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Community Diversity Engagement Committee Meeting Agenda Thursday, November 3, 2022, 6:00 PM ~ Council Chambers

MISSION STATEMENT: 'Exists to foster justice, diversity, equity 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.'

1. Call to Order/ Welcome to new member: Benita Picazo
2. Approval of Minutes – September, 2022
3. Appearance of Interested Citizens
4. Neighborhood Engagement
5. Review of Observances
6. November Proclamations: American Indian and Alaska Native Heritage Month
7. Committee Presentation Assignments: In March the committee voiced support for giving presentations related to Proclamations at the Council meeting in which the Proclamation would be read. Attached is the list of observances that includes the names of people who have volunteered to do this. Does the committee want to continue with this?
8. Committee Member Reports:
 - o **Benita Picazo:**
 - o **Anthony Rosilez:** Keizer Christian Church, Keizer Church of Christ, Keizer Clear Lake United Methodist Church, Keizer Community Church, Lakepoint Community Church, Saint Edward Catholic Church, Vivid Adventist Church
 - o **Markey Toomes:** Cherriots, Keizer Chamber, Keizer Men of Action, Brothers of Valor, Keizer Home Grown Theater, Church on the Hill
 - o **Carrie Brown:** Volunteer Coordinating Committee, Keizer Fire District, Claggett Middle School, Weddle Elementary School, Latino Action Committee
 - o **Kim Freeman:** Mid-Willamette Valley Community Action Agency, Keizer Community Foundation, NWKNA, Luz Del Valle, Keizer Community Food Bank
 - o **Kacey McCallister:** Northwood Swim Club, Keizer rotary, Church of Jesus Christ Latter Day Saints, Cummings Elementary
 - o **Nevaeh Music:** Siletz Tribes, Whiteaker Elementary School, Keizer Network of Women, Heritage Museum, Mid-Valley Soccer Club
 - o **Laura Reid:** City Committees, Marion County, Local Schools, Latino Business Alliance, Library, Cultural Board, Art Association, NEKNA & WKNA, Salem Mennonite Church
 - o **Shaney Starr:**
9. Other Business/ Staff Liaison Report
10. Adjourn

Next Meeting: December 1, 2022

EQUITY AGREEMENTS: Stay Engaged | Listen to Understand | Speak Truth Responsibly | Expect and Accept Non-disclosure | Be Willing to do Things Differently and Experience Discomfort | Practice Confidentiality | Be Committed To Hold People In Positive Regard | Recognize Intent vs. Impact.



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

Chair Anthony Rosilez called the meeting to order at 6:15 p.m. Attendance was noted as follows:

Present:

Anthony Rosilez, Chair
Shaney Starr
Markey Toomes
Kacey McCallister
Carrie Brown

Absent:

Laura Reid, Vice Chair
Kim Freeman
Dr. R. W. Taylor
Nevaeh Music

Staff:

Tim Wood, Finance Director
Debbie Lockhart, Deputy City Recorder

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

APPEARANCE OF INTERESTED CITIZENS: None

WILSONVILLE SPEAKER: Finance Director Tim Wood introduced Zoe Mombert, Wilsonville Assistant to the City Manager and DEI Committee Staff Liaison.

Ms. Mombert gave a presentation highlighting the committee background and progress, which included development of Mission and Vision statements, a strategic plan and priorities and concluded with advice for the Keizer committee. She explained that Wilsonville had modeled their committee after Lake Oswego and hired the consultant that Lake Oswego had used (DeLaCruz Solutions, now based in Colorado) who worked with them through remote meetings and some in-person meetings. The committee plans events but does not have a budget so committee members are responsible for getting sponsors. The header on their newsletter is being used to highlight certain cultures each month. Wilsonville does not have a Flag Policy so no specific flags are being flown at this time. The consultant facilitated meetings and focus groups and provided training on bias and conflict resolution. All new staff is required to take this training.

Discussion followed regarding policies, administrative decisions, committee responsibilities, staff time required to accomplish tasks, committee member selection process, building relationships with staff and council, and setting goals.

Chair Rosilez urged committee members to ponder what was shared at this meeting and figure out how to help people be engaged and stay engaged through the ongoing process.

REVIEW OF SURVEY RESPONSES: Committee members urged staff to put a link to the surveys in the utility services bill. Staff urged committee members to transmit the link to the on-line survey with the organizations that they have volunteered to contact.

OTHER BUSINESS: Discussion took place regarding KeizerFEST with committee members noting that some people were more willing to have conversations than others were. It was suggested that a city banner be placed on the city booth and generic business cards be available to distribute.

