

Equity Committee Planning Group

Session 4

Date: Tuesday, September 13

Time: 6:00pm – 8:00pm

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

<https://us02web.zoom.us/j/89274164777?pwd=dHE1NFU4VTdhUWY4YmExRHR5aTRiZz09>

*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 8/16/22 meeting

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

Betsy Rodriguez Ruef

Objectives:

- Getting to know each other
- Establishing Connections

3. Small Group Presentations **6:15 – 7:00pm**

Betsy Rodriguez Ruef

Objectives:

- Regroup with your small group and prepare for a presentation (15 minutes)
- Give presentation on small group discussion (10 minutes each)

4. Large Group Discussion **7:00 – 7:45pm**

Betsy Rodriguez Ruef & Megan George

Objectives:

- Reflect on each element of the small group presentation
- Discuss commonalities and areas of agreement
- Identify topics for further 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

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
Brian 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



Committee Setup Recommendation

Group: Bella, Cyndy, Lusi, Stacey



Name of Committee:

I.D.E.A Alliance



Number of Member:

9-13 (staying odd)



Composition of Membership:

Wide range of age : Youth representative : 1-2 years , aging task force

Represent the voting precinct/ CIO (reflective of Tualatin population)

Based on census data

One non voting council liaison

Non profit representation ?

Service member ?

Mixed living years of Resident (Tualatin resident first)



Committee Position:

1st co-chair (1-2 years), 2nd co-chair (2-3 years), annual rotating election-one new chair

secretary (1-2 years)

appointed task force leaders as needed, include access assessment , education and training, planning, community input/engagement , policy advocacy person



Powers and Duties of Committee:

access assessment - swot (strengths , weakness, opportunities and threat)

education and training - online / in person

planning - short term, mid term and long term goals for the 2030 vision, access assessment findings

community input/engagement - calendar city activity , job fairs

policy advocacy person - actively researching policy at local, state and federal level, and advocating for the local change



Others:

How to eliminate language barriers?

Partner with non profit.

Seek opportunity to partner with organizations doing similar work.

Grants/fundings

Name of Committee

- TEDI (Tualatin Equity, Diversity and Inclusion)
 - or, TEDI-Com (TEDI Committee)
- Bringing Out the Best of Tualatin
 - maybe no acronym? Or, BOTBOT or BOB-T-COM
- DIET (Diversity, Inclusion and Equity in Tualatin)
 - DIET COM, DIET dot com
- EDICT
 - Equity, Diversity and Inclusion Committee of Tualatin
- Diversity, Equity and Belonging in Tualatin
 - There is a UC Berkely organization “Othering and Belonging Institute”, they believe Inclusion is going to evolve into Belonging

Number and Composition of Membership

- 11 members
- Composition
 - 1 youth
 - No more than 2 shall reside outside of the city
 - Members of the following groups given preference for appointments to the committee
 - BIPOC
 - LGBTQIA+
 - Persons with differing abilities
 - Aging population

Committee Positions

- 2 co-chairs
- 9 committee members
- 11 members total
- Co-chairs reassigned annually

Powers and Duties

- Identify areas of opportunities and make recommendations to council
- Commitment to stay engaged with community networks

Areas of Focus for Committee

- Affordable housing for BIPOC community
- Land acknowledgement
- Multicultural center
- Food Carts (multicultural foods/gathering place)
- Library cultural events
- Diversity employment at the city/blind hiring policy
- Breakdown barriers for employment, services and participation in government (resume writing services)

Legal Aspect of the Equity Committee

- This is an advisory committee with no actual legal powers.
- This committee will have no legislative powers, no budget or monetary powers, no power to hold hearings, and no policy making powers.
- Per Oregon state law and municipal code as well as the city charter, the city council retains all of those powers.
- This is an advisory committee and it is up to the city council's discretion on whether to implement any recommendations or not.

Legal Aspect of the Equity Committee

- Authority:
 - ORS 221.120 (6)
 - ORS 221.410 (1)
 - Chapter III, Section 6, Charter, City of Tualatin.
- There are other Oregon laws that specifically authorize certain committees such as:
 - ORS 294.414- Budget Committee
 - ORS 227- Planning Commission
 - ORS 357.465- Public Library Board

Legal Aspect of the Equity Committee

- This is consistent with other citizen committees that exist including:
 - Tualatin Planning Commission
 - Tualatin Core Parking District Board
 - Architectural Review Board
 - Arts Advisory Committee
 - Science & Technology Committee
 - Council Committee on Advisory Appointments
- There is a lot going into the decision by a city council. There are political, budgetary, economical, and legal reasons why the city council may accept, reject, or accept the equity committee's recommendations with alterations.

Specifics of the Equity Committee

- What we do not want the committee to be:
 - Commenting on the latest news and statements of politicians
 - Endorsing candidates in political races or making statements against certain candidates
 - Making declarations or condemn or take positions on political issues and legislation of Oregon or on a national level.

Specifics of the Equity Committee

- Name: The IDEA committee (Inclusion, Diversity, Equity and Access)
- Mission statement: to aid the City of Tualatin in achieving an inclusive, diverse, equitable, and accessible community for those who reside, conduct business, pursue their education within the city and surrounding areas.
- Would not want to specifically name minority communities or require certain number of members be part of the equity community.
- Meet twice a month and as needed
- 7-9 person members with majority making up a quorum

Specifics of the Equity Committee

- Mission: for this committee to
 - (1) Identify some equity issues and barriers to equity.
 - (2) To come up with solutions to these issues and barriers to recommend to the city council.

Examples

- Bryan Ortiz's idea: job fairs for minorities including at the high schools.
- For Tualatin to be more immigrant friendly:
 - Investigate and find out the state of the ESL classes in Tualatin schools and help further support such classes.
 - Hold weekly English conversation nights through volunteers for immigrants who wish to practice speaking English, ask about and converse regarding specific work or school related terms.

More examples

- Investigate and hold presentations for the public on equity topics.
 - Hate crime in Oregon.
 - Cultural sensitivity education on different cultural values and events. (Muslim hijab vs burka and their significance)
 - Working with police & how our criminal legal system is set up.
 - How the civil legal system is set up.
 - Internet safety for children for communities of color

Discussions and Disagreements

- Discussions on what is equity, what is diversity
- Whether access should be a part of the discussion for the equity community
- Discussion on making sure people living in unincorporated parts of the city are included.