

## Equity Committee Planning Group

### Session 3

**Date:** Tuesday, August 16

**Time:** 6:00pm – 8:00pm

**Location:** Tualatin City Services, 10699 SW Herman Rd or via Zoom

<https://us02web.zoom.us/j/86278595183?pwd=UkhoMEtOYW1HTWdYTFILd0dHUnpvQT09>

\*Arrive 15 minutes early to network, grab dinner, and settle in

#### **1. Welcome** **6:00 – 6:05pm**

Review Agenda, Ground Rules, & Minutes Co-Chair Sacco and Co-Chair Hillier

Objectives:

- Adopt minutes from the 7/12/22 meeting

#### **2. Ice Breaker** **6:05 - 6:15pm**

Betsy Rodriguez Ruef

Objectives:

- Getting to know each other
- Establishing Connections

#### **3. Individual Presentations** **6:15 – 6:45pm**

Betsy Rodriguez Ruef

Objectives:

- Hear from members of the Planning Group on their individual research
  - Bella Raymond
  - Valerie Holt
  - Maria Nguyen

#### **4. Small Group Discussions** **6:45 – 7:45pm**

Megan George

Objectives:

- Review purpose of Equity Committee Planning Group and components of the final deliverable
- Discuss aspects of committees that you like and dislike
- In small groups, prepare a short presentation summarizing the group's discussion

#### **5. Wrap Up** **7:45 – 8:00pm**

Betsy Rodriguez Ruef & Co-Chair Hillier

Objectives:

- Remind everyone of upcoming meeting schedule and locations
- Preview of next agenda
- Reflect on today's agenda and upcoming meetings

## Ground Rules

- Treat everyone with respect
- Listen with an open mind
- Be open to different ideas
- Take turns speaking and flip your name tent to signal you would like to speak
- Step up and step back
- Signal consensus with thumbs up/down vote
- Speak up, even if you disagree with the majority
- Assume good intent
- Call someone in... not out
- Be curious
- Remember conflict is okay and seek rationale for clarity
- Respect people's boundaries and know your own
- Avoid side conversations



## EQUITY COMMITTEE PLANNING GROUP MINUTES

JULY 12, 2022

Present: Co-Chair Cyndy Hillier, Co-Chair Christen Sacco, Glendora Claybrooks, Jennifer Eidson, Rio Espinosa, Rachel Greenough, Valerie Holt, Lusi Hong, Shannon Huggins, Mike Mata (arrived at 7 p.m.), Maria Nguyen, Sharon Noell, Bryan Ortiz, BJ Park, Isabella Raymond, and Shane Skinner

Absent: Stacey Dolezal

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

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### **I. Welcome**

Co-Chair Christen Sacco called the meeting to order at 6:00 p.m. and reviewed the agenda.

### **II. Ice Breaker**

Community Engagement Coordinator Betsy Rodriguez Ruef instructed group members to share their “superpower”, or something that they are good at.

### **III. Minutes**

Co-Chair Christen Sacco reminded the group that as a city committee, we are required to follow public meetings law and take minutes for each meeting. The minutes are intended to provide a high-level summary of the meeting and not a play-by-play.

Motion to adopt the June 7, 2022 minutes made by Sharon Noell and seconded by Shannon Huggins. The motion passed unanimously 16 – 0 (16 Yes [Claybrooks, Eidson, Espinosa, Greenough, Hillier, Holt, Hong, Huggins, Nguyen, Noell, Ortiz, Park, Raymond, Sacco, and Skinner]; 0 – No; 0 – Abstain; 1 – Absent [Mata]).

### **IV. Ground Rules**

Rodriguez Ruef reviewed the ground rules that the group put together at the last meeting and highlighted a few that were refined for clarity.

- “Turn name tent when ready to speak” and “Don’t interrupt” were combined to “Take turns speaking and flip your name tent to signal you would like to speak”.
- “Thumbs vote, clarifying voting process” was rewritten as “Signal consensus with thumbs up/down vote” to make it more clear.
- Finally, a few were rephrased to match the action orientation of the majority. For example, “Be curious” versus “Being curious” or “Remember conflict is okay” versus “Conflict is okay”

Rodriguez Ruef asked whether the group would like to make any further changes. Bryan Ortiz suggested adding “Avoid side conversations” to the list. The group agreed.

Glendora Claybrooks pointed out that there were a few ground rules that seemed to be in conflict and asked for clarification on the intent behind them. The group discussed rephrasing “Remember conflict is okay” and the consensus was to rephrase it to “Remember conflict is okay and seek rationale for clarity”.

The group identified the following ground rules:

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## **V. Presentation – Other Equity Committees**

Deputy City Manager Megan George shared that she would be presenting information on other equity committees (or versions of equity committees) in the Portland-Metropolitan Area and across the State of Oregon. Some information was included in the supplemental materials provided at the last meeting. This presentation will focus on the language included in municipal code related to the committee’s name, purpose, and structure.

George reviewed code language from the cities of Ashland, Beaverton, Lake Oswego, McMinnville, Medford, Ontario, and Troutdale. At the end of the presentation, George highlighted the similarities between each of the committees in terms of purpose and structure. For example, all committees were assigned the duty of advising the council and staff on matters of equity. In addition, most committee members served three-year staggered terms.

The presentation materials are attached.

