



MEETING NOTICE

I.D.E.A. ADVISORY COMMITTEE

May 20, 2024 - 6:00 PM

Tualatin Library Community Room,
18878 SW Martinazzi Ave.

Virtual Meeting Access:

<https://us02web.zoom.us/j/84451697377>

Passcode: 224810

A. CALL TO ORDER (6:10 PM)

B. APPROVAL OF MINUTES

C. COMMUNICATIONS

1. Co-Chairs
2. Council Liaison
3. Staff
4. Public

D. NEW BUSINESS

1. Committee Powers & Duties
2. Proclamations Process

E. OLD BUSINESS

1. Vision Statement & Goal Setting

F. FUTURE AGENDA ITEMS

1. Values Alignment
2. Prioritizing Focus Areas

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

H. ADJOURNMENT

All meetings of the Committee are open to the public. This meeting location is accessible to person with disabilities. To request accommodations, please contact Jerianne Thompson, Library Director, at jthompson@tualatin.gov or 503-691-3063 at least 36 hours prior to the meeting.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Communications. Written statements may be sent in advance to Library Director Jerianne Thompson no later than 5pm on May 17, 2024.

IDEA ADVISORY COMMITTEE MEETING

April 15, 2024



Present: Angelica Butler, BJ Park, Chris Paul, Destini Barajas, Erinn Stimson, Gerry Preston (virtual), Jasmine Wilder, Kolini Fusitua (virtual), Rebekah Morgan, Winnie Lo (virtual), Councilor Christen Sacco

Absent: Valerie Holt

Public: None

Staff: Jerianne Thompson, Library Director
Betsy Rodriguez Ruef, Community Engagement Coordinator

Consultant: Amber Coleman and Tanya Settles (virtual) of Paradigm Public Affairs

A. **CALL TO ORDER**

Chris Paul called the meeting to order at 6:10 PM. Chris welcomed the committee and reviewed the agenda.

B. **APPROVAL OF MINUTES**

Chris Paul called for any corrections to the meeting minutes. BJ Park moved to accept the minutes. Destini Barajas seconded. The motion passed unanimously.

C. **COMMUNICATIONS**

1. Co-Chairs: Chris Paul said that the City had not received any applicants for the youth position, so we will hold the position open for now and recruit again this summer.

2. Council Liaison: Councilor Christen Sacco shared information on the Meals on Wheels program, which recently presented at the City Council as a grant recipient. She also invited committee members to visit Tualatin's Pride Stride's Instagram and Facebook sites. The Pride Stride celebration will be held on June 22, 2024.

3. Staff: Betsy Rodriguez Ruef shared that she was coordinating a student visit to the City from Hazlebrook Middle School students. On April 24, the City will host its annual volunteer appreciation event. Committee members are invited to attend that event, as well as the State of the City on May 2. Betsy also hosts a Latino Business Networking group each month on the first Thursday of the month.

Jerianne Thompson said that the City Council will be adopting proclamations in May to celebrate June as Pride Month and recognizing June 19 as Juneteenth. She said that committee members are encouraged to share ideas for future proclamations. Erinn Stimson said that September is Dystonia Awareness Month. Kolini Fusitua said there is a Tonga Day in August, to recognize Tongans' contributions to Oregon. Jerianne said she and Betsy would bring more information about proclamations to the May meeting.

4. Public: None.

D. OLD BUSINESS

1. None.

E. NEW BUSINESS

1. City Council 2030 Vision: Councilor Christen Sacco reviewed the seven 2030 Vision statements, which are guiding principles related to City Council's priorities, as well as the priorities identified by Council during their 2024 Advance. Among the Vision Statements: A caring and inclusive community that promotes equity, diversity, belonging, and access in creating a meaningful quality of life for everyone. Other statements reflect a connected, informed, and civically engaged community; a thriving economy; vibrant gathering places; effective and accessible transportation; safe, desirable and sustainable neighborhoods; and an environmentally active, responsible community. The seven priority areas each have stated outcomes. Among these are Culture & Identity, which includes an outcome of "share progress on the IDEA Committee work plan," and training for the organization on being trauma-informed. Neighborhood Engagement includes outcomes of "celebrating investments" and "continue to build relationships." Committee members were interested in more information about the trauma-informed training used or planned for the Tualatin Police Department, asked about the lack of affordable childcare options in the community, and mapping that shows areas of the community impacted by the priority area projects.

