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AGENDA
KEIZER CITY COUNCIL
WORK SESSION

Thursday, December 5, 2024

6:00 PM

Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPOINTMENT PROCESS FOR CDEC: DIRECT COUNCILOR APPOINTMENT OR INTERVIEWS BY THE VCC**
 - a. Community Diversity Engagement Committee (CDEC) Member Appointment Process**
- 4. CDEC APPLICATION QUESTIONS**
 - a. CDE Committee Application, Questions and Rubric**
- 5. ADJOURNMENT**

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Community Diversity Engagement Committee (CDEC) Member Appointment Process

Proposed Motion

No Formal Action Required.

I. Summary

The CDEC has recommended that the appointment process for the CDEC should be changed from a councilor direct appointment process to being handled by the Volunteer Coordinating Committee (VCC). In addition, the CDEC recommends that a specific application and interview questions and scoring sheet be utilized by the VCC.

II. Background

- A. The Community Diversity Engagement Committee (CDEC) was established in November 2021 to act in an advisory capacity to the Keizer City Council and to advise on action for community engagement by:
 - 1. Listening to understand. Keizer wants to let everyone know we are all included when we talk about the Keizer community and are important for our community to thrive holistically.
 - 2. Using what is heard to create recommendations for action plan(s) for increasing community engagement and communication on progress in civic processes.
 - 3. Acting on the values included in the Resolution for Justice, Equity, Diversity and Inclusion.
- B. The Committee consists of nine voting members. Two members shall be Keizer City Councilors to be appointed by the Mayor, six citizen-at-large members appointed by each City Councilor, and one youth member appointed by the Mayor.
- C. The current CDEC appointments are:

Committee Member	Appointed By	Term End Date
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Name

Benita Picazo - Vice Chair	Councilor Reid	December 31, 2025
Tammy Kunz	Council President Starr	December 31, 2025
Stephanie Cross	Councilor Juran	December 31, 2026
Carrie Brown	Councilor Cross	December 31, 2026
Thais Rodick - Chair	Former Councilor Husseman	December 31, 2024
Vacant	Councilor Kohler	December 31, 2024
Vacant - Youth Member	Mayor Clark	December 31, 2025
Councilor Laura Reid	Mayor Clark	January 2025
Council President Shaney Starr	Mayor Clark	January 2025

- D. During the March 11, 2024, joint work session, the CDEC was asked to:
1. Review the scope of the CDEC for possible changes,
 2. Consider what it means or looks like to engage with other boards, commissions, committees, and neighborhood associations,
 3. Schedule a consultation with the neighborhood associations based on the feedback received, and
 4. Discuss what an equity lens would look like.
- E. During the June 6, 2024, CDEC meeting, a motion was made to "move that we direct staff to bring an updated resolution and application information to present to the Council" to change how the CDEC appointment process is handled. The change is to move from councilor appointment members to having the appointment process handled by the VCC. In addition, providing the VCC with specific application and interview questions and a scoring sheet based on the unique requirements of the CDEC.
- F. The benefits of the proposed change to the appointment process include:
1. The process would be consistent with other City committees.
 2. The pool of applicants may be larger as it wouldn't depend on having a personal relationship with a specific City Councilor.
 3. The VCC could use a standardized review process that focuses on the CDEC's specific task for all potential appointees.
- G. At the June 17, 2024, City Council Meeting, staff presented the motion from the CDEC and was directed to prepare a resolution to change the CDEC member appointment process so that it is completed by the VCC rather than by direct councilor appointment for consideration at the next City Council Meeting. In addition, it was recommended that the concept of providing specific application and interview questions and a scoring sheet be moved to a work session and potentially expand the scope of the change to include all city committees.
- H. At the July 1, 2024, City Council Meeting, staff presented the revised resolution changing the CDEC appointment process. The agenda item was moved to a joint

work session with the CDEC for further information and consideration.

- I. The City Council and CDEC held a work session on September 23, 2024, at which it was determined the next step would be a joint work session with the VCC.

III. **Current Situation**

- A. A joint work session with the City Council, VCC and CDEC has been noticed for December 5, 2024.

IV. **Analysis**

- A. **Strategic Impact** - Reviewing and modifying the CDEC task and purpose is part of the City Council's adopted work plan.
- B. **Financial** - No financial impact.
- C. **Timing** - Changes to the appointment process would be effective with the adoption of a revised resolution and implemented as existing committee members' terms expire or become vacant. However, the City Council has the authority to determine an alternate effective date if it so chooses.
- D. **Policy/Legal** - A change in the appointment process for the CDEC would require a modification to the resolution forming the committee which must be adopted by the City Council. In addition, a change to the Council Rules of Procedure would be required.

