



Diversity, Equity, & Inclusion Advisory Committee Meeting
Thursday, April 11th, 2024
2:00 pm to 2:50 pm 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 – February 8th 2024, Regular Meeting Minutes REVISED
 - b. Exhibit 2 – March 14th 2024, Regular Meeting Minutes & CMAI AC Meeting Minutes
 - c. Exhibit 3 – March 21st 2024, Work Session 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.

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.

4. GET TO KNOW ACTIVITY (Committee Co-Chair, Caitlin Nemeth) [2:05]
5. INFORMATIONAL ITEM [2:10]
 - a. Cultural Competency Course / Chemeketa Community College (John Mathis)
6. PROS PLAN / WORK SESSION FOLLOW UP (Susan Muir) [2:25]
7. CITY COUNCIL UPDATE (City Council Liaison Zack Geary) [2:45]
8. ADJOURNMENT [2:50]

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.

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

Thursday, February 8, 2024, at 2:00 p.m.

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

Committee Members: Present	Absence
Abby Thomas	Tony Lai
Caitlin Nemeth	
Viviana Garibay	
Larry Miller	
Zack Geary	
Efrain Arredondo	
Christine Bader	
Katherine Martin	
Nancy Macias	

Others in attendance: Tom Schauer, Senior Planner; Jody Christensen, Special Projects Manager; Claire River O'Malley, Newberg School District / member of the public

- 1) CALL TO ORDER: Committee Co-Chair Larry Miller calls the meeting to order at 2:01 p.m.
- 2) APPROVAL OF MINUTES: Efrain Arredondo MOVED to approve the January 11th, 2024, minutes. Caitlin Nemeth SECONDS. Motion PASSES unanimously.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) FOX RIDGE ROAD PRESENTATION: Tom Schauer introduces himself and his role.

A committee member asked for more information on why this project was brought to the committee.

Tom states that Community Development projects look at future growth and development – they want to ensure equitable processes are in place. Councilor Geary states the importance of the DEIAC’s involvement in growth and development of policy. Staff added that this aligns with DEIAC goals – specifically improving access and removing barriers.

The presentation covered Planning basics and how this team is working to meet the needs of the community. The committee learned about the General Comprehensive plan map and fundamental aspects of the Growth Management Plan which includes the Great

Neighborhood Principles and the idea of neighborhood activity centers.

There was an overview of the different types of plans including framework plans, area plans, and concept master plans including the natural constraints and hazards that often limit development. He shares the broad principles and process the Planning Department has followed to date.

A committee member asked about which social media platforms are used by the city. Staff stated that Facebook and Instagram are the primary tools. Committee members suggested expanding using other social media platforms to reach people who don't use Facebook or Instagram like Twitter, Next Door, and TikTok.

A committee member asked if the Planning department is responsible for planning traffic to that area. Tom confirmed that the Planning department is responsible for transportation planning and that these types of plans must work together to be successful.

A committee member asked for a summary of the public engagement. A Public Advisory Committee and design workshops were open to the public, newspapers, social media, website, etc. The process they follow is embedded with engagement.

The group recommends that the Equity Lens questions should be incorporated into the RFP process.

- 5) **TALITHA CONSULTS INTRODUCTION:** Staff introduces the consultant group. Charis introduces herself and her background.

Staff explained that the committee will be acting as the Initiative Advisory Committee. The March meeting will kick off this work with the consultant.

Christine asks about subcommittee work for herself and Tony. Staff stated that subcommittee work would be clearer after a final report with recommendations has been received by the consultant. Christine states that she and Tony would both like to be part of a smaller group that will represent the committee in the work with the consultant.

Charis states that she has heard the desire for participatory planning and points out challenges related to time and capacity.

Committee members asked for further clarification about participation in the assessment work beyond the hour allocated during their monthly meetings.

Charis states that she is still learning the landscape of the project. She asks the committee to allow her space to get grounded. The consultant team will go back and rethink the current approach in an attempt to honor the committee's request.

Staff directs Charis to make some recommendations as to how a subcommittee might be involved between regular meeting times. Staff reminds the group that any decision making or direction given during any subcommittee work would not follow public process and must occur at the larger meetings with quorum.

Talitha was asked to describe the structure of the meetings for the PAC. Committee members further discuss subcommittee involvement and a desire to normalize a process that is unlike other city processes for contractual work. Staff acknowledges the statement and asks for more time to work on this aspect with the consultant.

- 6) **REVIEW CURRENT PROCLAMATION PROCESS (2024 Goal #2):** Staff presented an outline of the current process for proclamation review. Noelle asks for comments.

Committee agreed that it is unclear how proclamations are chosen and the current schedule. Staff will gather that list from City Recorder to present next month. The committee also expresses interest in understanding who approves edits.

The committee also would like more information on specific guidelines for submitting a proclamation. Staff will gather more information for the next meeting.

- 7) **CITY COUNCIL UPDATE:** Councilor Geary shares that the City will have a four hour work session on February 21st regarding homelessness and housing. He invites the committee to attend.

The City has recently entered an MOU with McMinnville Water & Light to utilize the Miller property for the new recreation center. There will likely be a bond next spring based off multiple polling sessions that will take place in the coming years and involvement from MACPAC.

