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A G E N D A

KEIZER CITY COUNCIL/COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE **JOINT WORK SESSION**

Monday, June 13, 2022

6:00 p.m.

Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon 97303

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **DISCUSSION**
 - a. **Update and Discussion of Community Diversity Engagement Committee Work**

4. **ADJOURN**

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2021- 3225

4
5 ESTABLISHING COMMUNITY DIVERSITY
6 ENGAGEMENT COMMITTEE
7

8 WHEREAS, the City Council adopted Resolution R2020-3135 (Adopting Keizer
9 Statement of Values-Justice, Equity, Diversity and Inclusion) on December 7, 2020;

10 WHEREAS, the Community Diversity Engagement Work Group was formed by the
11 City Council in April 2021 as part of the Goals and Work Plan;

12 WHEREAS, the Community Diversity Engagement Work Group made a recommendation to
13 the City Council to form a Community Diversity Engagement Committee;

14 WHEREAS, the Keizer City Council considered the matter in a work session on October 11,
15 2021 and directed staff to revise the Resolution forming the Committee;

16 WHEREAS, the Keizer City Council has considered the recommendation from the
17 Community Diversity Engagement Work Group and finds it necessary and appropriate to appoint a
18 committee to advise the Council on action for community engagement as outlined in Appendix "A"
19 attached hereto;

20 NOW, THEREFORE,

21 BE IT RESOLVED by the City Council of the City of Keizer that the Community Diversity
22 Engagement Committee is hereby established as outlined in Appendix "A", which is attached hereto
23 and by this reference made a part hereof.
24
25

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the
2 date of its passage.

3 PASSED this 1st day of November, 2021.

4
5 SIGNED this 1st day of November, 2021.

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Cathy Clark
Mayor
[Signature]
City Recorder

Appendix "A"
City Council Committee

Name: Community Diversity Engagement Committee

Purpose: To act in an advisory capacity to the Keizer City Council and to advise on action for community engagement by:

1. Listening to understand. Keizer wants to let everyone know we are all included when we talk about the Keizer community and are important for our community to thrive holistically,
2. Using what is heard to create recommendations for action plan(s) for increasing community engagement and communication on progress in civic processes,
3. Acting on the values included in the Resolution for Justice, Equity, Diversity and Inclusion.

Tasks: To assist in developing action recommendations for community engagement in civic processes in the following areas:

1. Collaboration with Council, other city committees, commissions and neighborhood associations to increase active participation and recommend culturally responsive actions,
2. Collaboration with other organizations (historical/cultural/arts, business organizations, faith community, community based organizations, education, and additional sectors not usually included),
3. Collaborating in community opportunities to have conversation, celebration, relationship building,
4. Recommending additions or subtractions of national observances/commemorative/heritage months,
5. Help develop metrics and yearly report on tasks identified and the data needed to better understand culturally responsive provision of services and public participation,
6. Assist in identifying leaders and build leadership capacity of underrepresented and underserved communities.

Membership: The Committee shall consist of nine voting members. Two (2) members shall be Keizer City Councilors to be appointed by the Mayor and announced at a regularly scheduled Council meeting, six (6) citizen-at-large members and one (1) youth member who is under 19 years of age at the date of appointment. Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases that impact all residents in Keizer. The Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.

Term of Office: Each Councilor member shall be appointed for a two-year term by the Mayor pursuant to the Council Rules of Procedure. Each non-Councilor member shall be appointed for a three-year term, except for the initial terms. The initial terms of the non-Councilor members shall be staggered so that not more than three will expire in the same year. Each Councilor shall directly appoint one citizen-at-large member following the same process as appointments of Volunteer Coordinating Committee members. The Mayor shall appoint the youth member. Members may be reappointed.

Chair and Vice-Chair: The Committee will elect the Chair and Vice-Chair at the first meeting of each calendar year.

Meetings: Members of the Committee shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Robert Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by a two-thirds majority vote of the City Council.



CITY OF KEIZER
COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE MINUTES
January 26, 2022, 6:00 p.m.

Meeting convened at 6:00 p.m. Attendance was noted as follows:

Present:

Anthony Rosilez
Claire Snyder
Markey Toomes
Kim Freeman
Kacey McCallister (6:15)
Nevaeh Music
Laura Reid
Shaney Starr

Absent:

Dr. R. W. Taylor

Staff:

Tim Wood, Finance Director
Debbie Lockhart, Deputy City Recorder

INTRODUCTIONS: Each member introduced themselves and described their interest in this committee. Laura Reid shared information about Dr. Taylor and Kacey McCallister.

