

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

Thursday, December 12, 2023, at 2:00 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	Mynra Khoury
Larry Miller	
Zack Geary	
Tony Lai	
Christine Bader	
Katherine Martin	

Others in attendance: Viviana Garibay, MHS student; Nancy Macias, MHS; Jody Christensen, Special Projects Coordinator

- 1) CALL TO ORDER: Committee Co-Chair Larry Miller calls the meeting to order at 2:00 p.m.
- 2) APPROVAL OF MINUTES: Christine Bader MOVED to approve the November 9, 2023 minutes. Zack Geary 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 & RECRUITMENT UPDATE Committee member Caitlin Nemeth welcomes the new members to the committee. Larry asks if the committee is able to add another member. Noelle states that if a position becomes available we would need to repost the position and recruit giving all/the public the opportunity to re-apply.

The new committee members are asked to introduce themselves. Viviana Garibay states that she was born and raised in McMinnville, in an MHS student, part of ASB and is excited to be a part of the committee. Nancy Macia states she was born and raised in McMinnville, studied international studies at Portland State University, and an EDI specialist at McMinnville High School. The committee goes around the table and introduces themselves to the new members.

Topic of Co-Chair Elections – Larry states that Abby intends to stand-down from her position

as co-chair for 2024. Larry states his interest in putting his name forth for January's co-chair election.

Councilor Geary asks staff to bring the official procedure to the January meeting.

The committee thanks Abby for her service to the committee in the co-chair role.

- 5) ASSESSMENT UPDATE Noelle gives a summary of what was included in the staff report and states the decision to select Talitha Consults for the Organizational Assessment.

Christine Bader states that there was a great range of applicants from all over the country. She states that it was clear that some applicants had experience in DEI training but not all had experience working directly with marginalized populations – and that is a different skillset. Other points of interest that were Talitha's approach to including those with physical disabilities and their teams' access to languages other than English.

Councilor Geary asks if the committee can see the proposal that moved forward to – the group might want to review the strategy. He advises staff to get on a Council leadership agenda or upcoming work session and provide a brief overview of the work that is coming.

Caitlin asks if the sub-committee interviewed the finalists – and if the committee can be advised on the other top-scoring proposers. Jody Christensen advises that no other information should be shared at this time until all the applicants have been officially notified. The scoring process consisted of a sub-committee which used a scoring rubric to determine individual scores. Those scores, as well as the scoring from the interviews were averaged. Talitha was a top proposer, their scores reflected that, and ultimately resulted in their selection.

Once a contract gets signed the committee will be kept in the loop about a timeline and finalized scope of work. Noelle will inform the group of the next steps when they become available.

- 6) ADJOURNMENT at 2:29 pm

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



# STAFF MEMO

**DATE:** January 11, 2024  
**TO:** The City of McMinnville’s Diversity, Equity, and Inclusion Advisory Committee  
**FROM:** Noelle Amaya, Communication & Engagement Manager  
**SUBJECT:** 2024 Goal Setting

## City of McMinnville STRATEGIC PRIORITY & GOALS:



### 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
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## **Report in Brief:**

The purpose of the discussion is to establish the 2024 goals for the committee.

## **Action:**

Approve 2024 DEIAC Goals.

## **Background:**

In November 2023, the DEIAC started discussing the establishment of a formalized annual goal setting model to prioritize efforts that may need the combined expertise and resources of the DEIAC, its partners, and, ultimately, the City Council’s support.

Per Section 2.35.010 of the McMinnville Municipal Code (MMC) the purpose of the DEIAC is to “create a culture of acceptance and mutual respect that acknowledges difference 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. (Ord. 5097 §2 (Exh. A), 2020).”

Per Section 2.35.020 under Responsibilities and power, the committee will

- 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.
- D. Perform such other duties relating to issues of racism, sexism, or ableism as the McMinnville city council or city manager may request.
- E. Have the authority to coordinate its activities with other city, county, state or federal agencies.
- F. All members who are present at board meetings, including the chair and vice-chair, are allotted one vote each on all motions. (Ord. 5097 §2 (Exh. A), 2020).”

### **Pre-Goal Setting Work Session 12.14.2023**

The committee reviewed the City’s MacTown 2032 Strategic Priority and Goals for Engagement and Inclusion and evaluated the current relevancy of the actions from their 2021 work plan. The committee discussed past, current, and future initiatives for consideration in their annual goal setting and upcoming organizational assessment project.

### **Key takeaways**

- The committee agreed that the 2021 work plan should be considered a *historical* document and will no longer be used.
- The Engagement and Inclusion Strategic Priority and goals (MacTown 2032) should be used as the committees “north star” and embedded in all work moving forward.
- Identify three (3) main priority actions for 2024 with the highest priority being the organizational assessment.
- The final report from the organizational assessment should be used for 2025 goal setting and include provisions for short-term (12 months); mid-term (2-3 years) and long-term (4-5 years).

### *High Priority/Short Term (1 Year)*

- The 2024 Organizational Assessment project will be a top priority for the committee since they will be the acting Project Advisory Committee.
- Clarity around process and communication came up as areas for improvement – multiple opportunities exist to ensure that the committees’ roles and responsibilities are clear (i.e., ensure all are receiving committee and council packets;).

- Formalization of proclamation review process.
- Formalize a process of how the committee will stay “abreast” of city council’s agendas (i.e., add council updates to monthly meetings, review council packets, etc.).
- Formalize a process for the committee’s annual report (i.e., schedule and preparation).
- Committee protocols and requirements for elections, member onboarding, public records, and annual reports should be documented and reviewed on a regular basis.

