



CITY OF KEIZER
COMMUNITY DIVERSITY ENGAGEMENT WORK GROUP MINUTES
August 25, 2021, 4:00 p.m.

Meeting convened at 4:02 p.m. The following were present:

Councilors:

Elizabeth Smith
Laura Reid
Roland Herrera

Staff:

Tim Wood, Finance Director
Debbie Lockhart, Deputy City Recorder

APPROVAL OF JUNE MINUTES: Councilor Reid moved for approval of the July Minutes. Councilor Herrera seconded. Motion passed as follows: Smith, Reid and Herrera in favor.

STAFF REPORT/UPDATE: Finance Director Tim Wood explained that the link to report hate/bias crime has been posted on the City's website and that the list of commemorative months that was posted on the Library of Congress website is no longer available. Looking at the list that was reviewed previously, he recommended moving forward with that list prefaced with 'based on reviewing Library of Congress commemorative heritage type events, these make sense given our DEI resolution'. There is likely to be some question as to why certain events were chosen over others. He suggested that adding or subtracting the honorary events could be designated as one of the responsibilities of the new committee.

Mr. Wood then directed attention to the Resolution Appendix A for creation of the committee. Edits were made as follows:

1. Policy decisions related to diversity, ~~equitable outcomes~~ *equity* and inclusion,
2. Public engagement strategies and methods by which all residents have the opportunity to better participate in the ~~decision-making~~ civic process,
3. Culturally responsive service delivery, programming, and communication strategies, *(no change)*
4. Creating, updating and overseeing progress on the City's Justice, Equity, Diversity and Inclusion plan, *(discussed including "Submit a Progress Report to Council annually")* and
5. Identifying local community leaders and building more leadership capacity in the City's diverse communities. *(no change)*

Membership: The Committee shall consist of ~~seven to~~ *nine* voting members consisting of 2 Councilors appointed by the Mayor, 6 community members and 1 student. *Members shall be appointed on their ability to bring their lived experiences regardless of their immutable traits including but not limited to race, ethnicity, LGBTQ+, gender, socio-economic status/history, differently abled, age amongst other identities. (Italic*

sentence to be deleted from appendix but included in the application.) Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases impact all residents in Keizer. The members shall be appointed as outlined by the City Council Rules of Procedure. ~~The Mayor will appoint a non-voting Council liaison to the Committee and will make such announcement at a regularly scheduled Council meeting.~~ The Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.

Term of Office: Work Group agreed that the 3-year term was satisfactory.

Chair and Vice Chair: Work Group added to the end of the sentence '*of each calendar year*'.

OTHER DISCUSSION:

Work group suggested that

- A specific email box be set up (CDE@Keizer.org) through which people could communicate with the committee.
- Keizer's 40th anniversary next year might be an excellent opportunity to have diversity celebrations tied into that and that perhaps the new committee could work on this task.
- A separate application for this committee be put together for review at the next meeting.
- The committee annual report include demographics of board/committee applicants, number of bi-lingual people on city staff, number of communications done in multiple languages, how often interpreters are used, and youth representation.
- A consultant be hired to assist with this project.

Mr. Wood added that he is looking into training materials provided by CIS. He may recommend that staff and committee members go through the training. Ms. Smith suggested that the training be done annually.

ADJOURN ~ Meeting adjourned at 4:51 pm.

Next meeting: September 8, 2021, 4 p.m.

Minutes approved: 09-08-21