## **VI. Guest Presentations**

Rodriguez Ruef introduced Zoe Mombert from the City of Wilsonville, Guilian del Rio from the City of Lake Oswego, and Alexis Ball from the City of Beaverton. Each presenter was asked to prepare advice on creating an equity committee and share where their equity committees are now.

Mombert shared that Wilsonville's Diversity, Equity, and Inclusion Committee is still fairly new. She provided the following advice: follow an organic (not forced) process, have full council support, be patient, provide training, consider using a consultant, use a clear application process, be thoughtful about the committee's name, and use subcommittees. Mombert also shared that the committee had recently completed a strategic plan that will likely be adopted by the City Council in July. Their committee has focused on community engagement, communications and education, and inclusive cultural events, celebrations and holiday recognitions.

Del Rio shared that Lake Oswego started by creating a task force that surveyed the community to formulate a strategic plan. One of the actions was to hire a staff member dedicated to diversity, equity, and inclusion and another was to create a permanent Diversity, Equity and Inclusion Advisory Board. Lake Oswego received over 80 applications to serve on the Advisory Board. Del Rio advised Tualatin's future committee to create realistic goals and timelines. Lake Oswego has focused on diversity, equity, and inclusion in the workplace and community. Several initiatives include planning community events and reducing barriers to participation in governance.

Ball shared that Beaverton also started with a temporary committee, before formalizing their Diversity Advisory Board several years ago. The first recruitment also saw over 80 applications. The Board is now working on the second iteration of their strategic plan. Ball recommended Tualatin's future committee be closely connected to staff and the City Council so that actions and strategies can be implemented. She also recommended the committee have a clear purpose and focus. For example, Beaverton focuses specifically on racial equity. Several initiatives of Beaverton's Diversity Advisory Board include liaising on a Language Access Plan, Equity Procurement Policy, the Beaverton Night Market, and other policies and programming. One of their upcoming goals is to work on creating a multi-cultural center that will serve the community.

Valerie Holt asked how cities have funded culturally specific programs and events. Mombert responded that Wilsonville was able to secure a grant for a recent Juneteenth celebration and plans to request a budget appropriation in the future.

Mike Mata asked what the purpose and vision of Beaverton's multi-cultural center is. Ball responded that the goal is to provide a resource hub for immigrants and refugees, a space to host culturally specific celebrations, and a space for community organizing.

Ortiz asked how the committees measure success or progress. Del Rio responded that it has been critical to create specific goals that can be checked off.

Shane Skinner asked if any committees had reached out to indigenous communities and if so how the experience had gone. Ball responded that Beaverton had reached out to indigenous communities with some success, but that it had been challenging. They identified a need for more dedicated staff support to be successful.

BJ Park asked whether any of the committees had met with opposition. Del Rio responded that Lake Oswego had received several complaints via online suggestion boxes. Their response has been to educate people on the purpose of the committee. Mombert added that Wilsonville had also received negative feedback. The Wilsonville City Council has been a big advocate, which has helped. In addition, community members have responded in defense of the committee on negative social media posts.

Sharon Noell stated that starting with race seems to be a common approach and asked how other demographics have been folded in to committee's work. Del Rio responded that Lake Oswego's

task force completed some preliminary research, which helped to identify priorities for the permanent committee. Mombert added that their committee also started with race, but in conversations there were many other issues that came up and so the committee has not focused on one thing only. For example, their committee has considered advocating for an Americans with Disabilities Act (ADA) assessment, and language barriers. Mombert recommended pursuing some of the low-hanging fruit first.

Claybrooks asked what percentage of employees identify as Black/African American? Del Rio responded that Lake Oswego does not conduct a formal assessment, but believes the number of employees self-identifying as Black/African American has grown in the last few years. Ball responded that Beaverton recently conducted an evaluation and is able to share that information. The total percentage of employees is about 2%. Mombert responded that to her knowledge Wilsonville does not track that information, but believes the total number is low.

## **VII. Wrap Up**

Rodriguez Ruef reviewed the upcoming meeting dates and reminded group members that the location was changed so that all future meetings will be at Tualatin City Services.

- Tuesday, August 16, 6 – 8 p.m., Tualatin City Services (10699 SW Herman Rd)
- 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 there will be an optional opportunity for group members to present information from their own research to the full group. George's presentation from this evening can serve as a guide as group members conduct research and put together a presentation. Think about the following:

- What is the committee called?
- What is the purpose and/or duties of the committee?
- How is it structured (number of members, etc.)?
- What does the code language or charter include?

Again, this is optional. If you would like to be scheduled for a time slot on the next agenda, please reach out to Rodriguez Ruef or George by August 1.

Co-Chair 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 8:05 p.m.

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/ Betsy Rodriguez Ruef, Recording Secretary

## Clean Water Services: DEI Steering Group: 2020-2021

Background: As Clean Water Services began implementing an equity program in late 2019, we started with executive level learning, CEO outreach to equity community leaders and an employee committee to identify key deliverables for the organization. This committee, called the DEI Steering Group, held 10 meetings over the period of approximately a year. The committee ended when the desired outcomes for equity as well as recommendations for equity learning were determined and approved by CWS' leadership group.

