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KEIZER COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE **AGENDA**

Thursday, February 1, 2024, 6:00 PM
Robert L. Simon Council Chambers

MISSION STATEMENT: 'Exists to foster justice, diversity, equity and inclusion and to strengthen our community through active listening in order to strengthen and encourage civic engagement, understanding and empowerment and to advise the City Council on issues that are critical to connecting our community.'

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**
 - a. January 2024
3. **APPEARANCE OF INTERESTED CITIZENS**
4. **BRIEF INTRODUCTION BY JILL GUST ~ HER EXPERTISE & GOALS FOR THE COMMITTEE**
5. **COMMITTEE REPORTS**
 - a. Reports from Tammy Kunz
6. **COUNCIL REPORT/OBSERVANCE RECOGNITION ASSIGNMENTS**
 - a. See Chart in Packet
7. **SPOTLIGHT ON PRACTICAL APPLICATIONS OF DIVERSITY, ENGAGEMENT, AND INCLUSION (DEI)**
8. **NEW BUSINESS**
9. **OTHER BUSINESS/ STAFF LIAISON REPORT**
10. **ADJOURN**

EQUITY AGREEMENTS: Stay Engaged | Listen to Understand | Speak Truth Responsibly | Expect and Accept Non-closure | Be Willing to do Things Differently and Experience Discomfort | Practice Confidentiality | Be Committed To Hold People In Positive Regard | Recognize Intent vs. Impact.

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MINUTES
KEIZER COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE
Thursday, January 4, 2024
Robert L. Simon Council Chambers

Call to Order

Chair Laura Reid called the meeting to order at 6:00 p.m. Attendance was noted as follows:

Present:

Laura Reid, Chair
Benita Picazo, Vice Chair
Tammy Kunz
Thais Rodick
Nevaeh Music
Shaney Starr
Jill Gust

Absent:

Carrie Brown
Stephanie Cross

Staff:

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

Election of Chair & Vice Chair

Chair Reid nominated Thais Rodick as Chair and seconded by Benita Picazo.

Thais Rodick nominated Benita Picazo as Vice Chair and seconded by Councilor Reid.

Thais Rodick and Benita Picazo were elected by unanimous consent to serve as Chair and Vice Chair respectively.

Strategic Plan

a. Draft Strategic Plan Review

Assistant City Manager Tim Wood led the discussion asking for feedback on the draft Strategic Plan. He stated that the draft Strategic Plan, survey and letter are in the process of being translated into Español.

Councilor Reid said that Mayor Clark asked for action items from this Committee on Goal # 4 for Engaged Community.

It was suggested that a few members tackle certain Goals and then return this work to the Committee. It was suggested to prioritize the Goals as a Committee. The Members would like to know how the other Committees would prioritize and tackle the goals.

This document's priority is mostly for staff, so the Strategic Plan should be presented more clearly for the public at large, so they can better understand. It was suggested to add a Glossary or live links to another resource page that explains the priorities. It was suggested to offer several languages to read the Strategic Plan. Live links would enable a user-friendly and engaging method for the community.

We should leverage City public spaces for youth and sports events to provide growth and economics.

It should be noted to expand opportunity lands for newcomers to Keizer.

For better engagement, the City could advertise the meetings held in the Event Center.

For Goal # 4.9, the Committee would like to compare the level of impact versus the level of effort and resources. On the portion about creating a policy of how and when we use the services. When we create documents for the public, it should always be translated. City Manager Brown stated that the City doesn't have a budget to translate all of the languages and documents.

Council President Starr stated that we have to be careful with how we word the documents when considering the intent versus impact of what we say so the community can feel valued and included.

Chair Rodick stated that this Committee's concrete action item is to go through the Strategic Plan between now and January 26th and to keep in mind that progress is better than not having anything, so we don't need this to be perfect. She encouraged using Google Translate rather than not translating documents.

It was noted for Goal # 4 that there's no action under Engaged Committee to look at the other pieces of the Strategic Plan to identify where the Community Diversity Engagement (CDE) Committee should look at how it would review the actions. There was no goal to loop-in the CDE Committee into conversations or actions. For instance, the CDE Committee should involve the Police Department. Another example is that the Emergency Management Plan should go through the CDE Committee, so they could communicate and engage the community. Council President Starr stated that involving the CDE Committee in conversations and actions should be listed as an action item in the Strategic Plan. Councilor Reid stated that this should be a strategy rather than part of the plan. The Committee agreed that they want some sort of formal review and to look at the plans and decisions through an equity lens.

