

Equity Committee Planning Group

Session 5

Date: Tuesday, October 4

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

Objectives:

- Adopt minutes from the 9/13/22 meeting

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

Betsy Rodriguez Ruef

Objectives:

- Get to know each other
- Establishing connections

3. Recommendation **6:15 – 7:15pm**

Betsy Rodriguez Ruef & Megan George

Objectives:

- Review Small Group Summary and “Like” Chart Papers
- Small groups to each prep and facilitate discussion for one of the items
- Compile final recommendation

4. Areas of Focus & Removing Barriers Brainstorm **7:15 – 7:45pm**

Co-Chair Hillier & Co-Chair Sacco

Objectives:

- Brainstorm areas of focus for permanent committee using pre-seeded list
- Brainstorm ways to remove barriers from people who may be interested in participating in permanent committee

5. Council Presentation **7:45 – 7:55pm**

Betsy Rodriguez Ruef

Objectives:

- Identify volunteers to present on November 14 (suggested one representative from each small group)

6. Wrap Up **7:55 – 8:00pm**

Co-Chair Hillier

Objectives:

- Reflect on today’s agenda

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



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.

Post-it Easy Pad
Tableau à feuilles mobiles
Block de Hojas Reapositionables

3M

Likes 😊

- 1) ♥ name: IDEA ✓✓✓
- 2) Statement of powers/duties vs. no powers...
- 3) Residents

① Define "Equity"

- NAME: IDEA Committee
- # of Members: 7-9
- Composition of Membership:
 - Residents of Tualatin & unincorporated areas
 - Those pursuing their education in the city & unincorporated areas
 - Those conducting business in the city & unincorporated areas
- Chair Positions: ???
- Powers & Duties:
 - Advisory Committee
 - No legislative powers
 - No budgetary or monetary powers
 - No power to hold hearings
 - Meet with city members to identify issues & barriers to equality

① Define "Equity"

• NAME: I.D.E.A. Committee

• # of Members: 7-9

• Composition of Membership:

- Residents of Tualatin & unincorporated areas
- Those pursuing their education in the city & unincorporated areas
- Those conducting business in the city & unincorporated areas

• Chair Positions: ???

• Powers & Duties:

- Advisory Committee
- No legislative powers
- No budgetary or monetary powers
- No power to hold hearings
- Meet with city members to identify issues & barriers to equality

Likes 😊

- 1) ♥ name: IDEA ✓ ✓ ✓
- 2) Statement of powers/duties vs. no power...
- 3) Residents



<p>1 IDEA Alliance</p> <p>2 9-13 (add)</p> <p>3 Composition of Members</p> <ul style="list-style-type: none"> -role -reflective of tradition -council liaison -years -nonprofit /service member <p>4 Positions</p> <ul style="list-style-type: none"> -Chairman -rotating -secretary -Task force leaders <p>5 Powers & Duties</p> <ul style="list-style-type: none"> -access assessment -educ & training -policy -planning -evaluate -community outreach/engagement 	<p>Others</p> <ul style="list-style-type: none"> -How to eliminate language barriers? -Partner w/ nonprofit -Partner w/ similar groups -Grants/funding
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Post-it

30

Likes 😊

- 9-13 members ✓✓
- Composition of members ✓
- Powers & Duties ✓
- Rotating chairs ✓✓✓✓
- access assessment ✓✓

Funding/Grants ✓✓✓

- name: IDEA ALLIANCE ✓✓✓
- Eliminate language barriers ✓✓✓✓



1. IDEA Alliance

2. 9-13 (odd)

3. Composition of Members

- age - reflective of Tualatin

- council liaison - years

? non-profit / service member

4. Positions

- Cochair - rotating

- secretary

- task force leaders

5. Powers & Duties

- access assessment

- educ. & training - policy advocate

- planning

- community input / engagement

6. Others -

How to eliminate language barriers?

Partner w/ nonprofit

Partner w/ similiar groups

Grants / funding

Likes ☺

9-13 members ✓✓

Composition of members ✓

Powers & Duties ✓

Rotating co-chairs ✓✓✓✓

Access assessment ✓✓

Funding/Grants ✓✓✓✓

name: "IDEA ALLIANCE" ✓✓✓

Eliminate language barriers ✓✓✓✓

Name Justice League

of Members 13-15 ODD #'S

Comp: 1-3 youth - under 18
8-10 Tuleta Residents
Remainder = live, work or play in Tuleta on
occasional basis - normal to work - normal to farm

positions: 1 chair - multiple vice chairs - set of sub committees
and 1 secretary - understands the chair & vice chairs
can be multiple vice chairs to pursue the Alternatives

Powers & duties: to advise council in all matters
of equity in ALL - People who live work and play in
Tuleton

