

2024 Diversity, Equity, and Inclusion Advisory Committee Goals



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 |
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| <p>1. Complete the Organizational Assessment of Diversity, Equity, and Inclusion</p> | <p>1.1 Consultant and committee to discuss project scope, timeline, and meeting schedule.</p> <p>1.2 Establish project management team (PMT) roles and responsibilities.</p> <p>1.3 Establish subcommittee roles and responsibilities (if applicable)</p> <p>1.4 Participate in City Council work session to kick-off the project.</p> <p>1.5 Review draft work, report, and recommendations.</p> <p>1.6 Final Report to Council</p> <p>1.7 Seek Council’s adoption of the plan and recommendations.</p> | <p>To identify, recommend, and prioritize key actions the DEIAC may use to propose a work plan and budget to the McMinnville City Council. (f)</p> | <p>February – September 2024</p> | <p>DEIAC</p> <p>Project Management Team (PMT)</p> <p>Consultant / Talitha</p> <p>City Council</p> |

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| | 1.8 Develop recommendations that pertain to the committee's 2025 goals and "work" plan. | | | |
| 2. Proclamation Review Process | 2.1 Review current proclamation process. 2.2 Develop draft process with City Recorder 2.3 Adopt process. | To identify an effective, timely proclamation review process. | To be completed by December 2024 | DEIAC City Recorder City Attorney |
| 3. Committee Operations | 3.1 Review existing procedures both formal and informal for onboarding new members, co-chair election process, roles, responsibilities, and annual report actions. 3.2 Establish formal structure for report including progress update on applicable goals and objectives in the MacTown 2032 Strategic Plan. 3.3 Draft formal documentation for recruitment and onboarding. | Formalize committee process. | To be completed by December 2024 | DEIAC City Recorder City Attorney (Public Meeting Laws) |

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| | <p>3.4 Review annual training opportunities to keep current on public meetings laws.</p> <p>3.5 Draft recommendations for public meeting laws training.</p> <p>3.6 Adopt training recommendations.</p> | | | |
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Yearly Schedule

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| 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 |

ADOPTED 1.11.2024