



EQUITY COMMITTEE PLANNING GROUP MINUTES

AUGUST 16, 2022

Present: Co-Chair Cyndy Hillier, Co-Chair Christen Sacco, Glendora Claybrooks (arrived at 6:15 p.m.), Stacey Dolezal, Jennifer Eidson, Rio Espinosa, Rachel Greenough, Valerie Holt, Lusi Hong, Shannon Huggins, Maria Nguyen, Sharon Noell, Bryan Ortiz, BJ Park, and Isabella Raymond

Absent: Shane Skinner and Mike Mata

Staff: Community Engagement Coordinator Betsy Rodriguez Ruef and Deputy City Manager Megan George

I. Welcome

Co-Chair Christen Sacco called the meeting to order at 6:00 p.m. She reviewed the agenda and ground rules, and summarized the goals for the next few meetings.

September 13	October 4	November 14
<ul style="list-style-type: none"> Draft recommendation 	<ul style="list-style-type: none"> Finalize recommendation Brainstorm “actions” for permanent committee Brainstorm ways to reduce barriers to participation Prep for 11/14 City Council meeting 	<ul style="list-style-type: none"> Present recommendation to the City Council

Co-Chair Sacco then asked if there were any revisions to the minutes from the July 12, 2022 meeting. There were none.

Motion to adopt the July 12, 2022 minutes made by Sharon Noell and seconded by Rio Espinosa. The motion passed unanimously 12 – 0 (14 Yes [Dolezal, Eidson, Espinosa, Greenough, Hillier, Holt, Hong, Huggins, Nguyen, Noell, Ortiz, Park, Raymond, Sacco,]; 0 – No; 0 – Abstain; 3 – Absent [Claybrooks, Mata, and Skinner]).

II. Ice Breaker

Community Engagement Coordinator Betsy Rodriguez Ruef instructed group members to find a partner and share a favorite adventure they have had. Group members then switched partners twice more. Rodriguez-Ruef then asked volunteers from the group to share similarities and highlights from their conversations.

III. Individual Presentations

Rodriguez Ruef shared that group members were given the opportunity to present on their own research and introduced Isabella Raymond, Valerie Holt, Maria Nguyen, and Shannon Huggins.

Raymond highlighted the City of Portland's Diversity and Equity Committee, the City of Los Angeles' Diversity Council, and the City of Bend's Human Rights and Equity Commission. She also included information on People3, a Racial Equity Impact Assessment, and Portland Community College's Illumination Project.

Noell asked whether the Impact Assessment has goals and how they are measured. Raymond answered that it does include goals. It is designed to consider outcomes of actions before the action is implemented, similar to how an environmental impact statement is constructed.

Holt shared that her presentation was structured slightly differently and was based on questions raised at the last meeting. She presented historical information on the Pacific Northwest, Oregon, and Tualatin specifically. Her presentation highlighted racist practices and laws including the displacement of indigenous communities and Oregon's exclusionary clause. She ended with a list of recommendations, including a suggestion to name the permanent committee the Inclusion, Diversity, Equity, and Access Commission – or the I.D.E.A. Commission.

Nguyen shared that she is an employee of the City of Tigard and a participant on their internal DEI Advisory Group. The purpose of the Advisory Group is to propose, implement, and advocate for internal programs, policies, and ideas to create a more equitable work experience. The group has hosted a Juneteenth Celebration, Pride Parade, Hispanic Heritage Month, Pacific Islander Celebration, and Native American Heritage Month.

Noell asked how the work of the internal committee connects with the community. Nguyen shared that they are working on that. For now, most of their efforts have been internal. For example, they are working to update their recruitment processes.

Huggins shared that she is an employee of Clean Water Services and a participant on their internal DEI Steering Group. The Steering Group was a temporary group that created outcome themes and learning principles for the organization. Outcome themes include hiring/recruitment/retention, internships/apprenticeships, procurement, and culture/equity action.

Nguyen asked whether Clean Water Services has seen any progress or change as a result of the Steering Group's work. Huggins shared that there has been ongoing discussion groups and that she has perceived a willingness to continued learning.

Holt asked whether there was any backlash to these efforts. Huggins answered that she was not aware of any.

The presentation materials are attached.

IV. Small Group Discussions

Deputy City Manager Megan George reminded the group that the charge set by the City Council and the purpose of the Equity Committee Planning Group is to help build the structure of the permanent committee. Our goal is for the City Council to direct staff to prepare language to insert in the Tualatin Municipal Code based on the recommendation provided by this group. Like the code language that was reviewed from other cities, the Tualatin Municipal Code includes much the

same structure. George shared handouts that include examples from the Tualatin Municipal Code. George also shared an outline that includes a series of questions based on sections from the code.

George asked the group to break into four different small groups. Each group was instructed to work through the questions on the handout. Co-Chair Hillier, Co-Chair Sacco, Rodriguez Ruef, and George joined one of the groups to help facilitate the discussion.

Betsy R. Ruef	Megan George	Co-Chair Christen Sacco	Co-Chair Cyndy Hillier
Bryan Ortiz	Glendora Claybrooks	Rio Espinosa	Stacey Dolezal
Jennifer Eidson	BJ Park	Shannon Huggins	Lusi Hong
Sharon Noell	Valerie Holt	Maria Nguyen	Bella Raymond

The group requested that staff share contact information so the group can connect outside of the Equity Committee Planning Group meetings. The group signaled consensus with a thumbs up vote. Rodriguez Ruef indicated she would follow up with an email.

V. Wrap Up

Rodriguez Ruef reviewed the upcoming meeting dates

- Tuesday, September 13, 6 – 8 p.m., Tualatin City Services (10699 SW Herman Rd)
- Tuesday, October 4, 6 – 8 p.m., Tualatin City Services (10699 SW Herman Rd)
- Monday, November 14 (City Council Meeting), 5 – 6 p.m., Tualatin City Services (10699 SW Herman Rd)

Rodriguez Ruef shared that at the next meeting each small group will have fifteen minutes to prepare and then ten minutes to present their group's answers to the questions.

Co-Chair Cyndy Hillier asked the group to reflect on two questions:

1. What did you learn today?
2. What are you looking forward to?

Adjournment

Co-Chair Hillier adjourned the meeting at 7:59 p.m.

 / Betsy Rodriguez Ruef, Recording Secretary