*Work related to the Organizational Assessment*

- Understand how community demographics are used for data-driven initiatives and actions.
- Educate the City Council and staff on DEI best practices and activities.
- Explore how to help the city be proactive in their outreach to underrepresented communities.
- Advise City on adopting trauma-informed services that are culturally responsive.
- Ensure that the City’s Draft Public Engagement Charter and DEI lens are being used by departments.
- Develop process and purpose of annual check-ins with City departments.

*Other areas of opportunity*

- Advise city council on expanding Equity, Diversity, and Inclusion conversations as a topic for City sponsored town halls– recognize the need to hear diverse community voices in a public forum.
- Have the City Council recognize multicultural holidays and observances through the public calendar.
- ADA Transition Plan – timing to be determined

The 12.14.23 work session provided direction for staff in preparation for the committee’s January 2024 priority setting.

**Goal Setting Discussion:**

Staff has prepared a draft document for the committee’s discussion.

- Organizational Assessment of DEI complete and present recommendations to City Council
- Proclamation Process – formalize and execute process for review, feedback, and results
- Committee Operations – establish onboarding, document elections process, public meeting laws and establish structure for the annual report.

**To do list:**

Schedule City Council work session early in assessment to discuss steps and actions. (schedule, consultants’ prep for committee)

# **DRAFT 2024 Diversity, Equity, and Inclusion Advisory Committee Goals**

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## **ENGAGEMENT & INCLUSION**

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

### **COMMITTEE ROLES AND RESPONSIBILITIES** (*McMinnville Municipal Code Section 2.35.020*)

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

### **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
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Goal	Key Tasks / Milestones	Purpose	Short-term (1 year)	Owners & Key Partnerships
1. Complete the Organizational Assessment of Diversity, Equity, and Inclusion	1.a Consultant and committee to discuss project scope, timeline, and meeting schedule. 1.b Establish project management team (PMT) roles and responsibilities. 1.c Participate in City Council work session to kick-off the project. 1.d Review draft work, report, and recommendations. 1.e Final Report to Council 1.f Seek Council’s adoption of the plan and recommendations. 1.g Develop recommendations that pertain to the committee’s 2025 goals and “work” plan.	To identify, recommend, and prioritize key actions the DEIAC may use to propose a work plan and budget to the McMinnville City Council. (f)	February – September 2024	DEIAC  Project Management Team (PMT)  Consultant / Talitha  City Council
2. Proclamation Review Process	2.a Review current proclamation process. 2.b Develop draft process with City Recorder 2.d Adopt process.	To identify an effective, timely proclamation review process.	To be completed by December 2024	DEIAC  City Recorder  City Attorney

<p>3. Committee Operations</p>	<p>3.a Review existing procedures both formal and informal for onboarding new members, co-chair election process, roles, responsibilities, and annual report actions.</p> <p>3.b Draft formal documentation for recruitment and onboarding.</p> <p>3.c Review annual training opportunities to keep current on public meetings laws.</p> <p>3.d Draft recommendations for public meeting laws training.</p> <p>3.e Adopt training recommendations.</p>	<p>Formalize committee process.</p>	<p>To be completed by December 2024</p>	<p>DEIAC</p> <p>City Recorder</p> <p>City Attorney (Public Meeting Laws)</p>
<p>3.1 Annual Report</p>	<p>3.1a Review past reports.</p> <p>3.1b Establish formal structure for report including progress update on applicable goals and objectives in the MacTown 2032 Strategic Plan.</p> <p>3.1c Determine report presentation timeline (i.e., work session vs council meeting.)</p> <p>3.1d Prepare report.</p>	<p>Establish annual report structure.</p> <p>Present 2024 Annual Report.</p>	<p>To be completed by September, 2024</p>	<p>DEIAC</p> <p>Jeff Towery, City Manager</p>



	<p>3.1e Present 2024 Annual Report to City Council.</p> <p>3.1f Review structure and recommend possible improvements.</p>			
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**Yearly Schedule**

January	<p>Approve goals for year</p> <p>Elect Co-Chairs</p> <p>Onboard new committee members</p>
February	Public Records Law Training / Review
June	Mid-year progress check
August	Annual Report preparation
September	Annual Report to City Council
October	Post/Recruitment for end-of-year Committee vacancies
November	Conduct Interviews
December	Goal review / prep for January goal setting

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

Thursday, December 12, 2023, at 2:30 – 4:00 p.m.

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

Committee Members: Present

Abby Thomas  
Caitlin Nemeth  
Efrain Arredondo  
Larry Miller  
Zack Geary  
Tony Lai  
Christine Bader  
Katherine Martin

Absence

Dianne Rhee  
Karina Alcantara  
Mynra Khoury

Others in attendance: Viviana Garibay, MHS student; Nancy Macias, MHS; Jody Christensen, Special Projects Coordinator

- 1) CALL TO ORDER: Committee Co-Chair Larry Miller calls the work session to order at 2:29 p.m.
- 2) STRATEGIC DISCUSSION ON 2024 PRIORITIES & PLANNING: Jody explains the purpose of creating a goals document, or work plan, that behaves as a living document which helps the committee define its priorities and helps inform future agendas. Jody states that by going through this exercise, the committee will be able to identify short, mid, and long-term goals and bring clarity to their work. Much of which will be covered by, and likely augmented by the work of the organizational assessment.

Committee members participate in an interactive exercise to review the 2021 work plan.

- 3) ADJOURNMENT at 4:00 pm

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