



# City of McMinnville

**Diversity, Equity, & Inclusion Advisory Committee Meeting**  
**Thursday, June 13th, 2024**  
**2:00 pm to 2:55 pm Regular Meeting Session**

Location: Civic Hall (200 NE 2<sup>nd</sup> St, McMinnville OR 97128)

You may also join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/85187967814?pwd=bkITcHFoT1hscW5obXBEZ0tyT29lZz09>

Meeting ID: 851 8796 7814

Zoom Password: 064202

Or you can call in and listen via Zoom: +1 253 215 8782 (US)

Meeting ID: 817 1459 4776

Public Comments: If you wish to address the Diversity, Equity & Inclusion Advisory Committee on any item not on the agenda, you may respond as the Committee Chair calls for "Public Comment." You may also submit written comment via email at any time up to 12:00 pm the day of the meeting to [noelle.amaya@mcminnvilleoregon.gov](mailto:noelle.amaya@mcminnvilleoregon.gov), that email will be provided to Committee members and entered into the record at the meeting.

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1. CALL TO ORDER (Committee Co-Chair Larry Miller) [2:00]
  2. APPROVAL OF MINUTES (Committee Co-Chair Larry Miller) [2:01]
    - a. Exhibit 1 – May 9<sup>th</sup> 2024, Regular Meeting Minutes & CMAI AC Meeting Minutes
  3. PUBLIC COMMENT (Committee Co-Chair Larry Miller) [2:02]
    - a. The Chair will announce that any interested audience members are invited to provide comments. The Chair will read comments emailed to the staff liaison and then invite any person participating via Zoom to speak. The Chair may limit comments to 3 minutes per person for a total of 30 minutes.
  4. GET TO KNOW ACTIVITY (Committee Member, Abby Thomas) [2:05]

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.

5. PROCLAMATION PROCESS (Goal) [2:10]
  - a. Exhibit 2 – Staff Report: Draft Proclamation Process
  - b. Exhibit 3 – Current Proclamation List
6. CITY COUNCIL UPDATE (City Council Liaison Zack Geary) [2:40]
7. STAFF UPDATE
  - a. Vacancy – member recruitment timeline
  - b. July and August DEIAC meetings – if needed, may expand CMAI Assessment meetings
8. OTHER BUSINESS
9. ADJOURNMENT [2:55]

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CITY OF McMinnville  
MINUTES OF DIVERSITY, EQUITY & INCLUSION ADVISORY COMMITTEE  
Held at Kent Taylor Civic Hall and online via Zoom,  
McMinnville, Oregon

Thursday, May 9<sup>th</sup>, 2024, at 2:00 p.m.

Presiding: Committee Co-Chair Larry Miller & Committee Co-Chair Caitlin Nemeth  
Secretary: Noelle Amaya, Communications & Engagement  
Manager

Committee Members: Present	Absence
Abby Thomas	Christine Bader
Caitlin Nemeth	
Larry Miller	
Efrain Arredondo	
Nancy Macias	
Tony Lai	
Zack Geary	
Katherine Martin	

Others in attendance: Jody Christensen, Special Projects Manager; Katie Noyd, Community Center Manager

- 1) CALL TO ORDER: Committee Co-Chair Caitlin Nemeth calls the meeting to order at 2:02 p.m.
- 2) APPROVAL OF MINUTES: Zack Geary MOVES to approve the April 11<sup>th</sup> 2024 meeting minutes with the correction to Nancy Macias’ name. Katherine Martin SECONDS. Motion PASSES unanimously.
- 3) PUBLIC COMMENT: There are no public comments.
- 4) GET TO KNOW ACTIVITY: Committee Co-Chair Caitlin Nemeth asks the committee to break into small groups and discuss their “least favorite thing about summer.”
- 5) PARKS & RECREATION PARTNER OPPORTUNITY: Community Center Manager, Katie Noyd introduces herself.

Parks & Rec and Library partner on various community celebrations in attempt to bring more cultural awareness to McMinnville. A brief overview of each of the celebrations listed in the packet is given.

Juneteenth was identified as a need for this community. Currently the celebration is scheduled for June 21<sup>st</sup>. Parks & Recreation is working in partnership with several community

partners but would like to build onto this program for years to come and would like to develop celebrations for diverse cultural groups. The committee is asked to identify groups from their networks for possible partnership with Parks & Recreation. The Summer Fun program is focused on engagement and access. Parks & Recreation is looking for more opportunities to expand their reach on these events.

A committee member asks for examples that other committees or organizations have provided to Parks & Recreation. Examples given include arts and crafts, music, performances, and other educational components. A committee member suggests adding educational displays of Black History in Oregon for the Juneteenth celebration and provides a contact for a professor from PSU.