Other to include equity topics

race
income
Homelessness
varying physical/mental abilities
(4) subcommittees to address

- Influence Policy training, transparency in hrs
etc. City Meetings

- Involved to create & direct subcommittee

highly expressive
+
- Measure the objectives
measure

funding for research

Likes 😊

13-15 ✓✓

Influenced Policy training, transparency ✓

measuring how successful the goal ✓✓

secretary

State Objectives ✓✓

Funding for research ✓✓

City does what is appropriate

Name: Justice League

of members 13-15 ODD #'S

comp: 1-3 youth - under 18
8-10 Tualatin Residents
remainder = Live, work or play in Tualatin
2 Council Liaisons, approved by committee + removable by same

positions: 1 chair - multiple vice chairs = # of sub committees
and 1 Secretary - understudies for chair + vice chair
can be multiple vice chairs to prepare for Advancement

Powers & duties: to advise council in all matters
of equity for ALL People who live work and play in
Tualatin

other to include equity topics

race

income

Homelessness

varying physical/mental abilities

(w/ subcommittees to bodies

Influence - Policy training, transparency in hrs
etc: City Matters

- Council - to create & direct subcommittee

has objectives

- Measure the objectives
measure

funding for research

Likes 😊

13-15 ✓✓✓

Influence, Policy training, transparency ✓✓

measuring how successful the goal ✓✓✓

secretary

Have Objectives ✓✓✓

Funding for research ✓✓✓

City does what is appropriate

Post-it
 3M

Likes ☺

Any of their Names
 Tedi ✓
 Food Carts ✓

Preferred groups as priorities

11 members
 youth
 2 co-chairs

City hiring actions ✓✓

Handwritten note: All 1000+ hours to list of focus committee areas of focus

1. Name?

2. 9-15 members

3. Generational Variety
 Preference to city residents
 Council liaison (s)
 Availability front-responders
 Motivation for diversity of race/sexual orientation/religion
 (availability, support)

4. Committee Positions
 12 chairs / co-chairs, alternating annually
 Secretary
 Subcommittees

5. Powers & Duties?
 - Research demographics
 - Grants
 - Possible areas of focus

NAME

TEDI
 BOTBOT
 DIET
 EDICT
 DEBT

Totaklin Equity Diversity & Inclusion
 - Bringing out the Best
 - Diversity, Inclusion & Equity in Tualatin
 - Equity, Diversity & Inclusion Committee in Tualatin
 - Diversity, Equity & Belonging in Tualatin

MEMBERSHIP # + COMPOSITION

11
 - 1 youth
 - no more than 2 outside city
 - Preference to:
 - BIPOC
 - LGBTQIA
 - Differently-abled
 - Aging population

consider adst including public safety / mental health sub-committee

POSITIONS

2 co-chairs
 9 committee members > 11 total
 10 chairs reassigned annually

POWERS AND DUTIES

1. Identify areas of opportunities & make recommendations to council
 2. Commitment to stay engaged with community members

COMMITTEE AREAS OF FOCUS

- Affordable housing for BIPOC community
- Land acknowledgment
- Multicultural center
- Food Carts (multicultural gathering place)
- Library cultural events
- Diversity employment @ city / third hiring policy
- Obstacle barriers for employment services and participation in government (resume writing, etc.)

- TEDI
- BOTBOT
- DIET
- EDICT
- DEBT

- Tualatin EQUITY DIVERSITY + INCLUSION
- ~~Bringing out the Best~~ of Tualatin
- Diversity, Inclusion + Equity in Tualatin
- Equity, Diversity + Inclusion Committee in Tualatin
- Diversity, Equity + Belonging in Tualatin

MEMBERSHIP # + COMPOSITION

• 11

- 1 youth
- NO more than 2 outside city
- ~~NO~~ Preference to:
 - BIPOC
 - LGBTQIA
 - Differentiating abilities
 - aging population

consider ~~add~~ including
public safety / mental health
sub-committee

POSITIONS

- 2 co-chairs
- 9 committee members > 11 total
- 60 chairs reassigned annually

POWERS AND DUTIES

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

COMMITTEE AREAS OF FOCUS

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

Likes ☺

Any of their Names

Tedi ✓

Food Carts ✓

Preferences helps as priorities

11 members

youth

2 co-chairs

~~2~~

City hiring actions ✓ ✓

ADD All
things
to list of focus
areas ✓
Committee areas
of focus

1. Name?

2. 9-15 members

3. Generational Variety

Preference to city residents

Council liason (s)