V. **Alternatives**

- A. Direct staff by consensus to bring to the next council meeting changes to the CDEC appointment process for deliberation.
- B. Take no action.

VI. **Recommendation**

Staff recommends the City Council, VCC and the CDEC discuss the proposed changes to the CDEC appointment process and, by consensus, direct staff to bring those changes to the City Council for deliberation.

Attachments

1. ATT_CC_Appendix A to Community Diversity Engagement Committee - Redline _12 05 2024
2. RES_CC_Amending Section 18.2 of Council Rules of Procedure - Redline _12 05 2024

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Appendix “A” City Council Committee

Name: Community Diversity Engagement Committee

Purpose: To act in an advisory capacity to the Keizer City Council and to advise on action for community engagement by:

1. Listening to understand. Keizer wants to let everyone know we are all included when we talk about the Keizer community and are important for our community to thrive holistically,
2. Using what is heard to create recommendations for action plan(s) for increasing community engagement and communication on progress in civic processes,
3. Acting on the values included in the Resolution for Justice, Equity, Diversity and Inclusion.

Tasks: To assist in developing action recommendations for community engagement in civic processes in the following areas:

1. Collaboration with Council, other city committees, commissions and neighborhood associations to increase active participation and recommend culturally responsive actions,
2. Collaboration with other organizations (historical/cultural/arts, business organizations, faith community, community based organizations, education, and additional sectors not usually included),
3. Collaborating in community opportunities to have conversation, celebration, relationship building,
4. Recommending additions or subtractions of national observances/commemorative/heritage months,
5. Help develop metrics and yearly report on tasks identified and the data needed to better understand culturally responsive provision of services and public participation,
6. Assist in identifying leaders and build leadership capacity of underrepresented and underserved communities.

Membership: The Committee shall consist of nine voting members. Two (2) members shall be Keizer City Councilors to be appointed by the Mayor and announced at a regularly scheduled Council meeting, six (6) citizen-at-large members and one (1) youth member who is under 19 years of age at the date of appointment. Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases that impact all residents in Keizer. The six (6) citizen-at-large members and the one (1) youth member shall be appointed as outlined by the City Council Rules of Procedure. The Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.

Term of Office: Each Councilor member shall be appointed for a two-year term by the Mayor pursuant to the Council Rules of Procedure. Each non-Councilor member shall be appointed for a three-year term, except for the initial terms. The initial terms of the non-Councilor members shall be staggered so that not more than three will expire in the same year. ~~Each Councilor shall directly appoint one _citizen_ at-large member following the same process as appointments of Volunteer Coordinating Committee members. The Mayor shall appoint the youth member.~~ Members may be reappointed.

Chair and Vice-Chair: The Committee will elect the Chair and Vice-Chair at the first meeting of each calendar year.

Meetings: Members of the Committee shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Robert Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by a two-thirds majority vote of the City Council.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2024-_____

4 AMENDING CITY OF KEIZER CITY COUNCIL RULES OF
5 PROCEDURE (AMENDING RESOLUTION R2022-3269)
6

7 WHEREAS, the City Council of the City of Keizer adopted the City of Keizer's
8 City Council Rules of Procedures on April 4, 2022;

9 WHEREAS, the City Council of the City of Keizer adopted amendments to the
10 City Council Rules of Procedures on May 1, 2023, May 15, 2023 and February 5, 2024;

11 WHEREAS, the City Council finds it appropriate and necessary to amend Section
12 18.2 (Membership Appointment);

13 NOW, THEREFORE,

14 BE IT RESOLVED by the City Council of the City of Keizer that Resolution
15 R2022-3269 (City Council Rules of Procedures) Section 18.2 is hereby amended as
16 follows:

17 **18.2 Membership Appointment** –Each Council member will make a
18 one-member appointment to the Volunteer Coordinating Committee as
19 allowed in Council resolution for a two-year term. If a Council member
20 leaves office prior to the end of the Council member's scheduled term, the
21 replacement Council member shall appoint a member to the Volunteer
22 Coordinating Committee. Except for Council members, all other
23 applicants for City Boards, Commissions, Committees or any group (other
24 than Council Work Groups, Task Forces, or Outside Committees) will be
25 recommended by the members of the Volunteer Coordinating Committee
26 who will receive, review, and process written applications and forward
27 recommendations to the Council for appointment consideration, unless
28 the Resolution, Ordinance, or State Statute defines the appointment
29 process differently. ~~The Community Diversity Engagement Committee~~
30 ~~members shall be directly appointed by Council members as called for in~~
31 ~~the Resolution creating such committee.~~ The Mayor shall make the
32 Council member appointments for all Committees, Task Forces, Boards,

1 Outside Committees or any other groups at the first meeting in January
2 every odd numbered year or when necessary.
3

4 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
5 upon the date of its passage.