- 8) **OTHER BUSINESS** Caitlin Nemeth gauges interest on if the committee has a desire to plan a social gathering.

Christine states that she would like the 5 minutes of the agenda to be devoted to a 'get to know' activity.

Abby shares the Black History Month activities happening at Linfield.

Efrain shares that Lunar New Years celebration is coming up.

Christine asks to also hold 5 minutes at the end of each meeting to talk about community events.

- 9) **ADJOURNMENT 4:00pm**

s/s Noelle Amaya

Noelle Amaya,

Communications & Engagement Manager

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

Thursday, March 14, 2024, at 2:00 p.m.

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

Committee Members: Present	Absence
Abby Thomas	Abby Thomas
Caitlin Nemeth	
Viviana Garibay	
Larry Miller	
Zack Geary	
Efrain Arredondo	
Christine Bader	
Katherine Martin	
Nancy Macias	

Others in attendance: Jody Christensen, Special Projects Manager

- 1) CALL TO ORDER: Committee Co-Chair Larry Miller calls the meeting to order at 2:00 p.m.
- 2) APPROVAL OF MINUTES: Group discussion on streamlining or simplifying the meeting minutes moving forward. Committee directs staff to bring back a revised version of the February 8th meeting minutes for approval at the following meeting.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) GET TO KNOW ACTIVITY: Committee Co-Chair Caitlin Nemeth encourages committee members to remember that this is an inclusive space and encourages members to engage freely in the discussion. The Co-Chairs will be calling on all members to provide input moving forward to ensure all voices are represented at the table.
- 5) PROCLAMATION PROCESS: Committee will review other cultural calendars and see if any proclamations are missing from the list provided in the packet. The list as was presented is approved to move forward. Committee will wait to receive the first few which were highlighted to review and the timeframe they're to use before assigning next steps.

Staff will create a draft process in partnership with City Recorder team to present to the committee for review.

- 6) **CITY COUNCIL UPDATE:** Councilor Geary provides a recap of the Community Listening Session / City Council Work Session that was held on February 21st.

Council heard a presentation on System Development Charges at this week's council session.

City Staff is currently working through their annual budget process and will be presenting a budget to the budget committee in the coming months.

- 7) **OTHER BUSINESS:** Electronic copy from Elide for the committee to review with links to do their own research. Suggestion to include more interactive elements on the library's page. Katherine states there is a mental health museum in Salem.

Viviana shares that the high school is looking for grants or donations to hold a Baille event on April 5th and would like help.

- 8) **ADJOURNMENT** at 2:59 pm.

CITY OF MCMINNVILLE ASSESSMENT INITIATIVE ADVISORY COMMITTEE MEETING

Others in Attendance: Talitha Consults Team; Charis Hnin, Eugene Maramzuik, Michelle Soe

- 1) **CALL TO ORDER:** 3:03 pm
- 2) **WELCOME & INTRODUCTIONS**
Talitha team introduces themselves. Each committee member introduces themselves. Talitha provides an overview of the timeline and the tasks as listed in the response to the RFP.
- 3) **LEVEL SETTING**
Talitha staff provides an overview of DEIAC goals and strategic objectives from MacTown 2032 Strategic Plan. Committee participates in a small group exercise on how each member feels respected.
- 4) **INITIATIVE OVERVIEW**
Talitha is in the discovery phase and will need time to review the documents that City staff have provided as part of the initial Request for Information. Talitha describes this stage as the learning phase of the project.
- 5) **NEXT STEPS** Committee will work together to create a definition for Diversity, Equity, and Inclusion. Committee members will have homework and the group will work through these definitions at the next meeting.
- 6) **ADJOURNMENT** at 3:59pm

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

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

Thursday, March 21, 2024, at 2:00 p.m.

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

Committee Members: Present	Absence
Abby Thomas	Tony Lai
Caitlin Nemeth	Efrain Arredondo
Viviana Garibay	
Larry Miller	
Zack Geary	
Christine Bader	
Katherine Martin	
Nancy Macias	

Others in attendance: Susan Muir, Parks & Recreation Director; Jon Pheanis, MIG; Elly Schafer, MIG

- 1) CALL TO ORDER: Committee Co-Chair Larry Miller calls the meeting to order at 2:00 p.m.
- 2) PROS PLAN PRESENTATION & DISCUSSION: MIG presents the Draft Parks, Recreation, and Open Space Plan to the committee.

The plan focused on equity and community engagement, with an emphasis on inclusivity, lifelong learning opportunities, natural habitats, community cohesion, and support for the needs of the local community. Susan Muir asks the committee to provide recommendations on the plan, which could range from full approval to suggesting modifications or continuing the discussion.

Committee members recommend adding more specific language to prioritize accessibility and inclusive design in all parks or play areas, and asked MIG to incorporate their feedback on the map with a special focus on identifying underserved areas for potential prioritization of park or amenity development.

The Committee asked MIG and staff to consider creating a policy in which non-park pathways/trails and the information collected through this plan would be carried over to inform the transportation system plan update.

The committee directed staff to consider how periodic check-ins with the DEIAC might work to ensure the plan stays relevant and flexible as the city progresses.

The plan will be brought back to the DEIAC for review and potential amendments before the final draft will be presented to the City Council for adoption.

3) ADJOURNMENT at 4:00 pm.

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

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