Jerianne Thompson facilitated a discussion related to the "caring and inclusive community" statement, asking: What would Tualatin look like if this Vision Statement were realized? Topics raised included:

- Some community opportunities and events are offered in parts of the community but not others, making accessibility inequitable. Retail and dining opportunities are also not easy to access from all neighborhoods.
- Seeing people of different ages and background mingling together in shared community spaces, seeing more diversity at community events, would be a good sign.
- Places to build connection in the community would be good, including community garden spaces and accessible leisure and recreational spaces for different sensory needs.

- Seeing members of the immigrant and refugee communities attend and speak at Council meetings would be a positive indicator.
- Interest in information about performance indicators used by the City for community events.
- Housing affordability is a challenge. Ensuring that renters are included in community engagement efforts (such as the community survey).
- Curiosity about the housing being planned within the Basalt Creek Planning Area that will be within the Sherwood School District, yet in close proximity to Tualatin High School.
- More information sharing about community needs, projects, and resources, such as through an app, was suggested.

2. Wheel of Power & Privilege: Amber provided an overview of the intent behind the Wheel of Power / Privilege handout included in the meeting agenda packet (created by Sylvia Duckworth) and encouraged committee members to think about: What are the ways in which systems work for each of us, or not? Who makes decisions related to systems of power and who is impacted? She also shared information about cultural humility.

E. FUTURE AGENDA ITEMS

1. Next meeting date May 20, location: Tualatin Public Library

Jasmine Wilder asked about the planned location for the May meeting, the Tualatin Police Department. After discussion, the committee agreed to move the meeting to the Tualatin Public Library instead.

2. Vision Statement, Values Alignment

3. City Services Information

Chris Paul asked what services committee members were interested in hearing more about: economic development, urban renewal, housing, policing, public transportation.

F. COMMUNICATIONS FROM COMMITTEE MEMBERS

BJ Park shared he will be litigating a hate crime trial in Salem during May.

G. ADJOURNMENT

Meeting was adjourned at 8:03 PM.

_____, Jerianne Thompson, staff

Mission Statement – Draft

Statement 1:

The IDEA Committee serves to improve the community of Tualatin by promoting inclusion, celebrating diversity pursuing equity and guaranteeing/championing access.



Statement 2 (2/20 meeting):

We strive / are committed to impact (affect / positively influence) the community of Tualatin by promoting inclusion, celebrating diversity, pursuing equity, and prioritizing (championing) access.

Statement 3 (3/18 meeting):

We engage with the community by promoting inclusion, celebrating diversity, pursuing equity, and championing access.

Alternatives discussed for guaranteeing/championing access:

- Creating access
- Prioritizing access**
- Championing access
- Bolstering/uplift
- Strengthen
- To aim

Vision Statement – Drafts

- What inspires each of us to be a member of this Committee? What are the common themes?
- What goals do we want to reach? What are important areas of focus?
- What do you want people to know, feel, do? Think ahead 7 generations.

Proposed phrases:

Community members are valued, understood

Everybody feels safe, included, empowered, welcomed, celebrated

Bring together, belonging

The place where people want to start / raise their family

Reputation: recognized regionally (“benchmark” / beacon) – highlighted

Community feels appreciated

What is our ultimate goal? Tualatin known for being *the place*

People are more aware / educated of the challenges / problem of not belonging

Everyone in our community feels safe, welcomed, included, that they belong.

CITY OF TUALATIN
ORDINANCE NO. 1473-23

AN ORDINANCE CREATING THE TUALATIN INCLUSION, DIVERSITY, EQUITY, AND ACCESS ADVISORY COMMITTEE, AND DEFINING ITS SCOPE OF AUTHORITY, DUTIES, MEMBERSHIP.

WHEREAS, the City Council's 2030 Vision is to be an inclusive community that promotes equity, diversity, and access in creating a meaningful quality of life for everyone and to be a connected, informed, and civically engaged community that embraces our City's diversity; and

WHEREAS, the City Council created the Equity Committee Planning Group to advise on the structure of a permanent committee dedicated to issues of equity, diversity, and inclusion; and

WHEREAS, the City Council received thirty-three applications from community members and appointed fifteen people to serve on the Equity Committee Planning Group on May 9, 2022; and

WHEREAS, the Equity Committee Planning Group met six times between June and November 2022 and provided their final report and recommendation to the City Council on November 28, 2022.