A committee member suggests adding art displays by Afro-American artists. A committee member shares that the City of Coos Bay has a discussion hour provided by the Oregon Remembrance Project called "Black Hair Matters" which is a display of Afro-American hairstyles and included storytelling of black children. Another committee members suggest live oral performances or a book giveaway – or supply black-authored literature to local Little Library owners.

A committee member suggests contacting Linfield's Black Student Union – the City could support an internship – to help plan and support this event in the future.

Parks & Rec Staff will bring back opportunities in advance for the committee. Future planning for Juneteenth will start earlier next year and the committee should be more involved in that planning.

- 6) CITY COUNCIL UPDATE: Budget meetings are coming up on May 22, 23, 24. Committee members are encouraged to attend. The Stormwater Utility public meeting is being held tonight in Civic Hall Chambers.
- 7) ADJOURNMENT at 2:54 pm.

#### **CITY OF MCMINNVILLE ASSESSMENT INITIATIVE ADVISORY COMMITTEE MEETING**

Others in Attendance: Talitha Consults Team; Charis Hnin, Eugene Maramzuik

- 1) CALL TO ORDER: The meeting to order at 3:03 pm
- 2) UNIFIED WORKING DEFINITION OF DIVERSITY EQUITY INCLUSION AND ACCESSIBILITY  
Group exercise to identify contacts in the community that the consultant might contact as part of Individual-In-Depth Interview process.

Tony and Efrain to give historical context of the department interview questions that the committee completed years prior.

The committee reviews the previous department assessment questions and discusses

their relevance on if they should move forward with similar questions. Committee members discuss the intent of this data collection. Committee discusses what they've heard about the historical work of the committee and the departmental interviews.

Talitha to share the comparison chart questions with the committee and the committee to approve which questions will move forward.

3) ADJOURNMENT at 4:00 pm

s/s Noelle Amaya  
Noelle Amaya,  
Communications & Engagement Manager

DRAFT



# STAFF MEMO

**DATE:** June 13, 2024  
**TO:** The City of McMinnville’s Diversity, Equity, and Inclusion Advisory Committee  
**FROM:** Noelle Amaya, Communication & Engagement Manager  
**SUBJECT:** Proclamation Process Review & Adoption

**City of McMinnville STRATEGIC PRIORITY & GOALS:**



## ENGAGEMENT & INCLUSION

Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity

**STRATEGIC OBJECTIVE/S:**

1. **Actively protect people from discrimination and harassment**
2. **Celebrate diversity of McMinnville**
3. **Cultivate cultural competency and fluency throughout the community**
4. **Grow City’s employees and Boards and Commissions to reflect our community**
5. **Improve access by identifying and removing barriers to participation**

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**Report in Brief:**

The purpose is to discuss a proposed New Proclamation and Annual Review processes. The New Proclamation Process, if recommended, will be provided to the City Recorder and Mayor. The Annual Review Process, if approved, will be added as an annual action to the Committee’s Goals. (*DEIAC Goal 2.2*)

**Action for Recommendation of New Proclamation Process:**

- 1) Propose changes and *recommend* to the New Proclamation Process as outlined below.
- 2) *Recommend* New Proclamation Process.
- 3) Ask staff to bring this item back with revisions.

**Action for Approval of Annual Review of New Proclamation Process:**

- 1) Propose changes and *approve* Annual Review of New Proclamation Process.
- 2) *Approve* Annual Review of New Proclamation Process.
- 3) Ask staff to bring this item back with revisions.

**Background:**

The proclamation review process is one of the Committee’s 2024 Goals.

At the February 8<sup>th</sup>, 2024, DEIAC meeting, the committee shared the desire for additional clarity related to how proclamations are chosen and if the City uses a rotating schedule to make that decision. The committee directed staff to gather the current list of proclamations from the City Recorder team to present for discussion during the March 14<sup>th</sup>, 2024, meeting.

Proclamations that have already been reviewed by the committee do not come before the committee a second time. The committee identified 7 proclamations that have not been reviewed by the committee as of the March meeting. The committee also expressed the desire to work in partnership with the City Recorder team to create a process that invites transparency and equity in their approach to City proclamations and ensures that there is ample time for discussion. The committee has expressed their desire to see a webpage developed which hosts the city’s proclamations, dates, and the process for submitting new ones to the City. They also wanted to have a feedback loop after the proclamation was read.

**Discussion**

During the review of this process with the City Recorder team, Staff found that it was not possible to review proclamations at regularly scheduled DEIAC meetings (as the committee suggested) due to the once a month DEIAC meeting schedule. In addition, the Mayor does not wish to limit accepting submissions to 30+ days prior to the read date. For this reason, all *newly* submitted proclamations must be reviewed by the DEIAC via email.