6 PASSED this _____ day of _____, 2024.

7
8 SIGNED this _____ day of _____, 2024.

9
10 _____
11 Mayor

12
13 _____
14 City Recorder

Volunteer Coordinating Committee's Interview Questions for the Community Diversity Engagement Committee (CDEC)



CDEC Mission Statement:

To act in an advisory capacity to the Keizer City Council and to advise on action for community engagement by:

1. Listening to understand. Keizer wants to let everyone know we are all included when we talk about the Keizer community and are important for our community to thrive holistically.
2. Using what is heard to create recommendations for action plan(s) for increasing community engagement and communication on progress in civic processes.
3. Acting on the values included in the Resolution for Justice, Equity, Diversity and Inclusion.

Name:

Last

First

Middle

Date:

Address:

City/ State/Zip:

Telephone No.:

Home

Work

Cell/Mobile

E-Mail Address:

Present Occupation:

Keizer Resident: ?

☐ No

☐ Yes – since year:

1. Please provide personal, professional, and volunteer background or perspective you would bring to the efforts of promoting community engagement, diversity, and inclusion, to the committee:

2. How do you describe community engagement, diversity, equity, inclusion, and/or justice?

3. Please provide an example of a time you worked with someone with a different background or viewpoint. What was the outcome and how did you contribute to it?

4. What do you envision for Keizer in the future related to community engagement?

5. What do you hope the committee will accomplish? What specific ideas do you hope to implement during your time on the Committee?

--

Signature:

Date:

For office use only:

Please return this form to:

Date Received:	Deputy City Recorder's Office 930 Chemawa Rd NE Keizer, OR 97303 503-856-3418 503-393-9437 (FAX) wilsond@keizer.org
Date Considered:	
Action by Council:	
Term Expires:	

**Volunteer Coordinating Committee
Interview Questions & Scoring Rubric
for the Community Diversity Engagement Committee (CDEC)**



CDEC Mission Statement:

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Name: _____

Selected Position: CDE Committee

Interviewer's Name: _____ Date: _____

Numeric Scoring Guide:

- 1 = Responses were too vague and/or didn't answer questions.
- 2 = Answered the questions with general concepts or examples.
- 3 = Outstanding, thoughtful response with specific and relevant examples

The numeric score should take into consideration the applicants for the work of the CDEC. Responses should be appropriate within the context of the committee work and should highlight personal strengths and qualities for the CDEC.

Interviewer Comments Guide: Please use the space provided to give specific feedback to the Volunteer Coordinating Committee.

PART 1 – Interview Questions:

1. Please provide personal, professional, and volunteer background or perspective you would bring to the efforts of promoting community engagement, diversity, and inclusion, to the committee. Did applicant provide specific examples in their answers?

Circle Numeric Score: 1 2 3 Interviewer Comments

2. How do you describe community engagement, diversity, equity, inclusion, and/or justice? Circle Numeric Score: 1 2 3 Interviewer Comments (Did applicant specifically explain their answer?):

3. Please provide an example of a time you worked with someone with a different background or viewpoint. What was the outcome and how did you contribute to it? Circle Numeric Score: 1 2 3 Interviewer Comments (Did applicant provide clear example and explain the outcome and their contributions?):

4. What do you envision for Keizer in the future related to community diversity engagement?

Circle Numeric Score: 1 2 3 Interviewer Comments (Did the applicant demonstrate inclusion and have a vision for a more inclusive Keizer?)

5. What do you hope the committee will accomplish? What specific ideas do you hope to implement during your time on the Committee? Circle Numeric Score: 1 2 3 Interviewer Comments (Did applicant answer both questions?)

Score: ____/15

PART 2 – Skills:

Demonstrated knowledge and understanding of CDEC role and requirements

Shared information about personal skills/experience to demonstrate qualification for committee

Demonstrated through stories self-awareness of personal experiences

PART 3 – Interviewer Comments:

Please write additional feedback that you believe will help the council in their decision-making.
For example, if you had a recommendation as to why you rated them as you did.

Thank you for sharing your time and expertise!