



**Community Diversity Engagement Work Group
Meeting Agenda
Wednesday, August 25, 2021, 4:00 pm
Keizer Community Center
Council Chambers**

1. Call to Order/Note of Attendance
2. Approval of July Minutes
3. Staff Report/ Update
4. Additional Discussion
5. Next Meeting Date
6. Adjourn



CITY OF KEIZER
COMMUNITY DIVERSITY ENGAGEMENT WORK GROUP MINUTES
July 21, 2021, 4:00 p.m.

Meeting convened at 4:06 p.m. The following were present:

Councilors:

Elizabeth Smith
Laura Reid
Roland Herrera (4:16)

Staff:

Wes Hare, Interim City Manager
Tim Wood, Finance Director
Debbie Lockhart, Deputy City Recorder

APPROVAL OF JUNE MINUTES: Councilor Smith moved for approval of the June Minutes. Councilor Reid seconded. Motion passed as follows: Smith and Reid in favor and Herrera absent at time of vote.

STAFF REPORT/UPDATE: Finance Director Tim Wood summarized his staff report. Discussion followed regarding content posted on the reader board and on the City website. Councilor Reid moved to recommend to Keizer City Council that the City recognize the national observances and commemorative months as outlined by the Library of Congress. Councilor Smith seconded. Motion passed as follows: Smith and Reid in favor and Herrera absent at time of vote.

ADDITIONAL DISCUSSION: Councilor Reid suggested that a link to the Department of Justice be placed on the Keizer website similar to that on the Corvallis website and that the Keizer Police Department be notified when the link is in place. Discussion followed regarding other cities and the need for multiple committees: 1) Community Engagement, 2) for Diversity, Equity & Inclusion, and 3) for listening to/dealing with social injustice complaints. Councilor Reid suggested that perhaps Keizer could start small with a listening committee that would drive the direction of the effort. Once the standing committee is formed, there could be a: "THIS IS WHAT WE ARE DOING ABOUT _____" page connected to the committee on the website.

R.W. Taylor, Mid-Willamette Community Action Agency, explained that the feelings of people are integrated into any discussion about diversity, equity and inclusivity. Diversity is hypothetical like honesty; equity must be functional and in motion; and inclusion has to be felt: real inclusion means feeling a level of impact. Councilor Smith praised Mr. Taylor for his informative presentation and suggested that he give the same presentation to Council at a Work Session.

Councilor Smith then noted that the next steps will be getting a committee formed so that we can reach out to the community and get listening sessions going. She suggested that representatives from churches and community action agencies be included in the committee. Work Group considered 'Community Engagement Advisory

Committee' or 'Diversity & Inclusion Advisory Committee' as the name for the committee.

Mr. Wood indicated that he would work the City Attorney Shannon Johnson to have something to review at the next meeting and the Work Group could then forward it to Council.

Discussion then took place regarding accessibility and in-person vs. virtual meetings with Councilor Reid pointing out that internet based meetings may provide more community engagement.

Mr. Wood stressed the importance of moving the work group into a committee, and suggested that the committee could be made up of Council members at first and they could have conversations with the public who would suggest what they would like for the makeup of the committee.

ADJOURN ~ Meeting adjourned at 5:32 pm.

Next meeting: August 25, 2021, 4 p.m.

Minutes approved: _____

Appendix "A" City Council Committee

Name: Community Diversity Engagement Committee

Deleted: _____

Purpose: To act in an advisory capacity to the Keizer City Council and to make recommendations to the Keizer City Council relating to:

1. Policy decisions related to diversity, equitable outcomes and inclusion,
2. Public engagement strategies and methods by which all residents have the opportunity to better participate in the decision-making process,
3. Culturally responsive service delivery, programming, and communication strategies,
4. Creating, updating and overseeing progress on the City's Justice, Equity, Diversity and Inclusion plan, and
5. Identifying local community leaders and building more leadership capacity in the City's diverse communities,

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Membership: The Committee shall consist of seven to nine? members. 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. 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.

Deleted: member(s) shall be _____ and _____ (member(s) shall be citizen-at-large members, however it is recommended that _____ of the citizen-at-large members have experience, training or expertise in _____.

Term of Office: Each member shall be appointed for a three-year term, except for the initial terms. The initial terms shall be staggered so that not more than three will expire in the same year. Members may be reappointed.

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Chair and Vice-Chair: The Committee will elect the Chair and Vice-Chair at the first meeting.

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.