



EQUITY COMMITTEE PLANNING GROUP MINUTES

NOVEMBER 01, 2022

Present: Co-Chair Christen Sacco, Glendora Claybrooks, Stacey Dolezal, Jennifer Eidson, Rio Espinosa, Rachel Greenough, Valerie Holt, Shannon Huggins, Maria Nguyen, Sharon Noell, Bryan Ortiz, BJ Park, and Isabella Raymond

Absent: Mike Mata, Lusi Hong, and Co-Chair Cyndy Hillier

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

I. Welcome

Co-Chair Sacco called the meeting to order at 6:01 p.m. She reviewed the agenda.

Co-Chair Sacco then asked if there were any revisions to the minutes from the October 4, 2022 meeting. There were none.

Motion to adopt the October 4, 2022 minutes made by Rio Espinosa and second by Valerie Holt. The motion passed unanimously 13 – 0 (13 Yes [Claybrooks, Dolezal, Eidson, Espinosa, Greenough, Holt, Huggins, Nguyen, Noell, Ortiz, Park, Raymond, Sacco]; 0 – No; 0 – Abstain; 3 – Absent [Hillier, Hong, Mata]).

II. Review Ground Rules

Rodriguez Ruef reviewed the group's ground rules, meeting expectations, and desired meeting outcomes. She reminded everyone to be concise in making comments to ensure everyone has the opportunity to speak. Rodriguez Ruef encouraged people who wanted to continue to share to write down their thoughts or approach staff during the break.

III. Areas of Focus & Removing Barriers Brainstorm

Co-Chair Sacco shared the objective of this next section is to brainstorm areas of focus for the permanent committee and to brainstorm ways to remove barriers that may exist for people to participate in the permanent committee. The discussion was broken down into two brainstorming sessions.

Areas of Focus

- Affordable housing for BIPOC community
- Land acknowledgment
- Multicultural center
- Food carts (multicultural foods/gathering place)
- Library cultural events

- Diversity employment at the city/blind hiring policy
- Breakdown barriers for employment services for participation in government (resume writing services)
- Other to include equity topics (w/ subcommittees to address)
 - Race
 - Income
 - Houselessness
 - Varying physical/mental abilities
- Influence policy training, transparency: City matters
- Core values to create & direct subcommittee
- Have objectives and measure the objectives
- Funding for research
- Partner with non-profit
- Seek opportunity to partner with organizations doing similar work
- Grants/funding
- Educate the general population and sub-populations because everyone comes from somewhere (Example: Wilsonville's Civic Academy)
- English as a second language courses for people who want to get more involved
- Financial compensation for people who want to get involved
- City's Human Resources policies – identify barriers starts with human resources
- Land Acknowledgement
- Education on how to say the names of parks and other places
- Multicultural center – a gathering place with food, a place they can read public information about the city. A place we can put all these practices together
- Provide childcare for participants
- Tap into students who are not going to college and prepare them for the trades
- Accessibility – sign language interpreters, close captioning council meetings
- Making Tualatin more immigrant friendly – English conversation nights
- English second language classes and checking on existing classes/programs to make sure they are well enough resourced
- How the city works – for example how a bond comes from property taxes
- Research areas – how do people feel part of the community or not
- With schools – how to get more diverse voices into schools, which is really important for students to see in the community
- Language and life experience exchanges in a safe environment
- Education about mental health issues related to people not being allowed to be or valued for who they are. Statistics don't lie
- Tualatin Council may desire a peaceful coalition of it many citizens in order to further the safety and success of the City. This may well be supported by exhibiting/teaching/modeling an understanding that many cultural groups in America are made up of many other subcultures. The City should make part of this Committee's duties completion/oversight of measurement of the cultures present in its citizens. Further, the advancement of diversity

practices in its staff should also be related to the duties of this Committee. Thus, the growth in City practices and its programs can be planned in conjunction with one another.