### Committee elements:

- 12 members and consultant facilitator
- All virtual meetings
- Included: Members from all levels - policy, strategy, implementation, and operations. Included Chief of Staff, Chief Operating Officer, three director level positions (including HR Director). Also four non-director staff, all employees of color, the CEO exec assistant (not POC) and 2 staff from the Culture, Equity & Learning (CEL) program (not POC) who were staffing the effort.
- Meeting content/activities included:
  - Introductory conversations at first meeting. CEL staff provided an outline of the projected full process. The group discussed how introducing and integrating DEI concepts in an organization was an iterative journey over time, which would be dynamic and at times non-linear.
  - Created charter at second meeting which reflected the group's shared goals and activities as well as a shared understanding of sequence and topics of future meetings (draft charter was supplied).
  - The group provided resource suggestions for an "Employee Resource Room" on CWS intranet (DEI readings, movie suggestions, art, experiences, articles, websites, social media). All CWS employees also had the opportunity to suggest items for this site.
  - Presentations on: employee demographics (provided by HR), regional demographics - reports from Coalition of Communities of Color on Washington County, CWS procurement strategies.
  - Input to and reports on a self-managed employee survey done on learning preferences and targeted employee focus groups on equity topics.
  - The group read the book *White Fragility* and discussed it.
  - Report on focus group results about communication with diverse communities (joint CWS & Tualatin Soil and Water Conservation District project).
  - Group discussed how equity topics can be integrated into all- staff conversations and helped promote internal speakers (on change management, employee panels on equity).

- Discussion of research on effective DEI strategies at other organizations. CEL staff provided this research, committee members discussed and refined this, creating a recommended list. This discussion and refinement spanned multiple meetings.
- At end of process, three non-director level employees presented the equity outcomes and learning recommendations to our Strategic Advisory Group, (leadership team). The presentations included personal stories of their experiences and motivations, as well as description of the recommendations.
- Final meeting included attendance and appreciation from CEO, debrief/evaluation from group members and description of next steps.
- Next steps included issuing a Request for Information for 2-3 equity learning consultants (working with a member of the Steering Group), creation of an internal Equity Lab to share staff experiences, creation of Employee Resource Groups, equity planning/training to boost capacity in identified departments and an online equity panel from our leadership reflecting on the value of DEI learning and their experiences. The work continues as this program evolves over time.

Products of the DEI Steering Group:

1. Four organizing themes for outcomes:

- Hiring/Recruiting/Retention
- Internships/Apprenticeships
- Procurement
- Culture/Equity Action (integrating equity concepts into organizational culture, using an equity lens with plans and projects)

2. Equity learning principles:

Meet people where they are • Create space to learn, grow + thrive • Lead with dignity, respect, value, inclusion • Multiple ways to learn and access learning; customized • Interwoven with career pathing and professional development • Facilitated by consultants with proven on-the-ground experience • Practical, action-oriented • Adaptive management: Learn from first year, adjust/grow in successive years.





**Extra Research on**  
**Diversity Equity and**  
**Inclusion Groups**

# Portland

- **Name:** Diversity and Equity Committee
- **Website:** <https://www.portland.gov/parks/dec>
- Portland Parks and Recreation has a Equity HUB (Helping Understand Best Practices) that is a resource to empower and support robust engagement in diversity, equity, and inclusion efforts.) The Diversity and Equity Committee is a branch off that HUB.
- Portland Parks & Recreation (PP&R) recognizes that the role of the DEC is integral in creating a link between the employees, management and city leadership.
- **Mission Statement:** PP&R's Diversity and Equity Committee (DEC) will advise the bureau Director and Equity and Inclusion Team on bureau policies and budget. The DEC will facilitate the implementation of policies and practices to remove barriers and promote diversity, inclusion and racial equity best practices.

# Portland Structure

- **15** members-with **2** year terms
- **2** co-chairs
- Subcommittees include: budget, communications, policy, recruit/hire/promote/retain, and structure.
- Equity dialogue, employee diversity conference, trainings, cultural events, career job fairs and guest speakers



# Los Angeles

- **Name:** Los Angeles Diversity Council: LADC
- **Website:** <https://losangelesdiversitycouncil.org/>
- **Mission:** helps organizations better serve the Los Angeles community by providing diversity and inclusion thought leadership and “next” practices, evidence-based measurement and a place where people connect. We are thriving to be your **one** resource for Diversity & Inclusion whether it is education, policies, guidance, training and education.

# Los Angeles Structure

- 7 members
- 6 co-chairs

# Bend

- **Name:** Diversity Equity and Inclusion
- **Website:** <https://www.bendoregon.gov/city-projects/community-priorities/diversity-equity-and-inclusion>
- In 2019, City Council established a specific DEI goal, “Embed a commitment to diversity, equity and inclusion within the COB and publish DEI statistics to the public by 6/30/20,” and created four key strategies which are: implement DEI training program for city council, city staff and volunteers, hire a consultant to conduct an organizational assessment, establish a short-term task force to assist in identifying needs and priorities of underrepresented communities, and establish and permanent commission or committee to develop a DEI action plan and to seek opportunities to leverage community efforts through funding and staff support.
- (<https://www.bendoregon.gov/home/showpublisheddocument/48149/637430220778230000>)

# Bend Structure

- **9-13** members (strive to stay odd) -**2** and **4** year terms
- City council liasons, city staff, and AiA(Allyship in Action) participated in task force meetings and deliberations
- On October 17, 2020, City Council had its first reading of an ordinance to establish the Human Rights and Equity Commission (HREC).
- Partners in Diversity-nonprofit