Markey Toomes moved that the Community Diversity Engagement Committee recommend that Council recognize October 10 as Indigenous People's Day. Carrie Brown seconded. Motion passed as follows: Rosilez, Toomes, McCallister, Starr and Brown in favor with Taylor, Reid, Freeman and Music absent

STAFF LIAISON REPORT: Finance Director Tim Wood reported that the City has two new hires – both bi-lingual, census data has been released so staff is working with the GIS department to update demographics and maps, and Hispanic Heritage Month and Constitution Week will be recognized at the September 6 Council meeting. Committee members suggested that a representative of a group being recognized be invited to receive the Proclamation. Mr. Wood indicated that he would discuss this with Mayor Clark.

ADJOURN Meeting adjourned at 7:38 p.m.

Next meeting: October 6, 2022

Approved: _____

National Observances and Commemorative Months

- **African American History Month** (February) ~ National African American History Month in February celebrates the contributions that African Americans have made to American history in their struggles for freedom and equality and deepens our understanding of our Nation's history.
- **Women's History Month** (March) ~ Women's History Month honors and celebrates the struggles and achievements of American women throughout the history of the United States.
- **Irish-American Heritage Month** (March) ~ Irish-American Heritage Month is a month to celebrate the contributions which Irish-Americans have made to the United States.
- **Child Abuse Prevention Month** (April) ~ National Child Abuse Prevention Month recognizes the importance of families and communities working together to strengthen families to prevent child abuse and neglect. Through this collaboration, prevention services and supports help protect children and produce thriving families.
- **Law Day** (May 1) ~ Law Day is a national day to celebrate the rule of law and its contributions to the freedoms Americans enjoy.
- **Asian Pacific Heritage Month** (May) ~ Asian/Pacific American Heritage Month is a month to celebrate the contributions Asian/Pacific Americans have made to American history, society and culture.
- **Jewish American Heritage Month** (May) ~ Jewish American Heritage Month is a month to celebrate the contributions Jewish Americans have made to America since they first arrived in New Amsterdam in 1654.
- **Lesbian, Gay, Bisexual, Transgender and Queer Pride Month** (June) ~ Lesbian, Gay, Bisexual, Transgender and Queer Pride Month commemorates the events of June 1969 and works to achieve equal justice and equal opportunity for LGBTQ Americans.
- **Juneteenth** (June 19) ~ Juneteenth commemorates an effective end of slavery in the United States. Juneteenth (short for "June Nineteenth") marks the day when federal troops arrived in Galveston, Texas in 1865 to take control of the state and ensure that all enslaved people be freed.
- **Constitution Day and Citizenship Day** (September 17) ~ Constitution Day and Citizenship Day is observed each year on September 17 to commemorate the signing of the Constitution on September 17, 1787 and "recognize all who, by coming of age or by naturalization, have become citizens."
- **National Hispanic Heritage Month** (September 15 - October 15) ~ National Hispanic Heritage Month celebrates and recognizes the contributions Hispanic Americans have made to American society and culture and to honor five of our Central American neighbors who celebrate their Independence days in September.
- **National Disability Employment Awareness Month** (October) ~ National Disability Employment Awareness Month celebrates the accomplishments in the workplace of persons with disabilities and reaffirms the commitment to ensuring equal employment opportunities to all citizens.
- **Indigenous People's Day** (October 10) ~ Indigenous Peoples' Day is celebrated on the second Monday of October, on October 10 this year, to honor the cultures and histories of the Native American people. The day is centered around reflecting on their tribal roots and the tragic stories that hurt but strengthened their communities.
- **American Indian and Alaska Native Heritage Month** (November) ~ National American Indian Heritage Month celebrates and recognizes the accomplishments of the peoples who were the original inhabitants, explorers and settlers of the United States.

- **Human Rights Day** (December 10) ~ Human Rights Day is observed each year to commemorate the adoption of the Universal Declaration of Human Rights (UDHR) by the United Nations General Assembly on December 10, 1948.



**COMMUNITY DIVERSITY ENGAGEMENT
COMMITTEE PRESENTATION ASSIGNMENTS**
Updated September 29, 2022

Month	Observance	CDE Committee Member
February	African American History Month	
March	Women's History Month	
	Irish-American Heritage Month	
April	Child Abuse Prevention Month	
May 1	Law Day	
May	Asian Pacific Heritage Month	
	Jewish American Heritage Month	
June	Lesbian, Gay, Bisexual, Transgender and Queer Month	
June 19	Juneteenth	
September 17	Constitution Day & Citizenship Day	
Sept 15 ~ Oct 15	National Hispanic Heritage Month	Markey Toomes
October	National Disability Employment Awareness Month	
October 10	Indigenous People's Day	
November	American Indian Heritage Month	Niveah Music
December 10	Human Rights Day	
Adds?	Senior Citizens Month (May 1963)	



COMMITTEE MEETING: October 6, 2022

TO: Community Diversity Engagement Committee
FROM: Tim Wood, Assistant City Manager/Finance Director
SUBJECT: Staff Liaison Report

City Wide Update:

- On September 15, 2022, the Human Resources Department sent an all staff email regarding Hispanic Heritage Month.
- On October 3, 2022, the Mayor made a proclamation for Indigenous Peoples Day.
- On October 3, 2022, the Mayor made a proclamation for National Disability Employment Awareness Month.

