



**Community Diversity Engagement Work Group  
Meeting Agenda  
Wednesday, September 8, 2021, 4:00 pm  
Keizer Community Center  
Council Chambers**

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



**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](mailto:CDE@Keizer.org)) through which people could communicate with the committee.
- Keizer's 40<sup>th</sup> 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: \_\_\_\_\_

## **Appendix “A” City Council Committee**

**Name:** Community Diversity Engagement Committee

**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, equity and inclusion,
2. Public engagement strategies and methods by which all residents have the opportunity to better participate in the civic 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 provide an annual update to the City Council,
5. Identifying local community leaders and building more leadership capacity in the City’s diverse communities, and
6. Make recommendations to the City Council for additions or subtractions of national observances and commemorative/heritage months.

**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. 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 citizen-at-large and youth members shall be appointed as outlined by the City Council Rules of Procedure. 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. 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.