NOW THEREFORE, THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

Section 1. Establishment of Committee. The Tualatin Inclusion, Diversity, Equity, and Access Advisory Committee is established and created to act in an advisory capacity about how the City may build and strengthen relationships with the community as well as lower barriers to public participation in City government.

Section 2. Membership of Committee.

- (1) The City Council shall appoint committee members. The committee shall consist of nine to thirteen members who shall be appointed for three-year terms or until their successors are appointed, except as provided in subsection (3) of this section. Of the initial members who are appointed, term lengths shall be staggered as determined by the City Council. A member may be reappointed to the Committee for additional terms at the discretion of the City Council.
- (2) The City Council shall appoint no more than two members who reside outside of the City limits.
- (3) The City Council may appoint one high school-aged youth member. A member appointed under this provision shall serve a one-year term that may be renewed for one additional year.
- (4) In appointing members to the committee, the City 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 invited and encouraged to apply.

- (5) A committee member may obtain an excused absence by contacting one of the co-chairs or the staff liaison of the committee prior to a scheduled meeting.
- (6) Each committee member serves at the discretion of the City Council and may be removed by the City Council for any reason.
- (7) The City Council shall fill any vacancy on the committee for the unexpired term of the member creating the vacancy.

Section 3. Organization of Committee.

- (1) The committee shall elect two co-chairs at the first meeting of each calendar year. To the extent possible, committee members shall consider appointing members to the offices of co-chair who have different tenure with the committee.
- (2) If the offices of one or both of the co-chairs become vacant, the committee shall conduct a special election to fulfil the unexpired term of the chair(s).
- (3) The committee may appoint a secretary from within the committee's membership to support the co-chairs and staff liaison with onboarding, record keeping, and other administrative tasks.
- (4) The City Council shall appoint one member of their body as an ex officio member to the committee. Except as otherwise provided, such ex officio member shall be treated as a committee member, i.e., by receiving a copy of the agenda, and by having the rights of full participation in the committee's discussion. The ex officio member shall not be counted for purposes of establishing a quorum for the conduct of committee business and shall not be permitted to vote on motions or other action taken by regular committee members.
- (5) The City Manager or the Manager's designee shall serve as staff liaison to the committee. The staff liaison shall keep an accurate record of all committee proceedings and shall file a report of the proceedings with the City Recorder within 30-days of such proceedings.

Section 4. Meetings, Quorum Requirements, Rules. A majority of the currently appointed members of the committee shall constitute a quorum. Not less than a quorum of the committee may transact any business or conduct any proceedings before the committee. The committee may adopt and amend rules and regulations to govern committee policy and procedures to implement this ordinance. The committee shall establish regular meeting dates and meeting locations at the first meeting of each calendar year. All meetings are open to the public.

Section 5. Expenditure of Funds. The committee shall obtain approval of the City Council during the annual budget process or by motion or resolution stating the purpose of such expenditure before expending or obligating funds on behalf of the City.

Section 6. Powers and Duties. The committee shall have the following powers and duties in addition to those otherwise granted by the City Council:

- (1) Provide advice to the City Council by conducting research, including engaging with a range of community members and groups, to identify areas of opportunity to increase equity, inclusion, diversity, access, and belonging in Tualatin.
- (2) Recommend goals, objectives, and methods for the City to use to measure progress towards achieving greater equity, inclusion, diversity, access, and belonging in Tualatin.

- (3) Review practices and procedures to make recommendations on how to remove or lessen barriers to public participation in City government.
- (4) Recommend policies and procedures for the City to further empower people to connect with City elected and appointed officials and staff.
- (5) Make recommendations to the City Council regarding issues of equity, inclusion, diversity, access, and belonging.

Section 7. Annual Report of the Committee. No later than December 31 of each year, the committee shall file its annual report with the City Council. The annual report shall include a summary of the committee's activities during the preceding year and other matters and recommendations the committee deems appropriate for the City Council.

Introduced and adopted this 10th day of April 2023.

