



City of McMinnville

Diversity, Equity, & Inclusion Advisory Committee Meeting
Thursday, February 8th, 2024
2:00 p.m. to 4:00 p.m. Regular Meeting Session

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

You may also join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/85187967814?pwd=bkITcHFoT1hscW5obXBEZ0tyT29lZz09>

Meeting ID: 851 8796 7814

Zoom Password: 064202

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 (Committee Co-Chair Larry Miller) [2:00]
 2. APPROVAL OF MINUTES (Committee Co-Chair Larry Miller) [2:01]
 - a. Exhibit 1 – January 11th 2024, Regular Meeting Minutes
 3. PUBLIC COMMENT (Committee Co-Chair Larry Miller) [2:02]
 - 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.
 4. FOX RIDGE ROAD PRESENTATION (Tom Schauer, Senior Planner) [2:05]

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.

5. TALITHA CONSULTS INTRODUCTION [2:50]
6. REVIEW CURRENT PROCLAMATION PROCESS [3:00]
7. CITY COUNCIL UPDATE (City Council Liaison Zack Geary) [3:30]
8. OTHER BUSINESS [3:45]
 - a. Gauge interest for optional social gathering
9. ADJOURNMENT [4:00]

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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, January 11, 2024, 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	Efrain Arredondo
Caitlin Nemeth	
Viviana Garibay	
Larry Miller	
Zack Geary	
Tony Lai	
Christine Bader	
Katherine Martin	
Nancy Macias	

Others in attendance: David Ligtenberg, City Attorney; Jody Christensen, Special Projects Coordinator; Jack May, MHS Student Intern

- 1) CALL TO ORDER: Committee Co-Chair Larry Miller calls the meeting to order at 2:02 p.m.
- 2) APPROVAL OF MINUTES: Christine Bader MOVED to approve the December 12th, 2023 minutes. Tony Lai SECONDS. Motion PASSES unanimously.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) NEW MEMBER ONBOARDING: David Ligtenberg introduces himself. David presents slides on public meetings, records, and Oregon ethics laws.

Christine Bader asks how the committee might share work or give comments on work or documents outside of meeting time. David advises that committee members work directly with their staff liaison to do such work – and that all work should follow the proper channels to avoid serial communications. Christine states that it seems like a burden on City staff. David suggests that finding a way to call or notice a public meeting is the only real way to collaborate on work and not violate public records law.

David also suggests that the committee is careful to stick with agenda items – talk only about the agenda items only that you said you were going to otherwise it could turn into a “notice” problem. No new business should be introduced at meetings.

- 5) GET TO KNOW ACTIVITY / NEW MEMBER INTRODUCTIONS: Co-Chair Abby Thomas asks each member to quickly go around the room and introduce themselves. Group participates in get to know activity.
- 6) CO-CHAIR ELECTIONS: Noelle reads a statement on the process for how Co-Chair Elections will happen. Abby Thomas calls for nominations for Co-Chairs. Larry Miller is nominated by Zack Geary. Christine Bader nominates Caitin Nemeth. No other nominations are announced. Abby performs a roll call vote for each nominee. Each nominee received six votes. Abby states that the Co-Chairs for the DEIAC will now be Caitlin Nemeth and Larry Miller.

Larry thanks Abby for her time served as Co-Chair.

- 7) CITY COUNCIL UPDATE: Zack Geary summarizes the council retreat and how the Council used the strategic plan to set goals and priorities for the year.

Some of the long-range efforts include the Ultimate RB project, the city is currently writing an RFP for the project to find a developer for that area.

In March there will be a public open house charette where the community can come and give their input on how they want to see the area developed. The city will then sell to the developer to bring that to fruition.

The Fox Ridge Road Area plan is underway. The Transportation Systems Plan is something that will be happening this year.

Third Street Improvement is working on identifying all the things we can't see like sewer, stormwater, etc... Effort is to get the construction drawings to 33% and then they can qualify to apply for federal infrastructure dollars to fund the rest of the project.

Katherine – will there be any discussion about other streets outside of Third Street which could also use improvement. Councilor Geary states that it could lend information to other projects, but the focus for this project is on Third Street specifically.

Christine asks about the Planning for Equity project – what happened to the report from that project the committee helped with and how is it being used. Noelle will find more information on that for the committee.

Jody adds that the AnyDoor Place is underway that will have onsite staff that can provide 36 bed facility with wrap around services. Some sleeping units for families. Shower and storage facilities, kitchen-lite facilities and will be a very important asset to the community. The designers used trauma informed design principles in order to create a sense of peace.

Tony Lai asks about the City Council's goals and how can the committee support those.

Zack Geary explains the exercise the City Council participated in during the council retreat.

Jody shares a status update on the Innovation Center Campus – the city will be looking at this area as an employment center and how they may attract high wage / high density jobs to

McMinnville.

Noelle reads the new City Council goals aloud.

Tony Lai asks if there has been a decision on where the new community center / pool will be located. Zack Geary explains that the City is in the process of discussing the Miller Property as a potential site but nothing has been officially decided. Caitlin asks if the city has decided what they will do with the old community center once the new one has been built. Zack explains that there are no solid plans right now and that there will likely be community engagement and a site study on the usability of the building when the city gets to that point.

- 8) **GOAL SETTING REVIEW & ADOPTION** Jody Christensen introduces the topic and summarizes the information provided from the staff report. She summarizes the short-term goals – the committee’s desire for clarity around process and communication, formalizing a proclamation process that is less frustrating and time consuming, formalizing a process for the annual report. The annual report will be a tool for communicating with the City Council. The committee shared their desire to be efficient and effective. Jody calls for questions.

Christine Bader asks about the status of the public engagement charter and equity lens – the committee was keen on getting that done and putting it forth as one of the projects of this committee. Christine would like the committee to decide what they want to do with that document moving forward.

Noelle explains that she sees this as part of the work that will be included in the assessment work. As Noelle had met with each department individually initially, there was a lot of uncertainty around how the document should be used and how they could embed that work into their day-to-day processes.

Jody suggests that we work with the consultant to make that an “adopted process” – which would help the city move from a “we don’t know how” to “show me how.”

Jody states that formalized work is important to this committee and a feedback loop is essential to their work. It will be the committee’s responsibility to lean into the work they want the consultant to do and air the priorities of this committee.

Zack Geary asks how many DEI members understand fully what the tool is. He suggests that a possible future agenda item is to refresh the entire committee on the assessment and what the ‘tool’ is intended to be used for and what we’re asking of the assessment.

Noelle asks the staff to consider the goals that were put forth in the draft work plan document. Larry asks about the committee that is referenced in the draft goals related to the assessment. Jody Christensen states the typical role of a project management team, city staff, and the nuances related to project management and contractual agreements. Noelle states sub-committee work might be appropriate, outside of the PMT, but we won’t know more about that until we have a contract signed and kick-off the project.

Larry asks that Noelle clarify the language regarding the goal related to the annual report. The committee should have structure to those reports in general. Group discussion.

Caitlin Nemeth MOVES to APPROVE the committee's 2024 work plan with amendments – adding the subcommittee to goal 1, and merging the annual report into goal 3 – Katherine Martin SECONDS motion PASSES unanimously.

9) ADJOURNMENT 4:03pm

s/s Noelle Amaya

Noelle Amaya,
Communications & Engagement Manager

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