# Extra Extra

- People3 -People3 provides diversity and inclusion training, research, and consulting services. They work with private, non-profit, and government sectors to create strategies that build a more equitable, respectful, and inclusive workplace. - <https://people3.co/>
- Racial Equity Impact Assessment- [https://www.raceforward.org/sites/default/files/RacialJusticeImpactAssessment\\_v5.pdf](https://www.raceforward.org/sites/default/files/RacialJusticeImpactAssessment_v5.pdf)
- Portland Community College-Illumination Project

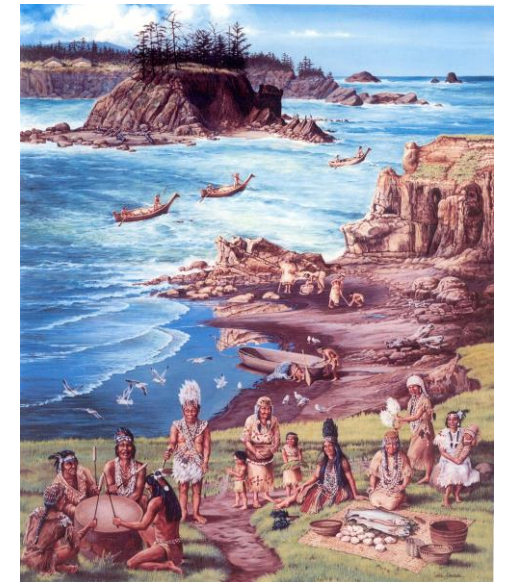
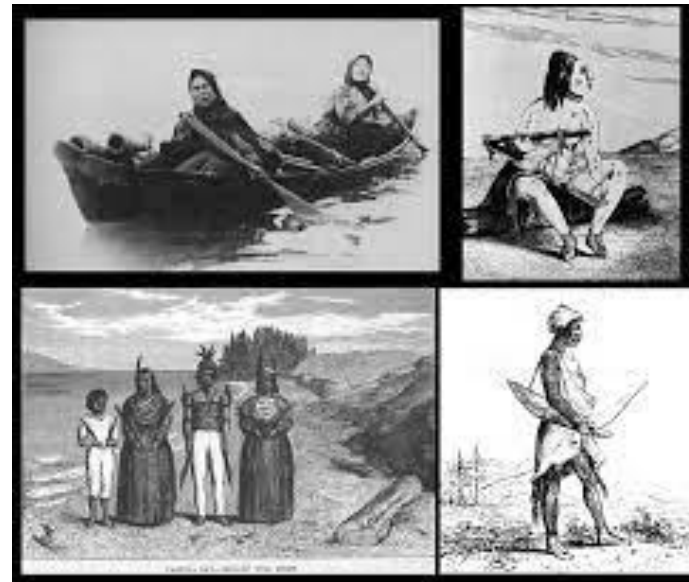
# The City of Tualatin



*City of Tualatin*



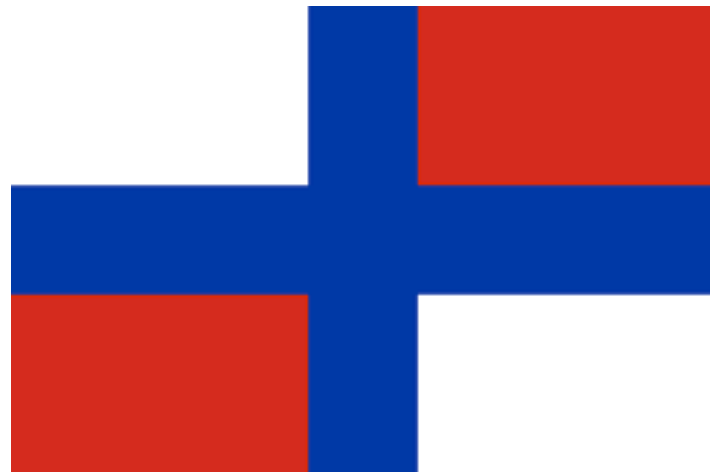
# In the beginning...



# Enter Beeswax



# Fur Real.





# Enter Sandman

- Russia vs. France
- France vs. England
- England vs. America
- Pioneers vs. Natives



# Your land is my land...



# Ferries and Farms

Capitalizing on lessons learned during their own travels, the early pioneers set up toll ferries to carry passengers across the Tualatin River.



Old Oregon Photos



As bridges were constructed, these families turned to farming to sustain life along the river, eventually adding schools and churches.



# June 18, 1844

- On this date, the Provisional Government of Oregon passes the first black exclusion law.
- The law states: “blacks who tried to settle in Oregon would be publicly whipped – thirty nine lashes, repeated every six months – until they left Oregon”.
- December 19, 1844: the Exclusion Law is revised and replaced whipping with public labor.
- September 21, 1849: The Oregon Territorial Legislature enacts and exclusion law that prohibits “negro or mulatto to enter into, or reside within the limits of this Territory”.
- September 2, 1851: Jacob Vanderpool is expelled under the law.

# Racism Abound.

- 1854: The Legislature bars testimony from “negroes, mulattoes, and Indians, or persons one half or more of Indian blood” in proceedings involving a white person.
- March 6, 1857: *Dred Scott vs. Sanford* declared that a negro, whether enslaved or free, could not be an American citizen, and the federal government had no power to regulate slavery in federal territories.
- November 5, 1857: Oregon adopts its constitution which bans slavery and new black residents in Oregon.
- February 14, 1859: Oregon becomes the 33<sup>rd</sup> state, and the only state admitted with an “exclusionary clause”.