Chair Rodick summarized by stating that this Committee wants to know more about certain items.

Approval of Minutes

- a. **December 2023** Chair Rodick asked for a correction to change "Immigrant & Refugee Community Organization" to "Immigrant & Refugee Community of Oregon."

Laura Reid moved for approval of the December Minutes as amended. Tammy Kunz seconded. Motion passed as follows: Picazo, Kunz, Starr, Rodick, Reid, Music, and Gust in favor with Cross and Brown absent.

Community Organizations

No further changes at this point in time.

- a. Review List ~ Updates to be made by Staff The list of Community Organizations were reviewed.

Committee Reports

Discussed under Item 9b.

a. Committee Presentation Assignments

Appearance of Interested Citizens

None.

Council Report/Observeance Recognition Assignments (See Chart in Packet)

The Committee wants an asterisk added next to the names to read: "Members will present or invite an organization to present on their behalf-- and to be sure and check with Mayor Clark to see who she may have already invited to present."

Chair Rodick suggested compensating presenters with an honorary to recognize their time. The Committee would like to ask for a budget line item in the upcoming budget process.

Spotlight on Practical Applications of Diversity, Engagement, and Inclusion (DEI)

- a. **Greater Northeast Keizer Neighborhood Association Update and Book Study Ideas by Tammy Kunz - December 5, 2023** Tammy Kunz provided a written report for the record.

b. Inclusive Language - Discussion on Handout

Stephanie Cross provided the Inclusive Language handout. The Committee would like the Inclusive Language handout to be shared with the City Council and talk about the importance of using inclusive language and that it could be a guideline for the Strategic Plan. Thais Rodick would be representing the CDE Committee in February.

Council President Starr moved for a recommendation to have the Inclusive Language Handout go to the City Council and all other Committees in the Community Diversity Engagement Committee's advisory capacity. Thais Rodick seconded. Picazo, Kunz, Starr, Rodick, Reid, Music, and Gust in favor with Cross and Brown absent.

The City Council would push this out to staff if approved.

Other Business/ Staff Liaison Report

a. Task List for Consultant:

- **Define diversity, equity and inclusion**
- **Create the Keizer Equity Lens**
- **Work through equity agreements - rules of conduct**
- **Identify ways to engage the community without violating public record laws**
- **Develop an engagement survey**
- **Review task and purpose documents**
- **Assist with**

Assistant City Manager Tim Wood provided an update on interpreting services. He hasn't spoken with anyone at the Chamber of Commerce, but he did check the member business registry, and there were no translation services. He mentioned that the City has a contract with Profession Interpreters, who the City primarily uses for documents and City Council meetings at a reasonable price.

Internally, 11 employees can translate in Russian, Czechovokian, Spanish, and Portuguese. Nine of these employees are fluent in Spanish.

Chair Rodick said that the public can call the Language Line for a three-party call for interpretation between the person, the City, and the interpreter.

creating an
action plan
with
measurable
s

- Create a
flyer on
community
activities
that could
be given out
by
businesses
(restaurants
)
- How to use
the
organization
al groups
- Equity
groups to
come up
with a plan
to use
community
leaders

New Business None.

Adjourn ~ Next Adjourned: 7:18 p.m.

Meeting: February 1st Minutes approved: _____

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We had our City council meeting on Monday the 11th and the council shared some information for us to be able to work with from the Strategic Plan.

Community engagement is a large part of what we need to capture and the best way to be able to make this happen is for us to have items in print for the Neighborhood Associations to be able to share as well as digital for those folks who have the online forums. I have sent in my notes from last month for the languages in our Association as part of this process. Jacqueline and I have done some research and talked to families. We know at least 30 percent do not have access to internet and would take part of they understood what the need is and if they had means to be able to do so.

In this process I have asked questions each month to do outreach and get to know more of our community. One thing people say is our voices don't matter, what can one person do to change things, I have a family and we are struggling and all they do is keep raising prices so we are going to lose our homes. This is more common than I thought the fear of becoming homeless and not being able to care for the families is one of the largest voices we have heard.