Non-Voting first-responders

Preference for diversity of race / sexual orientation / religion

Non-voting non-profit

4. Committee Positions

I-Z chairs / co-chairs alternating annually

Secretary

Subcommittees

5. Powers & Duties?

- Research Demographics

- Grants

- Possible areas of focus

- Influencing Policy

- HR Partnership

- Partnering w/ non-profits



EQUITY COMMITTEE PLANNING GROUP MINUTES

SEPTEMBER 13, 2022

Present: Co-Chair Cyndy Hillier, Co-Chair Christen Sacco, Glendora Claybrooks, Stacey Dolezal, Jennifer Eidson, Rio Espinosa, Rachel Greenough (arrived 6:14 p.m.), Valerie Holt, Lusi Hong, Shannon Huggins, Mike Mata (arrived 6:12 p.m.), Maria Nguyen, Sharon Noell, Bryan Ortiz (arrived 6:25 p.m.), BJ Park, and Isabella Raymond

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

I. Welcome

Co-Chair Sacco called the meeting to order at 6:00 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

C-Chair Sacco announced that a member of the group Shane Skinner resigned from the Equity Committee Planning Group in August.

Co-Chair Sacco then asked if there were any revisions to the minutes from the August 16, 2022 meeting. There were none.

Motion to adopt the August 16, 2022 minutes made by Rio Espinosa and seconded by Sharon Noell. The motion passed unanimously 13 – 0 (13 Yes [Claybrooks, Dolezal, Eidson, Espinosa, Hillier, Holt, Hong, Huggins, Nguyen, Noell, Park, Raymond, Sacco,]; 0 – No; 0 – Abstain; 3 – Absent [Greenough, Mata, Ortiz]).

II. Ice Breaker

Rodriguez Ruef instructed group members to answer questions depending on the colors of M&M’s candies they received with their table groups.

III. Small Group Presentations

Rodriguez Ruef shared the groups would be given 15 minutes to reconnect and prepare for their presentation. Then, each would have 10 minutes to give their presentation to the whole group. She reminded everyone to focus presentations on the following questions:

- Name of Committee
- Number of Members
- Composition of Membership
- Committee Positions
- Powers and Duties of Committee
- Other

The first group to present included BJ Park, Glendora Claybrooks, Rachel Greenough, Valerie Holt, and Deputy City Manager Megan George. Park directed everyone to the group's PowerPoint presentation and summarized the legal aspect of the committee and his group's recommendations. The presentation is attached.

The second group to present included Rio Espinosa, Shannon Huggins, Maria Nguyen, and Co-Chair Christen Sacco. Espinosa directed everyone to the group's PowerPoint presentation and summarized his group's recommendations. The presentation is attached.

Raymond asked for clarification about the group's recommendation to include staff on the group. Espinosa responded that their group thought it might be helpful to include staff expertise on certain topics. George added that staff (whether City or from other agencies) could be invited as guests and not as permanent committee members.

Holt asked for clarification about the group's recommended powers and duties. Espinosa responded that their group thought to keep the powers and duties fairly simple to provide the committee with more flexibility to respond to current events and issues.

The third group to present included Bryan Ortiz, Jennifer Eidson, Sharon Noell, Mike Mata, and Community Engagement Coordinator Betsy Rodriguez Ruef. Noell summarized her group's recommendations.

Claybrooks and Dolezal commented that they both appreciated the inclusion of objectives and metrics in the group's presentation.

The fourth group to present included Co-Chair Cyndy Hillier, Stacey Dolezal, Lusi Hong, and Bella Raymond. Dolezal directed everyone to the group's PowerPoint presentation and summarized her group's recommendations. The presentation is attached.

Claybrooks commented that there are iterative concerns expressed by each small group regarding building the committee.

Co-Chair Sacco asked if the group could expand on the non-profit idea. Co-Chair Hillier responded that the group discussed learning from and supporting other groups in the community doing this work. Huggins suggested that non-profits and other service organizations could be guests and not members since they would each bring their own agenda to the group.

Huggins commented that the Vision Action Network has provided support to Washington County related to equity in the past and that perhaps the Vision Action Network or Washington County

could be a resource. Co-Chair Hillier added that the Tigard-Tualatin School District may also be a resource.

IV. Large Group Discussions

Rodriguez Ruef reminded the group that the objective of this section is to reflect on each element of the small group presentations and discuss commonalities and areas of agreement. Rodriguez Ruef shared that blank chart paper was placed next to each small group's presentation. She instructed people to stay in their small group, go around to each other group's chart paper, and on the blank chart paper, write down the things they liked about that group's proposed ideas. If an idea you like is already written down, you can second that by adding a check mark next to it. The group was given four minutes at each station.

The completed chart papers are attached.

V. Wrap Up

George reviewed the upcoming meeting dates:

- 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)

George announced that staff would compile each group's recommendations into one document so that it was easier for the full group to compare the ideas. The next step is to identify areas of commonality and broad support, leveraging the "like" exercise completed this evening.

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 7:45 p.m.

/ Betsy Rodriguez Ruef, Recording Secretary