



MINUTES
KEIZER COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE
Thursday, October 3, 2024
Robert L. Simon Council Chambers

Call to Order

Chair Thais Rodick called the meeting to order at 6:04 p.m. Attendance was noted as follows:

Present:

Thais Rodick, Chair
Benita Picazo, Vice Chair
Tammy Kunz
Carrie Brown
Stephanie Cross
Shaney Starr

Absent:

Laura Reid
Open Position
Open Position - Youth Member

Staff:

Dawn Wilson, Deputy City Recorder
Tim Wood, Assistant City Manager

Approval of Minutes

a. September 2024

Tammy Kunz moved for approval of the September 2024 Minutes.
Stephanie Cross seconded. Motion passed as follows: Picazo, Kunz, Starr, Rodick, Cross, and Brown in favor with Reid absent and two open positions.

**Appearance of
Interested Persons**

Kris Adams, Keizer, expressed her appreciation for this Committee, especially for being so inclusive. Ms. Adams shared that she saw some balls go over the fence at Keizer Rapids Park and suggested adding something to the top of the fence to keep the balls from going over the fence. This suggestion would go to the Parks and Recreation Advisory Board.

Public Meetings Law

**a. Q & A Session
with City Attorney
Joseph Lindsay**

City Attorney Joseph Lindsay addressed some of the changes to the Public Meetings Law. The idea behind Public Meetings Law from the Attorney General's Manual when governing bodies have quorum meetings or deliberations, they would be open to the public and accessible to anyone who wishes to attend. They also want minutes taken so everyone would know what was discussed at the meetings.

Mr. Lindsay explained that problems could occur when several members gather and have discussions. Business cannot be discussed without following the Public Meetings Law.

The new House Bill 2805 was about meetings not just being a physical place to meet. This bill uses the word "meeting" as the convening of a public body. Convening was a physical gathering, using intermediaries, or via electronic means, such as email or a series of emails, telephonic means or other types of communications.

He advised that members need to be careful not to have a quorum outside of a public meeting. If a few members talk and then some of those members talk with other members, this could be considered a serial meeting.

Under the Oregon Ethics Law, members could be fined up to \$1,000 per member for each instance. He referenced a section on working together with less than a quorum from 2023 Attorney General's Public Records and Meetings Manual: a gathering of less than a quorum of a governing body was not a meeting, but since however, members of the governing body should not gather as a group or groups composed of less than a quorum for the purpose of conducting business inside of Public Meetings Law because it not only creates an appearance of impropriety but runs contrary to the public policy of the Public Meetings Law and would be in danger of having serial meetings. This language supports keeping the public informed of deliberations of governing bodies. In addition, such a gathering creates the risk of violation through serial communications.

Mr. Lindsay suggested that they could meet in work groups with two or three members to work together, as long as they don't share it with other members until a public meeting.

Mr. Lindsay shared the new mandatory training for members of a governing body (boards and committees) that have control of over one million dollars in the budget. One of the trainings would take place on November 15th in the Event Center.

One change in the law was if discussion was educational or was not substantive such as scheduling, it would be fine to communicate. In other words, there can't be any deliberations or decisions.

Mr. Lindsay talked about members using their personal email and what happens when there was a public record request. Everyone who had email communications or records that were created for the purposes of City business could be subject to public records requests. He recommended that emails be kept for 10 years.

Committee Member Reports

Tammy Kunz was working on an upcoming collaborative meeting with Salem-Keizer Area Transportation Study, Salem-Keizer Neighborhood Family Councils and the Salem and Keizer neighborhood associations on community engagement for community safety and awareness.

**Neighborhood
Association Reports-
Out from Committee
Members**

Tammy Kunz, Greater Northeast Keizer Neighborhood Association, shared the last meeting where they talked about an Open House in which safety information and community resources would be included.

Chair Thais Rodick attended the West Keizer Neighborhood Association. They reported on activities they participated in, such as cleanup and the Keizer Art Walk. They were excited about the Keizer Rapids Park turf fields and upcoming pickleball courts.

Council President Starr reported her attendance at the Greater Gubser Neighborhood Association meeting. They had a debrief of their National Night Out in August, their plans for the upcoming year, and the initial conversation on the Miracle of Holiday Lights.

**a. See Chart in
Packet**

**March 11th & Sept.
23rd Work Session
Recommended
Action Items**

**a. Community
Engagement
Framework Work
Session ~ Go through
input/recommendations
from Members & start
building methods on
how this Committee
can communicate in a
more systematic way.
Please Refer to
Attachments.**

Chair Rodick's summarized and explained various parts of her proposed Engagement Framework.

Discussion ensued on the verbiage and edits were noted by Chair Rodick. It was requested to include the youth voice of ages 18 and over. Assistant City Manager Tim Wood shared that 24% of 38,000 population in Keizer was under age 18.

It was suggested to let residents know how the City would be communicating and engaging with them so that the majority of the community was heard. Chair Rodick asked for recommendations on how to accomplish this objective.

The members felt that this proposed framework clarifies the process. It was suggested to test the various communication channels by asking residents to respond when they see the communications. It was requested to resurrect the responses and data from the survey and communication channels on the strategic plan, so this Committee could receive that information.

Mr. Wood offered to establish a policy document similar to Clackamas County that would incorporate this Committee's feedback to use as a communication tool, as well as listing what the City was currently doing to engage the community. Mr. Wood would bring back an Appendix A with the engagement tools and includes communication channels.

Council President Starr was concerned about not being able to fund a communications person and to be cognizant on wanting to hire a communications person at the risk of having to lose a law enforcement position. It was noted that everything has a cost, and even staff time to increase community engagement.

Corri Falardeau, Executive Director for the Chamber of Commerce, suggested having high school students or student interns who have to write policies and procedures to help out.

- b. **Minutes from the March 11th City Council Work Session with the Community Diversity Engagement Committee** This item would be discussed at a future meeting.
- c. **Volunteer Coordinating Committee's Interview Questions & Rubric for the CDEC (attached) ~ Re-visit** This item would be discussed at a future meeting.
- d. **Definitions ~ see attached Resolutions** Tammy Kunz, Carrie Brown, and Stephanie Cross would meet to create definitions for justice, equity, diversity, and inclusion. The members could send their work to the Deputy City Recorder Dawn Wilson to share with all the Committee members.

Other Business/Staff Liaison Report

- a. **Member to Report at the November 4th City Council Meeting ~ Native American Heritage Month** The Committee asked that Chair Delores Pigsley from the Tribal Council in Siletz be invited to present on Native American Heritage Month and receive the Proclamation because they really enjoyed her last presentation.

Adjourn ~ Next Meeting: November 7th Meeting Adjourned: 7:29 p.m.
Minutes approved: 11/07/2024

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