Consultant

At the last committee meeting there was some discussion based on the presentation by the City of Wilsonville to consider hiring a Diversity, Equity and Inclusiveness consultant. As noted during the presentation the consultant helped with the creation of the committee by:

- Consulting with the initial task force
- Provide equity training
- Assisting with community outreach, focus groups and survey
- Draft report based on community outreach, focus groups and survey
- Draft committee mission and DEI strategy
- Ongoing consulting as needed

We currently have an adopted mission and are working on specific action plans to accomplish the specific tasks of:

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

Exhibit A

DEI Committee Facilitation & DEI Advisor

July 1, 2021 – June 30, 2022

July

- **Monthly Committee Meeting**
 - Meet and greet, set expectations
 - Relationship Building – task force and facilitator
 - Establish ground rules/expectations for meetings & work
- **Monthly Staff Internal Meeting**
- **Advise City as needed**

August

- **Monthly Committee Meeting**
 - Continue to build a foundation with trust and relationship building
 - Equity training to include appropriate ways to address individuals within diverse populations
 - Discussion among Task Force members about leveraging community connections for future focus group participants
- **Monthly Staff Internal Meeting**
- **Advise City as needed**

September

- **Monthly Committee Meeting**
 - Overview of local government functions.
 - Upcoming work
 - Early wins
- **Monthly Staff Internal Meeting**
- **Advise City as needed**

October

- **Monthly Committee Meeting**
 - Methods of outreach (e.g. snowball method—participation by word of mouth)
 - Strategies for advertising events
 - Best practices for focus groups, considering location, duration, food, possibly childcare (based on Task Force's experience and community discussion).
 - Finalize dates of outreach, marketing materials and outreach strategies (where surveys/focus groups will be advertised). Task Force and facilitator decide key topics for survey and focus groups to help align survey/focus group questions with charge of the Task Force.

Committee Assignment #1: Given the Committee's charge, what are some questions to ask underrepresented communities about barriers to civic participation on Boards and Commissions and diverse applicant pools for City recruitments? What information is needed to begin this work? Be sure to allow space for Intersectionality (e.g. an individual who is a member of the LGBTQ and POC communities).

Committee to send draft questions to facilitator before the next meeting.

Committee Assignment #2: Additional discussion between Committee and communities about intentional outreach to determine preferred methods to foster trust between underrepresented populations and local government within the focus group/survey setting.

Facilitator Assignment: Produces finalized survey and focus group questions based on meeting discussion. Materials include preface for survey regarding the purpose of questions and how data will be stored and used to foster trust among participants. Establish focus group protocol to promote consistency in data collection.

City Assignment: Create and finalize outreach materials.

- Monthly Staff Internal Meeting
- Advise City as needed

Nov

- Monthly Committee Meeting
 - Begins survey and focus group work.
 - Discuss possible strategies and work the committee should work to accomplish
- Monthly Staff Internal Meeting
- Advise City as needed

City and Committee Assignment: Advertise survey and focus groups.

Dec

- Monthly Committee Meeting
 - Continue/conclude survey and focus group work.
 - Continue to discuss possible strategies and work the committee should work to accomplish
- Monthly Staff Internal Meeting
- Advise City as needed

Jan & Feb

- Monthly Committee Meeting
 - Compile and analyze outreach results; draft preliminary report.
 - Committee to send draft of outreach results to participants for feedback.
 - Committee and facilitator revise and finalize report based on participant comments.
- Facilitator and a Committee representative present to City Council.
- Monthly Staff Internal Meeting
- Advise City as needed

March

- Monthly Committee Meeting
 - Draft Committee mission & DEI strategy based on report findings
- Monthly Staff Internal Meeting
- Advise City as needed

April

- Monthly Committee Meeting
 - Finalize mission
 - Continue DEI strategy
- Monthly Staff Internal Meeting
- Advise City as needed

May & June

- Monthly Committee Meeting
 - Finalize Strategy
 - Make a recommendation to City Council (Mission & Strategy)
- Monthly Staff Internal Meeting
- Advise City as needed

Data Integrity Considerations:

- Create an interview guide that provides protocol for focus group events. Key components include:
 - Introduction – informed consent and confidentiality measures;
 - Interview questions and probing questions (“Can you elaborate on your answer?”); and
 - Conclusion – Ask for participants’ contact information for follow up, provide contact information to participants.
- Record focus groups to capture all comments.
- When Task Force formulates questions, consider:
 - Identifying key topics
 - Order of the questions
 - Avoid leading questions
 - Ask questions that allow participants to describe their experiences before giving their opinions.
- Task Force members/facilitator to be aware of their own identities when interacting with community and analyzing data.