Another problem we have heard is the old website is easier to understand and find the information. So if we can find a way to make this information more easily available and printed on different languages we have a better chance of having more people involved. To increase public relations we need to have a newsletter of what is going on when and where meetings are held and include topics. This is only one way people can understand and take action and become part of our meetings. We need translations on our websites for all groups, printed materials is one of the easiest for people to access, as we talked to people we heard that our newsletter are great, and having it in English and Spanish works well.

The bottom line we heard is our voices don't matter they are going to nickel and dime us until we lose our homes and just can't pay our bills. We are so worried out taking care of other what about us, we live in Keizer as it matters and is affordable but this is changing. We have to have more people in our homes to pay bills, which make them higher, how we can pay more and not lose. Diversity matters but let's use diversity of thought and change the way people see things. Let's start worrying about Joe next door and Jane down the block that is caring for family as they age. This is why I moved to Keizer and why I stay, but this is losing the feeling of home and safety.

Jacqueline and I (Tammy) Spoke to about 75 families and I sent out emails asking questions, these responses make me sad; I am here for my community. I fight for them and they cannot feel this, or see this at this moment, so how can we make life better for those families as well as each person we support?

I ask you to look at the needs, hurting families struggling all around us. My family struggles with some of the same things; it's hard to pay higher prices for food, medications and all that this encompasses. We have to decide what matters and for me the people around my neighborhood. This is why Jacqueline and I take food boxes to those we know need help or support. The little things we do make a difference.

The overwhelming thing we heard were Tammy and Jacqueline go over and above to be sure we hear what is going on, they attend all meetings and share this in emails, newsletters and just a simple phone call at times. (This was amazing to hear honesty by encouraging transparency, truthfulness, and ethical conduct in all interactions) As the newsletters each month highlight the meeting we feel part of and knowing we can call, or email you lets us know we matter and you have our backs. We understand this takes time, and paperwork and red tape get in the way, we watch you and know you got this. You speak for us several times a week during the meetings; we attend by watching you online, TV channel, and just listening at times.

Questions for a survey may be

What is the most important thing the city of Keizer can do for you?

How we can add support?

What languages do we need to offer to keep you better informed?

How can we as a committee make this work, and make people feel like they matter? We do this by changing one thing at a time and connections one by one as we have done, is it comfortable no, easy no, worth it yes for me it is.

One way we can improve our communications is to ask the Associations to attend, or make sure we have connected with them each month for additional support if they need it. For example ask them to make sure our meeting is in the newsletters, see what the concerns are, and address them as we can. Meet the language gaps as we can by having printed material, in other ways of accessing the materials.

Community Diversity and Engagement Committee

Tammy Kunz Report January

This month I have attended meeting and here is a brief update of the CBEL meeting; I am now part of the Executive Council and we are working on a number of items to ensure the work we do within the family Councils grounded in the goals we have set. This includes “Members of the Salem-Keizer Community Business and Education Leaders (CBEL) Executive Council have come together to help build a community where all children grow up in a safe, stable, nurturing home, enjoy good health, succeed in school, and go on in life to become financially self-sufficient.”

1. Encouraging and supporting the development of **Neighborhood Family Councils** responsible for listening to the voices of their neighbors and promoting “Strengthening Families Protective Factors” in their neighborhood;
2. Encouraging and supporting **Collective Impact**, i.e., aligning and integrating the actions of private and public health care, human services, education, and housing organizations in order to achieve population and systems level results;
3. Bringing on-line **Results Based Accountably (RBA)**, a data-driven, common sense decision-making process for supporting Collective Impact and achieving population level results;
4. Promoting **Equity**, defined for our purposes as doing all we can to be sure families get the support they need to protect and nurture their children, and
5. Building a strong **CBEL Collaborative** responsible for supporting Neighborhood Family Councils, Collective Impact, Results Based Accountability, and promoting equity.

This is just some of the work the Neighborhood Families work on. Tammy Kunz (I) keep the community aware of events for Kennedy Neighborhood Family Council, Jacqueline Green is the secretary of this group and can also be a resource for information.

Greater Northeast Keizer Neighborhood Association;

This Event Center the 1st Tuesday of each month at 6; 30 pm/ they also hold meetings on line with about 15 to 25 people and have covered a number of concerns. The latest has been the unsafe conditions for children going to Kennedy Elementary school as they do not always have a crossing guard. Jacqueline Green and I have been able to work on having families from Verda crossing use Dearborn as a way to cross and this has some sidewalks which are in need of repair. But leads to the end of the school road where they cross and walk on the side walk.