# Oregon as a State

- 1862: Oregon legislature passes a law banning interracial marriage and institutes a \$5.00 annual tax on Black, Chinese, Hawaiians (Kanaka), and Mulattoes. Those unable to pay are forced to perform road maintenance.
- September 19, 1866: Oregon ratifies the 14<sup>th</sup> Amendment, but the exclusion clause remains in effect until 1926.
- 1921: The KKK organizes chapters in Oregon.

# Winona Grange



# Dirt Roads → Streets → Railroads



Old Oregon Mills



# “THE 5”

In the mid-1950s, construction began on I-5, in effect splitting the city in two.





# From Jiggles to Nyberg



# Tualatin 2020 Census

<b>Population Estimates, July 1 2021, (V2021)</b>	<b>27,537</b>
<b>Age and Sex</b>	
Persons under 5 years, percent	5.6%
Persons under 18 years, percent	23.7%
Persons 65 years and over, percent	11.4%
Female persons, percent	51.2%
<b>Race and Hispanic Origin</b>	
White alone, percent	76.6%
Black or African American alone, percent (a)	1.7%
American Indian and Alaska Native alone, percent (a)	0.8%
Asian alone, percent (a)	3.1%
Native Hawaiian and Other Pacific Islander alone, percent (a)	1.1%
Two or More Races, percent	10.6%
Hispanic or Latino, percent (b)	20.5%
White alone, not Hispanic or Latino, percent	68.0%
<b>Population Characteristics</b>	
Veterans, 2016-2020	1,401
Foreign born persons, percent, 2016-2020	10.2%
<b>Housing</b>	
Housing units, July 1, 2021, (V2021)	X
Owner-occupied housing unit rate, 2016-2020	54.3%
Median value of owner-occupied housing units, 2016-2020	\$443,400
Median selected monthly owner costs -with a mortgage, 2016-2020	\$2,120
Median selected monthly owner costs -without a mortgage, 2016-2020	\$699
Median gross rent, 2016-2020	\$1,408
Building permits, 2021	X

<b>Population Estimates, July 1 2021, (V2021)</b>	<b>27,537</b>
<b>Education</b>	
High school graduate or higher, percent of persons age 25 years+, 2016-2020	95.5%
Bachelor's degree or higher, percent of persons age 25 years+, 2016-2020	45.8%
<b>Health</b>	
With a disability, under age 65 years, percent, 2016-2020	5.7%
Persons without health insurance, under age 65 years, percent	7.4%
<b>Economy</b>	
In civilian labor force, total, percent of population age 16 years+, 2016-2020	73.0%
In civilian labor force, female, percent of population age 16 years+, 2016-2020	66.5%
Total accommodation and food services sales, 2017 (\$1,000) (c)	102,652
Total health care and social assistance receipts/revenue, 2017 (\$1,000) (c)	D
Total transportation and warehousing receipts/revenue, 2017 (\$1,000) (c)	145,566
Total retail sales, 2017 (\$1,000) (c)	634,650
Total retail sales per capita, 2017 (c)	\$22,955
<b>Transportation</b>	
Mean travel time to work (minutes), workers age 16 years+, 2016-2020	22.4
<b>Income &amp; Poverty</b>	
Median household income (in 2020 dollars), 2016-2020	\$92,454
Per capita income in past 12 months (in 2020 dollars), 2016-2020	\$42,483
Persons in poverty, percent	10.3%

# The Next Chapter... “The I.D.E.A. Commission”

- Denounce the racist history of the state, in writing, and codify an anti-racist stance in regard to all city matters.
- Work with local tribal leaders to recognize their history, traditions, and claims to the land.
- Look to diversify the city by actively recruiting women and students from HBCUs.
- Collaborate with local government leaders and emergency management personnel to identify racist ideology within their departments and actively work to eliminate it.
- Enact policies and city-sponsored events that promote racial, religious, gender, and sexual orientation diversity and celebrate uniqueness.
- Establish a policy of accessibility that allows for all community members to engage with the city in a means most appropriate for them.
- Amend city budgets to include assisting city residents living below the poverty line and / or experiencing homelessness.



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Mombert shared that Wilsonville's Diversity, Equity, and Inclusion Committee is still fairly new. She provided the following advice: follow an organic (not forced) process, have full council support, be patient, provide training, consider using a consultant, use a clear application process, be thoughtful about the committee's name, and use subcommittees. Mombert also shared that the committee had recently completed a strategic plan that will likely be adopted by the City Council in July. Their committee has focused on community engagement, communications and education, and inclusive cultural events, celebrations and holiday recognitions.

Del Rio shared that Lake Oswego started by creating a task force that surveyed the community to formulate a strategic plan. One of the actions was to hire a staff member dedicated to diversity, equity, and inclusion and another was to create a permanent Diversity, Equity and Inclusion Advisory Board. Lake Oswego received over 80 applications to serve on the Advisory Board. Del Rio advised Tualatin's future committee to create realistic goals and timelines. Lake Oswego has focused on diversity, equity, and inclusion in the workplace and community. Several initiatives include planning community events and reducing barriers to participation in governance.

Ball shared that Beaverton also started with a temporary committee, before formalizing their Diversity Advisory Board several years ago. The first recruitment also saw over 80 applications. The Board is now working on the second iteration of their strategic plan. Ball recommended Tualatin's future committee be closely connected to staff and the City Council so that actions and strategies can be implemented. She also recommended the committee have a clear purpose and focus. For example, Beaverton focuses specifically on racial equity. Several initiatives of Beaverton's Diversity Advisory Board include liaising on a Language Access Plan, Equity Procurement Policy, the Beaverton Night Market, and other policies and programming. One of their upcoming goals is to work on creating a multi-cultural center that will serve the community.

