



**City of McMinnville Organizational Assessment Initiative (CMAI)
Advisory Committee Meeting #4
Thursday, June 13, 2024
3:00 - 4:00 PM**

Location: Civic Hall (200 NE 2nd St, McMinnville OR 97128)

Zoom:

<https://mcminnvilleoregon.zoom.us/j/85187967814?pwd=bkITcHFoT1hscW5obXBEBZ0tyT29lZz09>

Meeting ID: 851 8796 7814

Zoom Password: 064202

Phone: +1 253 215 8782 (US)

Meeting ID: 817 1459 4776

AGENDA

1. **Welcome and Introductions** (including public members) - Co-Chairs
2. **Honoring the month of June** – Committee and Talitha Consults
Northwest African American Museum [NAAM | Mission & Vision \(naamnw.org\)](https://naamnw.org)
3. **Project Update** – Talitha Consults
Presentation and Discussion: Strengths, Challenges, Opportunities and Risks (SCOR) Analysis from the Discovery Process. Talitha reviewed a massive amount of documents detailing existing policies and processes within the City to develop the SCOR analysis.
4. **External Interview Process Collaborative Workshop** – Talitha Consults
The committee will dialogue and deliberate on the interview guide for external interviews – **See Exhibit A**
5. **Next Steps**
6. **Adjourn**

UPCOMING: CMAI AC MEETING #5: Thursday, July 11, 2024, 3-4 PM

Please submit requests for accommodations, including interpretation for people who are deaf or hard of hearing, at least 48 hours before the meeting to Noelle Amaya, Communications & Engagement Manager (503) 883-3727.

CMAI ADVISORY COMMITTEE (AC)	
Representing	Name
Diversity, Equity, and Inclusion Advisory Committee	Larry Miller (he/him) – Co-Chair Caitlin Nemeth (they/them) – Co-Chair Tony Lai (he/him) Efrain Arrendondo (he/him) Abby Thomas (she/her) Vivana Garibay (she/her) Katherine Lee Martin (she/her) Nancy Macias (she/her/ella) – Ex officio Councilor Zack Geary - Liaison
Talitha Consults (Consultant)	Charis May Hnin Carol Rozumalski Eugene Marmaziuk
Committee Staff (City)	Noelle Amaya (she/her) Jody Christensen (she/her)

Questions, comments, or more information, contact Jody Christensen at jody.christensen@mcminnvilleoregon.gov or Noelle Amaya at noelle.amaya@mcminnvilleoregon.gov

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City of McMinnville Assessment Initiative EXTERNAL Interviews.

Question Numbers are in Red Bolded font.

Welcome & Goal Statement	<p>Good morning/afternoon, and welcome! My name is <i>INTERVIEWER (initials)</i>. I will briefly introduce myself so we all can get acquainted, but before we do that, I want to take a moment to thank you for taking the time to meet with us today. Your participation is greatly appreciated. This interview will last no more than 45 minutes.</p> <p>These interviews are confidential. Talitha will only share key learnings and themes we've analyzed and synthesized across ALL interviews.</p> <p>The purpose of this interview is two-fold:</p> <ol style="list-style-type: none">1) To understand how diversity, equity and inclusion values are incorporated within the City (DEI culture)2) To help the City of McMinnville align its DEI strategy with community needs. <p>To that end, we would like to record the call to ensure we accurately capture your words and thoughts. The recording will not be shared with anyone outside the Talitha Consult team and will be destroyed immediately after use. Please do not allow the fact that we are recording the call to deter you from speaking freely. This space is yours, and it's safe. Would it be okay with you if we record?</p> <p style="text-align: center;">PRESS THE RECORD BUTTON</p>
Introductions	<p>Okay, let's get started. It would be helpful if we could begin with brief introductions. As I stated, my name is Charis, and I am a consultant with Talitha Consults.</p> <p>Question 1: Please share your name and WHAT is your connection to the City of McMinnville.</p> <p>Question 2: How long have you interacted with the City in this capacity?</p> <p>Thank you. Before we get started, do you have any questions? Okay, then! Let's dive into the interview!</p>
Assessing Interactions with the City	<p>Question 3: How recent was your last interaction with the City of McMinnville? With whom was that interaction? (Specific department, staff, newsletter, etc.)</p> <p>If interacted - Question 3.b: Was your need(s) met?</p> <p>If not - Question 3.c: Did you find what you're looking for?</p> <p>Question 4: How frequently do you interact with the City?</p> <p>Question 5: When you interact with the City (staff, departments, city hall), do you feel welcomed?</p>