City of Tualatin, Oregon

By  _____

Mayor

ATTEST:

By  _____
By Sherilyn Lombos (Apr 12, 2023 15:11 PDT)

City Recorder











Ordinance 1473-23 - I.D.E.A. Advisory Committee

Final Audit Report

2023-04-12

Created:	2023-04-11
By:	Nicole Morris (nmorris@tualatin.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAmOK0Q62igPxWB0iXpaY8v0Sq2PBZbtLM

"Ordinance 1473-23 - I.D.E.A. Advisory Committee" History

-  Document created by Nicole Morris (nmorris@tualatin.gov)
2023-04-11 - 4:33:58 PM GMT- IP address: 208.71.205.225
-  Document emailed to fbubenik@tualatin.gov for signature
2023-04-11 - 4:34:14 PM GMT
-  Email viewed by fbubenik@tualatin.gov
2023-04-11 - 9:13:55 PM GMT- IP address: 180.149.8.211
-  Signer fbubenik@tualatin.gov entered name at signing as Frank Bubenik
2023-04-11 - 9:14:16 PM GMT- IP address: 174.174.120.236
-  Document e-signed by Frank Bubenik (fbubenik@tualatin.gov)
Signature Date: 2023-04-11 - 9:14:18 PM GMT - Time Source: server- IP address: 174.174.120.236
-  Document emailed to slombos@tualatin.gov for signature
2023-04-11 - 9:14:19 PM GMT
-  Email viewed by slombos@tualatin.gov
2023-04-12 - 10:10:59 PM GMT- IP address: 185.10.5.63
-  Signer slombos@tualatin.gov entered name at signing as Sherilyn Lombos
2023-04-12 - 10:11:25 PM GMT- IP address: 208.71.205.225
-  Document e-signed by Sherilyn Lombos (slombos@tualatin.gov)
Signature Date: 2023-04-12 - 10:11:27 PM GMT - Time Source: server- IP address: 208.71.205.225
-  Agreement completed.
2023-04-12 - 10:11:27 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.



CITY OF TUALATIN

APPLICATION TO REQUEST A PROCLAMATION
18880 SW MARTINAZZI AVE • TUALATIN, OR 97062
PHONE 503.691.3011

Requests for City Proclamations should be submitted four weeks prior to the requested Council Meeting date. The City Council meets the 2nd and 4th Monday of each month unless otherwise noted. For specific meeting dates, please visit the City of Tualatin website at www.tualatinoregon.gov.

Topic & Purpose of Proclamation:

Individual, Agency, or Organization Sponsoring the Proclamation:

Local Resident Attending Council Meeting to Receive Proclamation:

Name

Phone

Note: There is a limit of two proclamations per City Council meeting and selection is made in the order requests are received. Please indicate an alternative meeting date for the event the preferred date is unavailable. While the City does its best to recognize citizen needs, we retain the right to decide if the proclamation will be issued or not.

Preferred City Council Meeting Date Requested: _____

Alternate City Council Meeting Date: _____

Requested By: _____

Name

Phone

Address

Email

Please attach a draft copy of your one page proclamation to this application or check the box if the proclamation will be the same as the previous year. Wording will be the same as the previous year.