Valerie Holt asked how cities have funded culturally specific programs and events. Mombert responded that Wilsonville was able to secure a grant for a recent Juneteenth celebration and plans to request a budget appropriation in the future.

Mike Mata asked what the purpose and vision of Beaverton's multi-cultural center is. Ball responded that the goal is to provide a resource hub for immigrants and refugees, a space to host culturally specific celebrations, and a space for community organizing.

Ortiz asked how the committees measure success or progress. Del Rio responded that it has been critical to create specific goals that can be checked off.

Shane Skinner asked if any committees had reached out to indigenous communities and if so how the experience had gone. Ball responded that Beaverton had reached out to indigenous communities with some success, but that it had been challenging. They identified a need for more dedicated staff support to be successful.

BJ Park asked whether any of the committees had met with opposition. Del Rio responded that Lake Oswego had received several complaints via online suggestion boxes. Their response has been to educate people on the purpose of the committee. Mombert added that Wilsonville had also received negative feedback. The Wilsonville City Council has been a big advocate, which has helped. In addition, community members have responded in defense of the committee on negative social media posts.

Sharon Noell stated that starting with race seems to be a common approach and asked how other demographics have been folded in to committee's work. Del Rio responded that Lake Oswego's

task force completed some preliminary research, which helped to identify priorities for the permanent committee. Mombert added that their committee also started with race, but in conversations there were many other issues that came up and so the committee has not focused on one thing only. For example, their committee has considered advocating for an Americans with Disabilities Act (ADA) assessment, and language barriers. Mombert recommended pursuing some of the low-hanging fruit first.

Claybrooks asked what percentage of employees identify as Black/African American? Del Rio responded that Lake Oswego does not conduct a formal assessment, but believes the number of employees self-identifying as Black/African American has grown in the last few years. Ball responded that Beaverton recently conducted an evaluation and is able to share that information. The total percentage of employees is about 2%. Mombert responded that to her knowledge Wilsonville does not track that information, but believes the total number is low.

## **VII. Wrap Up**

Rodriguez Ruef reviewed the upcoming meeting dates and reminded group members that the location was changed so that all future meetings will be at Tualatin City Services.

- Tuesday, August 16, 6 – 8 p.m., Tualatin City Services (10699 SW Herman Rd)
- 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 there will be an optional opportunity for group members to present information from their own research to the full group. George's presentation from this evening can serve as a guide as group members conduct research and put together a presentation. Think about the following:

- What is the committee called?
- What is the purpose and/or duties of the committee?
- How is it structured (number of members, etc.)?
- What does the code language or charter include?

Again, this is optional. If you would like to be scheduled for a time slot on the next agenda, please reach out to Rodriguez Ruef or George by August 1.

Co-Chair 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 8:05 p.m.

 Betsy Rodriguez Ruef, Recording Secretary



# Other Equity Committees

July 12, 2022 | Equity Committee Planning Group

# Ashland

- **Name:** Social Equity and Racial Justice Commission
- **Purpose:** The Social Equity and Racial Justice Commission shall provide recommendations and support to the Council and City Manager and education to the community on policies, measures, and practices to foster racial and social equity and respectful intergroup relations.
- **Duties (generally):** to encourage understanding and celebration of the diversity of the City's population, to promote amicable intergroup relations, provide or facilitate human rights education and training, to foster increased economic opportunities, to consult with other City advisory bodies, conduct a biennial community survey, arrange conciliatory services, and annual report to the City Council



# Ashland's Structure

- Nine to eleven voting members with three-year staggered terms
- All voting members shall reside within the corporate limits of the City of Ashland
- A member of the City Council shall serve as a nonvoting, ex-officio member
- Commission membership shall reflect a broad spectrum of community interests and perspectives, specifically including individuals with backgrounds in race and social equity work and a representative of a cross section of historically marginalized or underrepresented groups such as Black, Indigenous, people of color, LGBTQ+, and disabled persons



# Beaverton

- **Name:** Diversity Advisory Board (DAB)
- **Purpose:** The board shall act in an advisory capacity to the council and its duties shall include advising the City on diversity and equity strategies that strengthen connections among diverse community groups and with city government.



# Beaverton's Structure

- Thirteen regular members with three-year staggered terms
- Up to three alternates
- City Council and Police Department liaisons





# Lake Oswego

- **Name:** Diversity, Equity and Inclusion Advisory Board
- **Mission and Duties:** Advise City Council about ways to increase engagement in diverse communities, collaborate with the community, council, and staff to implement DEI Task Force's recommendations, advise staff on inclusive outreach, and promote the City's efforts within other groups.