ELECTION OF CHAIR AND VICE CHAIR: Dr. R. W. Taylor, Anthony Rosilez and Claire Snyder were nominated to serve as chair. With no further nominations, nominations were closed. Taylor received one vote and Rosilez and Snyder each received three. At this point Kacey McCallister joined the meeting. Candidates introduced themselves to him. A tie-breaking vote was taken with Rosilez receiving the majority of the votes. Claire Snyder was nominated to serve a Vice Chair. With no further nominations, nominations were closed and Ms. Snyder was elected by unanimous consent. Anthony Rosilez will serve as Chair and Claire Snyder as Vice Chair.

DETERMINATION OF SCHEDULED MEETING DATES: Committee members discussed options. Laura Reid moved that the Community Diversity Engagement Committee meet on the first Tuesday of each month beginning March 2022. Kim Freeman seconded. Motion passed as follows: Rosilez, Snyder, Toomes, Freeman, McCallister, Music, Reid and Starr in favor with Taylor absent.

Members agreed to meet at 6 p.m. for no more than 90 minutes.

COMMITTEE PURPOSE, TASKS AND GOALS: Committee members discussed possible economic development priorities through the Marion County Economic Prosperity Initiative such as tournament town sports facilities development and support, a revitalization plan for public investments (plaza, focal points, River Road/Lockhaven reconfiguration), food truck pod on City owned property, preparation of City owned properties for possible sale/development, consultant services to market City owned property for economic development or to create an urban renewal district, small

business grants/loans, consultant services for employment land urban growth boundary expansion, and small business loans. Additional discussion took place regarding revitalizing neighborhood associations, holding meetings in locations other than at City Hall and at times that don't interfere with family meal times, organizing Keizer's 40th Birthday celebration, developing a mini-leadership program to assist in identifying leaders and give them support, diversifying committee membership, educating people on how they can get involved and make a change, providing trainings with guest speakers through work sessions, hiring a community engagement consultant and budget.

Finance Director Tim Wood explained that the committee is an advisory group to Council and that he hoped that during the next few meetings the committee could determine what it needs so that those needs can be addressed by the Budget Committee.

Chair Rosilez urged committee members to focus on a few items and complete them rather than having many ideas and not completing any. He suggested the following

HOMEWORK: Members should:

- Think about what they want to accomplish this year and come up with a mission that aligns with the purpose.
- Come up with suggestions on possible meeting locations other than City Hall.

APPEARANCE OF INTERESTED CITIZENS

Roland Herrera, Keizer, commended the committee and expressed gratitude for their commitment.

Joey Cappelletti, Keizer, urged committee members to contact him if they want suggestions from the community so that he can publicize that request in the Keizertimes.

STAFF LIAISON REPORT – City Demographic/Current Outreach: Finance Director Tim Wood referred to his staff report and pointed out that Keizer is becoming much more diverse. He indicated that he would send the Annual DEI Report from Beaverton to committee members for their information, and reviewed Keizer demographics, current outreach efforts and national observances and commemorative months.

ADJOURN ~ Meeting adjourned at 7:42 pm.

Next meeting: Tuesday, March 1, 2022

Minutes approved: 03-01-22



CITY OF KEIZER
COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE MINUTES
March 1, 2022, 6:00 p.m.

Chair Rosilez called the meeting to order at 6:00 p.m. Attendance was noted as follows:

Present:

Anthony Rosilez
Markey Toomes
Kim Freeman
Kacey McCallister
Nevaeh Music
Laura Reid
Shaney Starr

Absent:

Dr. R. W. Taylor
Claire Snyder

Staff:

Tim Wood, Finance Director
Tracy Davis, City Recorder

APPROVAL OF MINUTES: Shaney Starr moved for approval of the January 2022 Minutes. Laura Reid seconded. Motion passed as follows: Rosilez, Toomes, Freeman, McCallister, Music, Reid and Starr in favor with Taylor and Snyder absent.

APPEARANCE OF INTERESTED CITIZENS: Tammy Kunz explained that she is forming a new neighborhood association in northeast Keizer and that she would like to become involved with the committee. She submitted a letter of interest and her resume.

OTHER BUSINESS

Mission: What do we want to accomplish this year? Discussion took place with members of the committee contributing the following suggestions to be included in the Mission Statement: Connectivity, community engagement, community liaisons, advisory to Council, encouraging and engaging, engaging with groups to strengthen the community, empowering, actively listening and listening to understand. Additional dialogue ensued regarding developing a baseline matrix for an annual report, listening sessions at alternative locations, exploring opportunities through review of group minutes, providing a safe environment for students to safely discuss and disagree, diverse groups, including the senior population, the point where diversity becomes exclusionary, development of cultural diversity engagement clubs, development of an equity statement, and agreements to listen to understand, accept non-closure and experience discomfort. Committee members also considered the City Council Diversity, Equity and Inclusion resolution that was adopted in 2020, the importance of 'walking the walk', and adding or removing monthly recognitions.