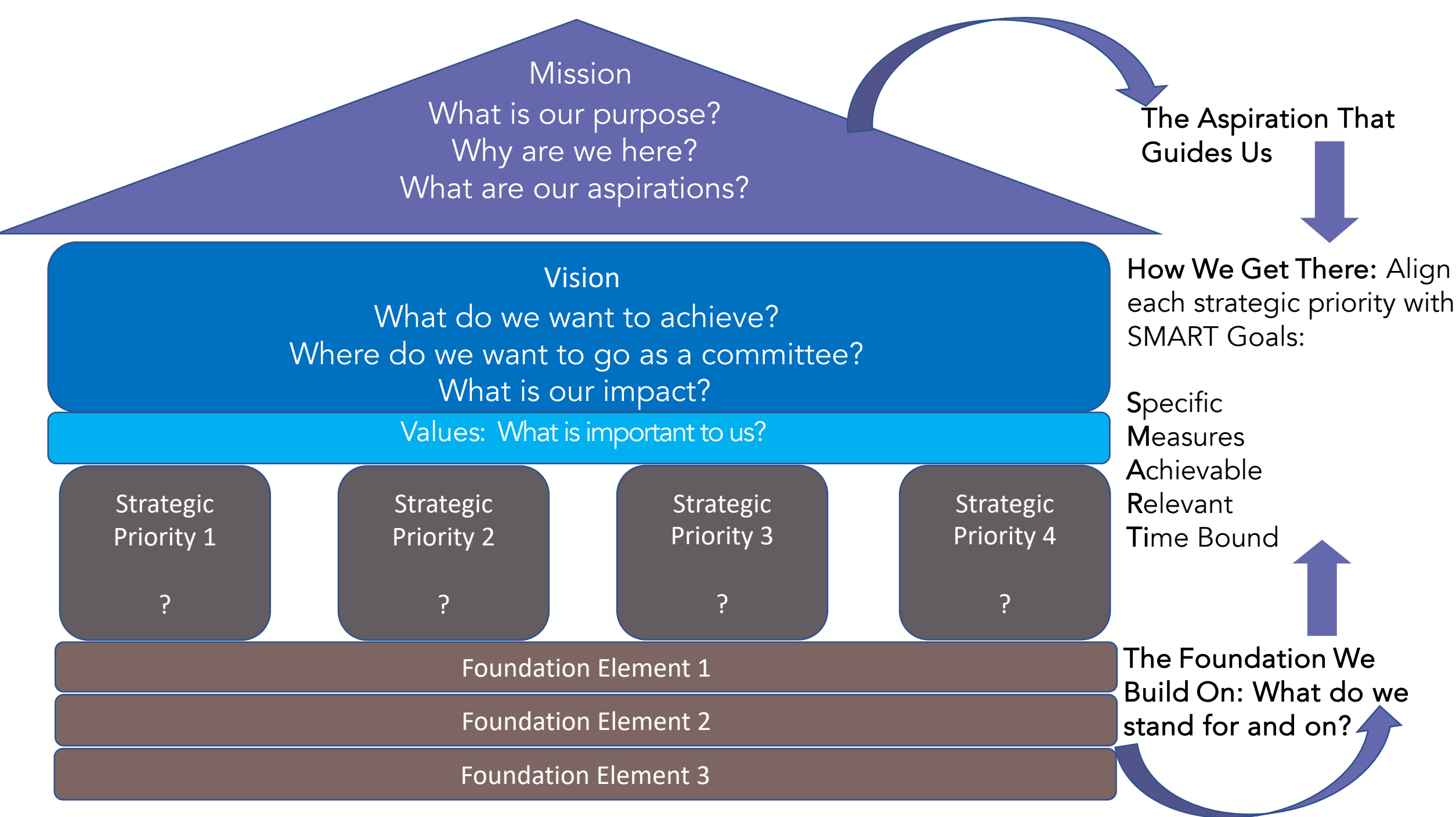
Return the completed form to: City of Tualatin, Attn: Deputy City Recorder, 18880 SW Martinazzi Ave, Tualatin OR, 97062 or via email to nmorris@ci.tualatin.or.us.