# Lake Oswego's Structure

- Seven regular members with three-year terms
- Two members less than 18 years old (at the time of appointment) who shall be appointed for one-year terms, which may be renewed for one additional year
- Majority must be residents of the City of Lake Oswego and all non-residents must be within the City's Urban Services Boundary or own a business located within the City or be employed full-time within the City
- One City Council Liaison
- Two alternates
- Two co-chairs
- Appointments will endeavor to include representatives of diverse backgrounds



# McMinnville

- **Name:** Diversity, Equity, and Inclusion Committee
- **Purpose:** To create a culture of acceptance and mutual respect that acknowledges differences and strives for equity by: (a) advising the council on policy decisions related to diversity, equity, and inclusion; (b) making recommendations to the council on public engagement strategies and methods by which McMinnville residents can better participate in the decision-making process; (c) advising the city on culturally responsive service delivery, programming, and communication strategies; (d) updating and overseeing progress on the city's diversity, equity and inclusion plan; (e) overseeing progress on applicable goals and objectives in the 2019 Mac-Town 2032 Strategic Plan; and (f) identifying local leaders and building leadership capacity in McMinnville's communities of color



# McMinnville's Structure

- Nine regular members with four-year terms
- Must reside, own a business, or attend school within the city limits. Majority must reside within city limits.
- City strives for members to bring their lived experiences as BIPOC, LGBTQ+, and/or people experiencing disabilities.
- One member under the age 21 at time of appointment
- One member will be a current city councilor
- Ex officio members may be appointed by the city manager and serve a three-year term
- Chairperson and vice-chairperson; considering co-chair model
- Must provide an annual report to the city council



# Medford

- **Title:** Commission on Access, Diversity, Equity and Inclusion (CADEI)
- **Purpose:** To advise the City on access, diversity, equity and inclusion strategies that strengthen connections and improve success in diverse community groups and with City government
- **Duties:** (a) Identify and voice concerns to Council and City staff about issues related to access, diversity, equity and inclusion; (b) review and make recommendations to the Council and City staff concerning City job descriptions, internal administrative regulations, and awareness trainings; (c) facilitate the removal of barriers by providing recommendations for the development of inclusive civic engagement process; (d) help put together a ADEI plan; (e) provide input on City-funded programs and projects; and (f) provide assistance and advice to other City boards and commissions



# Medford's Structure

- Seven regular members with three-year staggered terms
- To the extent feasible, membership will be representative of historically marginalized or underrepresented communities, and will reflect the diverse community groups of Medford
- Chair and Vice-Chair



# Ontario

- **Title:** Diversity Advisory Committee





# Ontario's Structure

- Seven regular members with staggered three-year terms
- The committee shall be reflective of the City demographics including to the best degree possible age. Membership must represent more than two (2) different ethnicities, cultures, generations, genders, and/or socio-economic statuses. No one ethnicity, culture, or socio-economic status shall be represented by more than fifty percent (50%) of the committee membership
- One person from the City Council shall serve as an ex-officio member... and shall serve as a liaison to the City Council
- Chair, Vice-Chair, and Secretary elected on an annual basis for one-year terms. Chair shall serve no more than three (3) consecutive terms.



# Troutdale

- **Title:** Public Safety and Equity Advisory Committee
- **Purpose:** Charged with evaluating and making recommendations to the city's elected and appointed officials on matters relating to public safety, including law enforcement, fire and medical services. Included in this charge is that the committee make recommendations that may be necessary to ensure that all of these public services are provided in a fashion that ensures equity, regardless of a person's race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or other classes protected under Oregon statutes.



# Troutdale's Structure

- Nine regular members
- The city council shall endeavor to appoint a Troutdale business owner, a Troutdale multifamily housing resident, a Reynolds School District employee, and a high school or college student as well as members at large
- All members of the committee will also be a resident and elector of the city or a Troutdale business owner, except in the event that a high school student, who is not an elector, is appointed
- Chair and Vice-Chair



# Committee Purpose Summary Table

	Ashland	Beaverton	Lake Oswego	McMinnville	Medford	Ontario	Troutdale
Advise council & staff	X	X	X	X	X	X	X
Advise other city committees	X				X		
Encourage understanding and celebration	X	X	X				
Strengthen connections	X	X		X		X	
Education/Training	X			X			
Communication/Engagement		X	X	X		X	
Promote economic opportunities	X	X					
Give annual report	X		X				
DEI Plan		X	X	X	X		
Facilitate removing barriers to public participation					X		
Public safety		X					X



# Committee Structure Summary Table

City	Number of Members	Length of Term	Designated Youth Positions	Alternates	Council Liaison
Ashland	9 - 11	3-Years (staggered)	0	0	Yes
Beaverton	13	3-Years (staggered)	0	Up to 3	Yes
Lake Oswego	7	3-Years (staggered)	2	2	Yes
McMinnville	9	4-Years	1	Not specified	Yes
Medford	7	3-Years (staggered)	0	Not specified	No
Ontario	7	3-Years (staggered)	0	Not specified	Yes
Troutdale	9	3-Years (staggered)	1	1	No



# WILSONVILLE DIVERSITY, EQUITY & INCLUSION (DEI) COMMITTEE

ZOE MOMBERT, ASSISTANT TO THE CITY MANAGER/ DEI COMMITTEE STAFF LIAISON

<https://www.ci.wilsonville.or.us/bc-diversity>



# ADVICE

- Organic process/ not forced
- Full Council Support
- Be patient
- Provide training
- Consider a consultant
- Clear Application Process
- Be thoughtful about the committee's name
- Use Subcommittees





# COMMITTEE PROGRESS

## Mission

- The Diversity, Equity and Inclusion Committee serves to connect Wilsonville to the diverse perspectives and lived experiences of its people. We advocate for equitable access and opportunity for every community member. We identify barriers to participation and inclusion, and pursue programs, policies, partnerships and ideas that remove those barriers.

## Vision

- The Wilsonville Diversity, Equity and Inclusion Committee is a beacon of connectivity, empowered to take thoughtful action to ensure sustained community collaboration to foster a climate of inclusion and belonging for all residents in and visitors to Wilsonville.