Committee members have shared that understanding how and when the final product is approved is of great importance to this committee. In the process outlined below, both highlighted steps (7 & 8) address this need in that; the final proclamation (Step 7) will be added to the public record as part of the City Council packet which is posted no later than seven days prior to the meeting, and Step 8 outlines that the finalized document will be posted to the City’s external website for public viewing.

**New Proclamation Process – Proposed**

1. Interested party/organization submits a proclamation request via a webform which is embedded in the City’s website.
  - a. Website information contains basic criteria for what information is needed and provides clear direction on formatting requirements.
2. The City Recorder team reviews the proclamation for completeness and forwards it to the Mayor for first approval.
3. Once approved, the City Recorder team provides the proclamation and deadline to the staff of the DEIAC.
4. Staff will send the proclamation via email to the DEIAC for review.
5. Committee members review the proclamation request and send their individual edits to the City Recorder by the deadline.

## Exhibit 2

6. City Recorder incorporates all edits received by the deadline into the document for final approval by the Mayor.
7. Once approved, the proclamation is added to the public record / packet materials for the corresponding City Council meeting where it will be read.
8. After the proclamation is read, the City Recorder team posts it to the webpage.
  - a. The DEIAC can view the final proclamation in the City Council packet and on the webpage (link to be added). Note: the City Council packets can be found on the City's website under Council Agendas and Minutes sorted by meeting dates.

The annual review process allows the committee to “check in” on the process and proclamation list. In the future the committee could move this action to a bi-annual process.

### ***Annual Review Process – Proposed***

Each year, as a goal, the Committee members will review the New Proclamation and Annual Review Processes. During this action, the Committee will discuss how the process is working and could propose any changes or modifications.

In addition, the Committee could review the standing and potential new proclamations' list. The Committee could request 1) the addition of new potential proclamations; and 2) ask to review any standing proclamations.

### **Staff Recommendation**

Staff recommends following:

- 1) Recommend the New Proclamation Process to the City Recorder and Mayor by motion, second, and vote.
- 2) Approve Annual Review Process by motion, second, and vote.



PROCLAMATION	Proclaimed day/month	Date Council Hears	NOTE	DEIAC
Black History Month	February	Last meeting in Jan.	Annually	✓
Womens History Month	March	Last meeting in Feb.	Annually	✓
Parkinson's Awarness Month	April	Last meeting in Mar.	Only do if partner requested	✓
National Library Week	04.07.24 - 04.13.24	Last meeting in Mar.	Annually	
Volunteer Appreciation Week	04.21.24 - 04.27.24	First meeting in Apr.	Annually	
Earth Day	04.22.2024	First meeting in Apr.	Annually	
Arbor Day	04.26.24	Last meeting in Apr.	Annually	✓
Historic Preservation Month	May	Last meeting in Apr.	Annually	✓
Teacher Appreciation Week	05.06.24 - 05.10.24	Last meeting in Apr.	Annually as long as MSD helps	
National Economic Development Week	05.06.24 - 05.10.24	Last meeting in Apr.	Only do if partner requested (MEDP)	✓
Mental Health Awarness Month	05.13.24 - 05.19.24	Last meeting in Apr.	Annually see if Public Health would help	
National Police Week	05.12.24 - 05.18.24	First meeting in May	Annually	✓
National EMS Week	05.19.24 -05.25.24	First meeting in May	Annually	✓
Public Works Week	05.19.24 -05.25.24	First meeting in May	Annually	✓
LGBTQIA+ Pride Month	June	Last meeting in May	Annually	✓
Juneteenth	06.19.24	First meeting in June	Annually	✓
Armed Forces Day	06.29.24	Last meeting in May	Claudia to get more info.	
Park and Recreation Month	July	Last meeting in June	Annually	✓
Lemonade Day	August	First meeting in Aug.	Only do if partner requested (Chamber)	✓
LatinX Heritage Month	09.15.24 - 10.15.24	First meeting in Sept.	Annually	✓
Domestic Violence Awareness Month	October	Last meeting in Sept.	Only do if partner requested (Henderson House)	✓
MADE Day/National Manufacturing Day	10.04.24	Last meeting in Sept.	Only do if partner requested (MEDP)	✓
Indigenous Peoples Day	10.14.24	First meeting in Oct.	Annually	✓
Hands & Words are not for Hurting Week	10.15.24 - 10.21.24	First meeting in Oct.	Only do if partner requested (Soroptimist)	✓
McMinnville Industrial Promotions Day	10.24.24		Only do if partner requested (MEDP)	✓
World Polio Day	10.24.24		Only do if partner requested (rotary)	✓
Extra Mile Day	11.01.24	Last meeting in Oct.	Only do if partner requested	✓
Native American Heritage Month	11.01.24	Last meeting in Oct.	Annually	
Veteran's Day	11.11.24	Last meeting in Oct.	Annually	
Small Business Saturday	11.30.24	Last meeting in Nov.	Only do if partner requested	