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<p>Service Access</p>	<p>Question 6: Are there barriers to accessing the programs/services from the City?</p> <p>Question 7: Do you feel satisfied that your needs are understood?</p> <p>Question 8: How can the City improve its service to be more equitable?</p>
<p>City Culture & Representation</p>	<p>Question 9: Do you think City staff are representative of its community?</p> <p>If no - Question 9.b: Why not? What does representation mean to you? Is it important to you?</p> <p>Question 10: When you interact with the City in any capacity, how do you feel? Why? Use the following prompts, <i>only when needed</i>:</p> <ul style="list-style-type: none"> • Welcomed? • Comfortable? • Multicultural sensitivity/awareness? • Safe? • Respected? • Any other way? <p>Question 11: Do you think there is internal capacity and motivation within the City of McMinnville for more programs related to DEI?</p> <p>Question 12: Are there existing opportunities that the City should explore to be more equitable?</p> <p>Question 13: Can you identify potential risk(s) associated with the City's effort to become more equitable?</p> <p>(Question 14) Are there existing challenges that hinder the City from connecting with historically underrepresented or marginalized communities*? <i>*offer definitions when asked by interviewees - class, race, education, gender, disability, age (intersectional marginalization over the course of history)</i></p>
<p>Questions to Ask</p>	<p>Talitha Consults will facilitate listening sessions with various stakeholders to discuss the current DEI culture within the City.</p> <p>Question 15: What specific question(s) should we ask at the stakeholder meetings?</p> <p>Question 16: Are there potentially overlooked stakeholders/community members to whom Talitha should reach out for an interview?</p>
<p>Closing</p>	<p>These are all the questions we have. Is there anything else you would like to share? Or do you have any questions for me? To honor your time, we would like to send you to reimburse you via [Payment/Gift Card/Donation]. What would be the best way to do that? Thanks for your help!</p>





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Internal Questions for Individual In-Depth-Interviews (CMAI)

NOTE TO READERS: Matching colors indicates similar questions.

DEIAC Historical Questions for Department Heads	Talitha Consults Proposed Questions
<ol style="list-style-type: none"> 1. How does diversity*, equity*, and inclusion* fit into the work your department is doing? 2. What is your department doing well in terms of building a diverse, equitable, and inclusive workforce? 3. What does your department do to encourage, promote, and support a workforce that resembles the population we serve? 4. Does your staff feel comfortable talking about diversity*, equity*, and inclusion*? 5. Does your department provide opportunities to staff who seek to gain more knowledge on diversity, equity, and inclusion? 6. What does your department collect about the racial or other diversity of staff, contractors, and patrons? 7. Would your department feel comfortable adopting an equity lens* if one were provided by the city? 8. Does your department have a process for gaining feedback from residents who may feel they do not have an equal voice? 9. Does your department have the resources it needs to provide services to those who need more equitable access? 	<ol style="list-style-type: none"> 1. Is diversity*, equity*, and inclusion* a priority for the City? If so, how long has it been, and what do you think prompted the prioritization? Can you tell us why you responded this way? <i>Offer DEI definitions developed by DELAC.</i> 2. How well is the City applying an equity lens* internally (organizational culture: policies, practices, personnel) and externally (public service: facility access, programs, and services)? <i>An Equity Lens is like a pair of glasses, something you use daily. It is essential to ensure we are asking ourselves the questions that will make us think about being equitable and inclusive in every aspect of our work and interactions, given this understanding in mind,</i> 3. Can you describe the ways in which you apply an equity lens* in your specific area of work? 4. Can you recall a time when DEI resources were considered or used to evaluate or improve services within the City? <ol style="list-style-type: none"> a. What resources were considered? Who made the decision to use the resources? What was the outcome? b. What were the missed opportunities? Why do you think the City missed the opportunity you mentioned? 5. What resources or tools are needed to help reduce access barriers to the City's services, facilities, or programs?



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6. Since your arrival to the City, how often are ideas, perspectives, and voices valued and adopted by City leadership? In other words, how often do you feel a sense of agency in the City?
 - a. Can you describe an incident where you and your ideas were NOT valued by City leadership?
 - b. Can you recall and describe an incident where you and your ideas were valued by City leadership?
7. What ideas do you have for improving DEI* within the City –internally and externally?
8. What specific question(s) do you think we should ask on the internal and/or external surveys?