The following Mission Statement was then submitted: *Exists to strengthen our community through active listening in order to strengthen and encourage civic engagement, understanding and empowerment and to advise the city council on issues that are critical to connecting our community.*

Committee discussed the following goals:

- Annual Report Matrix
- Listening Sessions
- Proclamations
- Recommendations for monthly celebrations
- Land Acknowledgement
- Cultural engagement with students

Action Items:

- Committee member assignments of presentations at meetings for days/months that are on the list of approved observances and commemorative months.
- **Possible Alternate Meeting Locations:** Members agreed to consider this at a future meeting.

STAFF LIAISON REPORT

- **Oregon Public Meeting Law Requirements:** Mr. Wood reviewed public meetings laws that would need to be followed.
- **Community Prosperity Funding Grant:** Committee members focused on the goals in Mr. Woods' staff report. Following discussion on various items in the staff report, Committee members indicated that they supported investment in food truck pods and revitalization of the focal points and wished to explore youth support further.

Discussion then took place regarding creating display items with the City equity statement and the committee mission statement for use when attending meetings in the community.

ADJOURN Meeting adjourned at 7:30 p.m.

Next meeting: Tuesday, April 5, 2022

Approved: _____ 05-03-22



CITY OF KEIZER
COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE MINUTES
April 5, 2022, 6:00 p.m.

Chair Rosilez called the meeting to order at 6:02 p.m. Attendance was noted as follows:

Present:

Anthony Rosilez
Markey Toomes
Kim Freeman
Dr. R. W. Taylor
Nevaeh Music
Laura Reid
Shaney Starr

Absent:

Kacey McCallister
One Position Vacant

Staff:

Tim Wood, Finance Director
Debbie Lockhart, Deputy City Recorder

Chair Rosilez announced that Claire Snyder had resigned from her position on the committee due to concerns regarding the event at Volcano Stadium.

VOLUNTEER APPRECIATION: Soraida Cross from the Volunteer Coordinating Committee thanked committee members for their volunteer efforts, dedication and commitment to the City and distributed cookies as a token of appreciation.

APPEARANCE OF INTERESTED CITIZENS:

Carrie Brown, potential candidate to fill the Snyder vacancy, introduced herself and explained why she wanted to serve.

Ramiro Navarro, Jr., introduced himself stating that he was looking forward to seeing what the committee would do.

Mayor Cathy Clark thanked the committee for the work they do, urged everyone to watch the April 4 Council meeting to learn more about the tribal nations, and asked the committee to focus on the tribal nations in the future.

ADOPTION OF MISSION STATEMENT: *Exists to strengthen our community through active listening in order to strengthen and encourage civic engagement, understanding and empowerment and to advise the city council on issues that are critical to connecting our community.* Following lengthy discussion, committee members agreed to add the following after the word 'Exists': "to foster justice, diversity, equity and inclusion and".

Laura Reid moved to adopt the following Mission Statement: "The committee exists to foster justice, equity, diversity and inclusion and to strengthen our community through active listening in order to strengthen and encourage civic engagement, understanding and empowerment and to advise the city council on issues that are critical to connecting

our community.” and that this statement would be a living guideline and subject to changes as needed. Shaney Starr seconded.

Kim Freeman suggested that the committee wait to adopt the Mission Statement until all committee members were present. Reid and Starr withdrew their motion/second.

Adoption of the Mission Statement was postponed to the next meeting.

ADOPTION OF 2022 GOALS: Discussion took place regarding various goals. It was suggested that some of the ‘Listening Sessions’ be held at Neighborhood Association meetings. Tim Wood explained that the proposed observances were taken from a list at the Library of Congress but that the Committee could recommend others as well.

Niveah Music offered the following Land Acknowledgement: *“We are gathered on land of the Kalapooya, Confederate tribes of the Grand Ronde, the Confederated tribes of the Siletz Indians, and the Ahantchuyuk whose relationship with this land continues to this day. We offer gratitude for the land itself and for those who have lived on it for generations. We acknowledge that our city’s history, like many others, is fundamentally tied to the first colonial developments in Oregon. Finally, we respectfully acknowledge and honor past, present and future indigenous citizens of Keizer.*

With a genuine desire for collective healing and understanding, we offer this land acknowledgement to respectfully recognize the land and its indigenous people. The acknowledgement recognizes that lasting progress begins and continues with a growing understanding of harms, and works to challenge the legacies of colonialism in order to move forward in the true spirit of community.” No action was taken.

Shaney Starr suggested that in order to determine what Council expects from the committee, a Joint Work Session be scheduled for June 13. It was noted that although the goals would probably shift and change, the committee needs them as a place to start. The committee is creating itself as it figures out the goals.