Barriers to Participation and Strategies

Barriers	Strategies
<i>Not being specific enough so people know they can be included</i>	<i>Be specific to include people</i>
<i>Transportation</i>	<p><i>Someone assigned to oversee transportation aspect. Contact so-and-so if you need a way to get to the meeting</i></p> <p><i>Collect resources that are available for people to get to places</i></p> <p><i>Stipend for uber or lyft credit to eliminate transportation barrier</i></p> <p><i>Extending hours of Ride Connection</i></p>
<i>Trust</i>	
<i>Childcare needs</i>	<i>Provide childcare</i>
<i>Second job conflict</i>	<i>Pay a stipend</i>
<i>Assurance all ages are welcome</i>	
<i>Understanding the need, being able to express input</i>	<i>Make information available online. Be transparent about what the committee is working on</i>
<i>Feeling intimidated for any number of reasons</i>	<p><i>Language access</i></p> <p><i>Outreach events within communities, not just online ad. Tent or go out to community and explain what the goal is</i></p> <p><i>Materials need to be diverse and accessible</i></p> <p><i>Creating a short video with people who represent every type of person, young, later in life, people of color, ESL w/ translator, etc. and all are encouraged to apply</i></p>
<i>Digital access</i>	
<i>People who are abrasive, bullies, people with agenda. Am I going to be called racist all day?</i>	<p><i>Process to remove people from the permanent equity committee. Rules about this</i></p> <p><i>Recording all meetings. Video and audio taped. Important for transparency. This will also help keep people accountable. Public records</i></p>

	<p><i>Include rules that can be used when needed</i></p> <p><i>Education about how it is okay to feel uncomfortable</i></p> <p><i>Sensitivity and awareness training</i></p>
--	--

IV. Recommendation

Rodriguez Ruef reminded the group that at the last meeting, the group began constructing the final recommendation by determining the following components: name of the committee, number of members, composition of membership, committee positions, and powers and duties of the committee. Initial recommendations were formed for all components except the composition of membership.

George asked the group to review the preliminary recommendations and answer a few clarifying questions about each.

Name of Committee

George summarized that the preliminary recommendation was to name the committee “Inclusion, Diversity, Equity, and Access (I.D.E.A.)”. She asked whether “Tualatin” should be included in the name of the committee. The group discussed and the consensus was to include it. George then asked whether it should be referred to as “committee” or “alliance”. The group discussed and the consensus was to refer to it as “committee”.

Number of Members

George summarized that the preliminary recommendation was to appoint 9 – 13 members. She then shared that the standard term for committee appointments is three-years and asked whether the terms should be staggered. The group discussed and the consensus was to have staggered terms.

Composition of Membership

George indicated that the planning group had reached consensus on certain parts of the recommendation at the last meeting. Tackling those parts first, she summarized that the preliminary recommendation was to include:

- One youth member
- One non-voting council liaison
- One non-voting non-profit representative
- No more than two shall reside outside of the City

The group discussed and determined that the non-voting non-profit representative was not intended to be a permanent member of the committee.

George asked whether the non-voting council liaison should contribute to the total membership of 9 – 13 members. The group discussed and determined that the council liaison would be in addition to the 9 – 13 appointed members. George then asked whether the voting youth member should contribute to the total membership of 9 – 13 members. The group discussed and determined that the youth member would contribute to that total. In addition, the group clarified that “youth member” should be defined as someone high school aged.

Committee Positions

George indicated that the planning group had reached consensus on appointing two co-chairs, one secretary, and task force leaders as desired.

George asked for clarification on the length of term for the co-chairs and whether there was a desire for the terms to be staggered. The group discussed and determined that the co-chairs should be appointed on an annual basis, but that committee members should consider appointing members to leadership roles who have different term lengths and/or experience with the committee so that there is a progression of leadership.

George shared that a staff person would be assigned to support the permanent committee by preparing minutes, scheduling meetings, and supporting the co-chairs to develop the agenda. She asked whether this role was substantially different than the secretary role the planning group was recommending. The group discussed this role and determined that it could include things like onboarding committee members, supporting the co-chairs to review minutes and track records, and otherwise having a deeper understanding of City processes. The group determined that this role should be appointed as needed.

Powers and Duties

George indicated that the planning group had reached consensus on including the following powers and duties.

- Identify and increase areas of opportunity
- Increase access
- Establish goals and objectives
- Measure success towards accomplishing established goals and objectives
- Engage with the community

George indicated that the planning group had discussed including open-ended and specific duties. She asked whether the current list covered the open-ended duties. The group discussed and said that it did. She then asked if there were any specific duties they would like to include. The group discussed and decided not to include any specific duties.