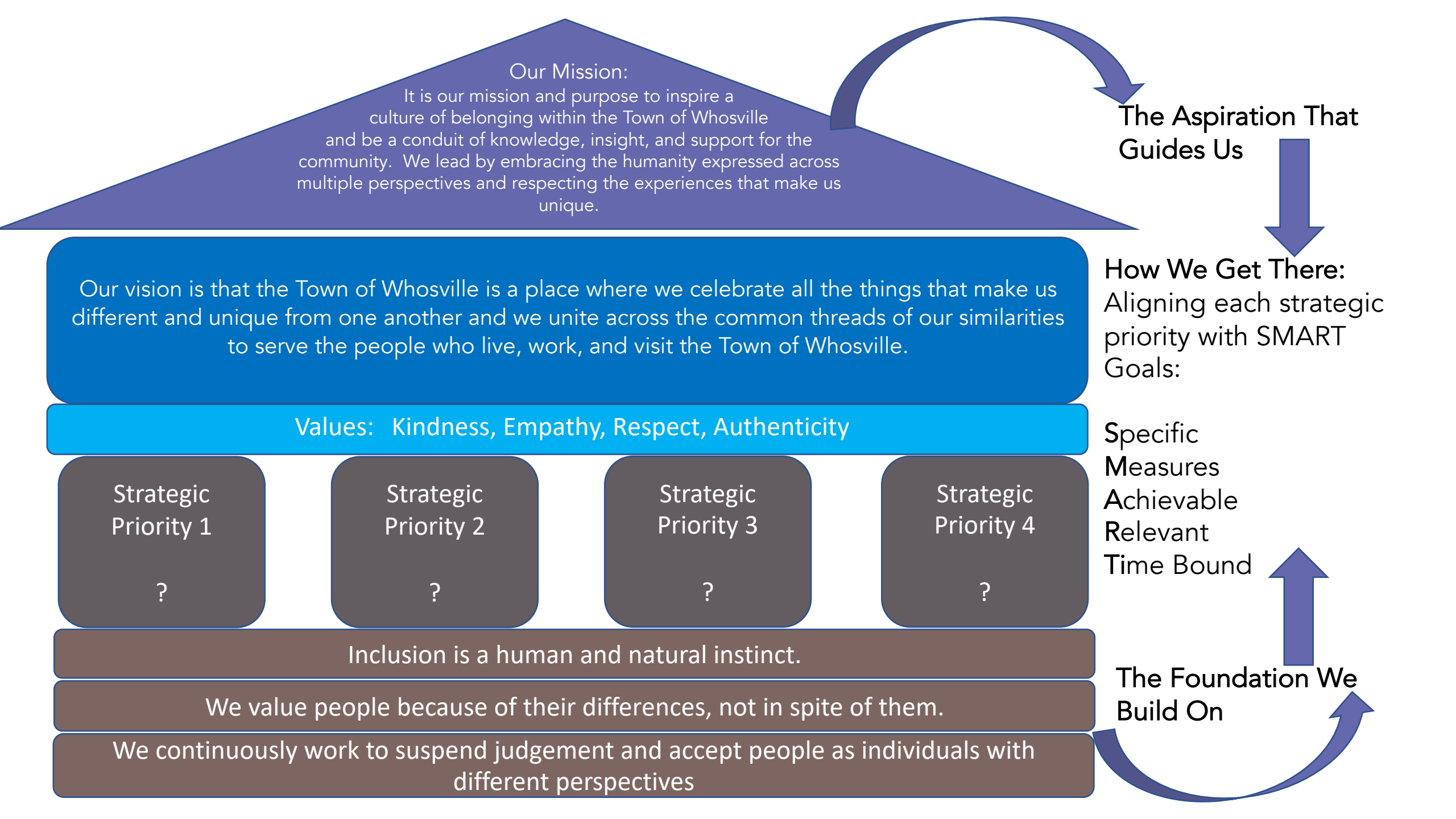
For Official Use Only:

Date Request Received _____

Approved _____ Not Approved _____ Applicant Notified _____

Date Proclaimed _____





**Building the Equity and Inclusion Strategy House
Creating SMART Goals**



Be **Specific**. Think in terms of who, what, where, or how.



How will you **measure** success? Quantity, Improvements, reductions?



Is this goal **achievable**? Do we have the resources, capacity, capabilities to accomplish the goal. If not, what do we need?



Be **relevant**. How does this goal connect to our broader mission, vision, values?



Make sure the goal is **time-bound**. When do we want to achieve success? When will we remeasure?

Example Goal: By the end of Fiscal Year 2025, increase community participation in Lunch & Learn programming by 20 percent from 2023 participation by offering a mix of in-person, hybrid, or distance opportunities that allows us to reach a larger population of community members.

Who: Community members who attend Lunch & Learn events.

How: Create hybrid options

Participation logs, survey after-event survey responses. Measurement points might be after each event, annually, semi-annually, monthly.

Lunch & Learn events are scheduled on a quarterly basis this year. There is a reasonable expectation that we can sustain this level of programming, but we may also want to explore opportunities to offer events at different times of the day for employees who work shifts.

This goal maps to our mission to be a "conduit of knowledge", our vision to unite across common threads, and all 3 of our foundational beliefs.

Baseline measurement begins in FY 2023 and ends at the conclusion of FY 2025.



Be **Specific**. Think in terms of who, what, where, or how.



How will you **measure** success? Quantity, Improvements, reductions?



Is this goal **achievable**? Do we have the resources, capacity, capabilities to accomplish the goal. If not, what do we need?



Be **relevant**. How does this goal connect to our broader mission, vision, values?



Make sure the goal is **time-bound**. When do we want to achieve success? When will we remeasure?

Goal:

--	--	--	--	--