Adoption of the 2022 Goals was postponed pending adoption of Mission Statement.

DEVELOPMENT OF EQUITY AGREEMENTS: *Stay engaged, Listen to understand, Speak truth responsibly, Expect and accept non-disclosure, Be willing to do things differently and experience discomfort, Confidentiality.* Shaney Starr recommended that the following be included in the Equity Agreements: ‘Commit to hold people in positive regard’ and ‘Recognize intent vs. impact’. R.W. Taylor suggested that adoption of the Equity Agreements be postponed to the next meeting.

Shaney Starr moved to accept the proposed Equity Agreements including ‘Commit to hold people in positive regard’ and ‘Recognize intent vs. impact’. Kim Freeman seconded. Motion passed as follows: Rosilez, Toomes, Freeman, Music, Reid and Starr in favor, with Taylor opposed, McCallilster absent and one position vacant.

REVIEW CITY EQUITY STATEMENT (on City website): Postponed to next meeting.

COMMITTEE PRESENTATION ASSIGNMENTS: Postponed to next meeting.

RECOGNITION OF APRIL OBSERVANCES: Postponed to next meeting.

Other Business: Laura Reid shared information she had found regarding Child Abuse and a sexual harassment protest held at McNary in which the administration acknowledged that they could do better, which signifies growth and a willingness to grow.

STAFF LIAISON REPORT: Tim Wood noted that the message for the committee is to make connection and do things that connect everyone. He noted that action may go at a snail's pace but lives will be impacted.

ADJOURN Meeting adjourned at 8:05 p.m.

Next meeting: Tuesday, May 3, 2022

Approved: 05-03-22



CITY OF KEIZER
COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE MINUTES
May 3, 2022, 6:00 p.m.

Staff called the meeting to order at 6:00 p.m. Attendance was noted as follows:

Present:

Markey Toomes
Nevaeh Music
Laura Reid
Shaney Starr
Kacey McCallister
Carrie Brown

Absent:

Anthony Rosilez, Chair
Kim Freeman
Dr. R. W. Taylor

Staff:

Tim Wood, Finance Director
Debbie Lockhart, Deputy City Recorder
Adam Brown, City Manager

ELECTION OF VICE CHAIR: Laura Reid was elected Vice Chair by unanimous consent.

APPROVAL OF MINUTES: Shaney Starr moved for approval of the March and April Minutes. Markey Toomes seconded. Motion passed as follows: Toomes, Music, Reid, Starr, and McCallister in favor with Brown abstaining and Rosilez, Freeman and Taylor absent.

APPEARANCE OF INTERESTED CITIZENS:

Vice Chair Reid summarized a letter from Tammy Kunz regarding supporting the needs of neighbors.

ADOPTION OF MISSION STATEMENT: *The committee exists to foster justice, equity diversity and inclusion and to strengthen our community through active listening in order to strengthen and encourage civic engagement, understanding and empowerment and to advise the city council on issues that are critical to connecting our community.* Vice Chair Reid noted that this is a place to begin and can be adjusted as needed.

Markey Toomes moved to adopt the Mission Statement. Kacey McCallister seconded. Motion passed as follows: Toomes, Music, Reid, Starr, Brown and McCallister in favor with Rosilez, Freeman and Taylor absent.

ADOPTION OF 2022 GOALS:

- **Annual Report Matrix** – Minor edit made. This will be used to track actions of the committee for reporting purposes.
- **ADDED: Get clear data to help understanding the community.** Data to include: age groups, race ethnicity, income level, neighborhoods, top crimes in neighborhoods, reading levels at each elementary school, education results of

elementary schools, neighborhood opinions, two parent working households, child care needs.

- **Listening Sessions** – Postponed pending receipt of demographic information. Need who, what and where logistics (framework, places to go, technology and public meeting laws).
- **Proclamations/Presentations** – changed to ‘Presentations and Recommendations for Monthly Celebrations’
- ~~Recommendations for monthly celebrations~~
- **Land Acknowledgement**
- **Cultural engagement with students**

Finance Director Tim Wood indicated that he would send committee members the demographic information requested before the next meeting and develop a ‘Data Dictionary’ for use at all the meetings.

Discussion took place regarding Council response to testimony about the recent event at Volcano stadium, the role of the committee, appointment process to this committee and possible discussion topics for the June 13 work session.

REVIEW CITY EQUITY STATEMENT (on City website): Postponed.

COMMITTEE PRESENTATION ASSIGNMENTS: No assignments made pending June 13 Council Work Session.

STAFF LIAISON REPORT: None.

ADJOURN Meeting adjourned at 7:31 p.m.

Next meetings:

Tuesday, June 7, 2022

Monday, June 13, 2022 Work Session

Approved: _____