George then asked whether the group wanted to proceed with the recommendation that the City Council be open to future code updates proposed by the committee. The group discussed and decided to include this recommendation in their final report.

Rodriguez Ruef indicated that the planning group would next be revisiting the final component of the composition of membership section. She reminded the group of the three options for consideration.

Version 1

In appointing members to the committee, the council shall strive to appoint members of diverse backgrounds and experiences including members of the BIPOC and LGBTQIA+ communities, the aging population, persons with differing abilities, and other underrepresented groups.

Version 2

In appointing members to the committee, the council shall strive to appoint members of diverse backgrounds and experiences including members of underrepresented groups.

Version 3

In appointing members to the committee, the council shall seek to appoint members from a diversity of backgrounds and experiences so that as many viewpoints as possible may be provided in furtherance of the committee's work. Recruitment efforts should include specific outreach to members of the BIPOC and LGBTQIA+ communities, the aging population, persons with differing abilities, and other underrepresented groups to achieve this goal.

Rodriguez Ruef then invited everyone to share their 90-second closing statement explaining their reasoning for favoring one of the versions over the others. Following the presentations, Rodriguez Ruef asked each member of the planning group to complete a paper ballot voting for one of the three versions. The majority supported version three.

Noell asked whether the group would be open to including the following language in the statement, "Appointments should attempt to include cultural diversity so that many continents and social practices can be represented in events that educate and entertain the community at large". The group discussed and suggested the addition be shortened. The amended statement is below.

In appointing members to the committee, the council shall seek to appoint members from a diversity of backgrounds, including cultural diversity, and experiences so that as many viewpoints as possible may be provided in furtherance of the committee's work. Recruitment efforts should include specific outreach to members of the BIPOC and LGBTQIA+ communities, the aging population, persons with differing abilities, and other underrepresented groups to achieve this goal.

Motion to amend the statement (as it appears above) made by Sharon Noell and seconded by Maria Nguyen. The motion passed unanimously 12 – 0 (12 Yes [Claybrooks, Dolezal, Eidson, Espinosa, Greenough, Holt, Huggins, Nguyen, Noell, Ortiz, Park, Raymond]; 0 – No; 1 – Abstain [Sacco]; 3 – Absent [Hillier, Hong, Mata]).

Park suggested further amending the statement to include an additional sentence.

In appointing members to the committee, the council shall seek to appoint members from a diversity of backgrounds, including cultural diversity, and experiences so that as many viewpoints as possible may be provided in furtherance of the committee's work. Recruitment efforts should include specific outreach to members of the BIPOC and LGBTQIA+ communities, the aging population, persons with differing abilities, and other underrepresented groups to achieve this goal. Persons not mentioned in this description are also invited and encouraged to apply.

Motion to amend the statement (as it appears above) made by BJ Park and seconded by Bryan Ortiz. The motion passed unanimously 12 – 0 (12 Yes [Claybrooks, Dolezal, Eidson, Espinosa, Greenough, Holt, Huggins, Nguyen, Noell, Ortiz, Park, Raymond]; 0 – No; 1 – Abstain [Sacco]; 3 – Absent [Hillier, Hong, Mata]).

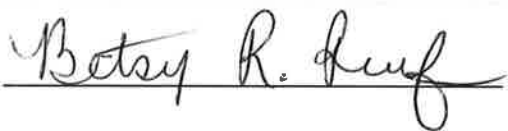
Motion to adopt the Equity Committee Planning Group's full recommendation to the Tualatin City Council made by Rio Espinosa and seconded by Isabella Raymond. The motion passed unanimously 12 – 0 (12 Yes [Claybrooks, Dolezal, Eidson, Espinosa, Greenough, Holt, Huggins, Nguyen, Noell, Ortiz, Park, Raymond]; 0 – No; 1 – Abstain [Sacco]; 3 – Absent [Hillier, Hong, Mata]).

V. Council Presentation

Rodriguez Ruef asked for four volunteers to present to the City Council on November 28, 2022. Bella Raymond, BJ Park, Rachel Greenough, and Valerie Holt volunteered to present.

Adjournment

The meeting was adjourned at 7:55 pm.

A handwritten signature in black ink that reads "Betsy R. Ruef". The signature is written in a cursive style and is positioned above a horizontal line.

/ Betsy Rodriguez Ruef, Recording Secretary