# COMMITTEE PROGRESS (CONT.)

- Committee Strategic Plan – adoption likely July 18
- Three main areas
  - Community Engagement
  - Communications & Education
  - Inclusive Cultural Events, Celebrations and Holiday Recognitions

- Examples:

Lecture series, develop a cultural calendar, sharing perspective in city newsletter, etc.



# COMMITTEE PROGRESS (CONT.)



## Community Voices

### What is Ramadan? DEI Chair Provides His Own Perspective

By Imran Haider

Throughout my life, I've been asked many questions about Ramadan, the 30-day fast observed each spring by Muslims worldwide.

During Ramadan, from dawn until dusk, participants abstain from eating, drinking (including water), smoking, or other behavior that would compromise a positive mental focus. Fasting is not recommended for those on medication, with existing health conditions, pregnant, or "of young age" (i.e. not yet able to understand why fasting occurs).

I have participated in fasting month for more than 25 years and I still have anxiety around this simple question: *will I be able to do it this year for these long days?*

The routine changes slightly each day, as sunrise comes earlier and sunset later. Typically, I'll wake up to eat sehri (pre-fast meal) before 5 am, and maybe go back to sleep for an hour. Nearly 16 hours later, the day revolves around preparing dinner and iftar, the traditional breaking of fast.

In between, the day goes where it goes. Teaching, working from home, watching/participating in sports, or hanging with friends and family. Ramadan has never adversely affected my work performance or kept me from playing basketball, volleyball, tennis, or golf (which has always perplexed and amazed me!)

Participants worldwide may have different motivations for participating and very individual thoughts about why Ramadan exists. In my eyes, it is about discipline and hitting the metaphorical reset button once per year. Mental discipline



Monthly newsletter of the City of Wilsonville

June 2022

## Pride Flag, Gender Pronouns Show Grace to LGBTQ+ Community

By Erika Pham

Happy Pride Month! On behalf of the City's Diversity, Equity and Inclusion (DEI) Committee, I invite you to join us in celebrating community members who are LGBTQ+.

For the unfamiliar, that's shorthand for lesbian, gay, bisexual, transgender, queer (or questioning) and others.

Like the colors of the rainbow, the LGBTQ+ community encompasses a wide and diverse group of people whose sexual orientation is not heterosexual and whose gender identity is not cisgender.

While people often use "sex" and "gender" interchangeably, the meanings are different. A person's sex — male, female, or intersex — is assigned at birth, based on physiological characteristics. Conversely, gender is a social construct of roles, behaviors, and attributes that a society considers appropriate.

One's *sexual orientation* refers to the gender to whom they are attracted. This broad spectrum includes much more than heterosexual (attraction to the binary opposite gender) and homosexual (attraction to the same gender). For instance, people who identify as pansexual are attracted to others regardless of gender. People who are asexual do not experience sexual attraction to any genders. Within this

spectrum, we are all united by love, a unifying human emotion everyone can understand and celebrate.

*Gender identity* is a person's sense of whether they feel they are a woman (or girl), man (or boy), both, or neither. Human understanding of gender has varied through cultures and time periods. In the U.S., gender has historically been defined as binary — man/boy or woman/girl. That view is changing rapidly now.

When someone's gender identity matches their physiological characteristics, they are cisgender. When these do not match, the person may identify as transgender, non-binary, or gender fluid (among other identities). In these instances, people may choose the pronouns — such as she/her, he/him, and they/them — that match their identity. Using someone's preferred gender pronouns is an easy way to demonstrate that you validate and respect that person.

Another easy way to show your support for the LGBTQ+ community is to display a Pride flag outside your home, your workplace, or even on your jacket or bag.

Undoubtedly, you've seen the rainbow-colored Pride flag. This flag is important to LGBTQ+ people because it symbolizes hope, safety, acceptance, and a sense of belonging. Designed by artist Gilbert Baker



## Community Voices

In 1978 as an inspirational icon that represents LGBTQ+ people of all backgrounds, the Pride flag has evolved. The current version includes new colors to represent transgender people and Black and Indigenous People of Color (BIPOC).

By displaying a Pride flag, you may help someone feel more safe, welcome, and accepted for who they are and who they love. That's important, because people who are LGBTQ+ are more likely to face discrimination, poverty, marginalization, and hate-motivated violence than people who are cisgender and heterosexual.

It is very likely your actions will be noticed and appreciated by someone you know, because the LGBTQ+ community encompasses more than one in 20 people in the United States. Their aspirations are similar to your own — to make the football team, celebrate a work promotion or wedding anniversary, or watch their child walk the graduation stage.

Erika Pham is a design manager and a charter member of the City's DEI Committee. She resides in Wilsonville.

Learn more about the work of the DEI Committee at [letstalk@wilsonville.com/dei](mailto:letstalk@wilsonville.com/dei) or contact staff liaison Zoe Mombert at 503-570-1503.

# Juneteenth

Wilsonville's Second Annual Celebration



Saturday  
June 18, 2022  
10am-noon

Town Center Park  
29600 SW Park Pl., Wilsonville



# CONTACT

- Zoe Mombert, Assistant to the City Manager
  - [Mombert@ci.Wilsonville.or.us](mailto:Mombert@ci.Wilsonville.or.us)
  - 503-570-1503
- DEI Committee Meetings – second Tuesday of the Month at 6:00pm