks if the scoring component is public record. Zack and Noelle confirm that they are. Christine volunteers for the sub-committee. Abby Thomas also volunteers. Committee discusses the RFP review process and timeline. Noelle to schedule with the sub-committee.

The committee will have the opportunity to review any final contract and scope of work

before beginning the assessment process. Tony expresses interest in the project team once a consultant and contract are in place.

8) ADJOURNMENT 5:48pm

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

DRAFT

# Staff Report

**To:** Members of the Diversity, Equity, and Inclusion Advisory Committee

**From:** Noelle Amaya, Communications & Engagement Manager

**Date:** December 6<sup>th</sup>, 2023

**RE:** Organizational Assessment of Diversity, Equity, and Inclusion Consultant Recommendation

## MACTOWN 2032 STRATEGIC PRIORITY



### ENGAGEMENT & INCLUSION

Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity

#### **STRATEGIC OBJECTIVE/S:**

1. Actively protect people from discrimination and harassment
2. Celebrate diversity of McMinnville
3. Cultivate cultural competency and fluency throughout the community
4. Grow City's employees and Boards and Commissions to reflect our community
5. Improve access by identifying and removing barriers to participation

#### **Action**

Staff is seeking approval of the recommendation of Talitha Consults for the Organizational Assessment project.

#### **Report in Brief**

On October 17<sup>th</sup>, 2023 the City of McMinnville launched a request for proposals to conduct a DEI Assessment of all City programs, policies, internal, and external service delivery models in collaboration with the City's Diversity, Equity, and Inclusion Advisory Committee.

The purpose of this assessment is to identify, recommend, and prioritize key actions the DEIAC may use to propose a work plan and budget to the McMinnville City Council. The



final report will be instrumental in creating a roadmap the City may follow to advance DEI work in our community.

### **Background**

This project is the first step at reviewing the City's DEI programming and seeks to identify gaps and/or opportunities for improvement within the City's seven departments. The RFP asked proposers to provide a thorough and consistent approach to assessing the following three components:

1. Personnel management (recruitment, retention, employee relations, and training)
2. Administration (practices, policies, and procurement)
3. Customer and community engagement (external facing initiatives to engage with the City of McMinnville's diverse needs and customer-base)

Proposals were accepted through November 15<sup>th</sup>. Staff received 23 proposals at the end of the acceptance period; all which passed an initial completeness review and were forwarded to the scoring committee for further consideration.

### **Process**

The review committee scored each proposal, met to discuss the proposals to determine final or finalists, participated in virtual interviews with two finalists, and determined a final recommendation.

The scoring committee was made up of City staff and members of the DEIAC. The proposal review scoring was a point system was based on a 100-point maximum and each was evaluated on the following criteria:

1. Describe education, training, qualifications, registrations, certification, and relevant individual work experience of all key personnel, including sub-consultants, who will be assigned to this Project. **(20 points)**
2. Describe approach to organize and accomplish each of the tasks and activities of this RFP, including addressing the anticipated primary milestones, timeline, and deliverables that will result from each task and/or activity. **(20 points)**
3. Describe Proposer's approach and ability to interact and engage with diverse stakeholders. **(20 points)**
4. Identify key points of input and review with City staff and the DEIAC. **(20 points)**
5. Describe Proposer's approach and methodology for preparing the project cost estimate which include the services being solicited by the RFP, the hourly rates of the Proposer and their lead staff who will be assigned to this project. **(20 points)**



Committee members provided their individual scores to Noelle Amaya (project manager), in advance of the group discussion, who recorded and averaged the scores.

The review committee met on Wednesday, November 29<sup>th</sup> for further discussion. The group decided to review the top five proposals which scored above 80 points.

Based on the reviewers' deliberations, two proposers were moved forward for final consideration and asked to participate in a virtual interview.

Virtual interviews were held on December 6<sup>th</sup>, 2023. During interviews, staff asked the following questions:

1. What should city staff expect their role or responsibility to be in this work? (What type of support will you need?)
2. Share a previous experience where you've had to work in a city you have never been; what is your approach to outreach to the underserved or historically marginalized?
3. Tell us the most surprising thing you learned about McMinnville when putting this proposal together.

Each interviewee was provided with the above questions 48 hours in advance of the meeting. Each question had a scoring value of 10 points. All scoring committee members were present. Each reviewer scored the interviews.

The reviewers held a discussion following the interviews to determine the recommendation. Talitha received the top score in both the proposal and interview scoring process. Based on the scores and review process, the committee moved forward with Talitha Consults as their recommendation.

### **Recommendation**

It is the staff's recommendation that the advisory committee approve Talitha Consults for the City of McMinnville's Organizational Assessment of Diversity, Equity, and Inclusion.