The Board just voted on leaving zoom and Google meets as a way to interact with families who cannot for whatever reason attend in person meeting. The Board is also looking at better ways to use the online settings with website information that is more affordable.

SKATS meetings update

Amendments to the SKATS FFY 2024-2029 TIP Steve Dobrinich

Background: The purpose of this agenda item is to review the following amendment to the SKATS FFY 2024-29 Transportation Improvement Program (TIP): • City of Salem South Signal Improvements (2027) (Key # 22697). Add \$780,034 (total cost) to the project (\$164,429.55 to the Preliminary Engineering phase; \$615,604.45 to the Construction phase) and add a 10% local match requirement. See attachment for additional information. Action

Requested: Adopt Resolution 24-1 (attached) to add a total of \$780,034 to Project Key Number 22697 [City of Salem South Signal Improvements (2027)] including the addition of the required ten percent local matches.

F. Draft SKATS 2024-2025 Unified Planning Work ProgramMike Jaffe

Background: Each year, SKATS is required to develop and adopt a Unified Planning Work Program (UPWP) that describes anticipated federally funded and regional transportation planning activities within the MPO. This UPWP covers the time period from July 1, 2024, through June 30, 2025 To prepare this draft, an outline of the activities was presented and discussed at the October 24, 2023 PC meeting. Staff then developed a draft UPWP which was reviewed by the Technical Advisory Committee (TAC) at its January 9, 2024 meeting. (In early January, the Policy Committee also received the draft UPWP version sent to the TAC, to give PC members additional time to review the UPWP's content). After discussion with the TAC, MPO staff made some additional changes to the version included in this agenda packet.

Following review and recommended modifications by the Policy Committee, the draft UPWP will be forwarded to ODOT, FHWA, and FTA for their comments including an interagency review to be held on February 20, 2024. A final version of the FY 2024-2025 UPWP will be provided for the Policy Committee's review and adoption at either their March or April meeting. Action

Requested: Provide feedback to SKATS staff on the draft 2024-2025 UPWP.

G. SKATS FFY 2023 Annual List of Federal Obligations.....Steve Dobrinich

Background: Each Year, SKATS is required to publish a listing of projects for which federal funds were obligated in the preceding federal fiscal year (FFY). The FFY 2023 Annual Listing of Federal Obligations is available at: <https://www.mwvcog.org/media/4996> Action

Requested: Informational item.

H. Summary of SKATS Funds Programmed in the TIP (2003 to 2027) Steve Dobrinich, Mike Jaffe

Background: Commissioner Mordhorst requested a summary of how SKATS has programmed federal funds to projects, from 2003 up to projects in the FY2024 – 2027 SKAT Transportation Improvement Program (TIP). A full list of projects receiving SKATS discretionary funds, as well as summary tables, can be found in the attached memo.

The information outlined shows only the federal funds that the SKATS

Policy Committee has discretion for allocating, which totals over \$127 million for this 24-year period. The listing of project funding does not include the following:

- Local match dollars spent on projects in the summary table.
- Federal and state funds programmed towards ODOT projects within the SKATS planning area (e.g. I-5 widening; design and environmental work for the Highway 22 Safety Corridor in Polk County; Center Street bridge seismic upgrade, etc.)
- Other federal and state grants (e.g. ARTS safety grants, Safe Routes to School construction grants, RAISE grants, etc.) received by local jurisdictions and the transit district.
- Transit formula funds received by SAMTD.

Requested: Informational item

I. TIP ModificationsSteve Dobrinich

Background: Staff-approved modifications made to the SKATS TIP since the November 2023 Policy Committee meeting is summarized in the attached table. PC approved amendments and adjustments are also included

(Information taken from the agenda) which I will send with this report

For more information please go to Meetings are being recorded in compliance with Oregon Public Records regulations. Meetings from April 2022 onward are available on the SKATS YouTube channel: https://www.youtube.com/channel/UCtWMueICK0nJzyZ5_cMGGng (or in YouTube, search for “SKATS Salem”) If participation by phone or video conferencing is not an option, please contact our offices (at 503 588 6177) 24 hours in advance of the meeting. If you are having trouble connecting to the meeting, contact Theresa Whisenhunt (503 540 1630) twhisenhunt@mwvcog.org

(NTMP update)

Work session with Traffic Safety/ Bikeways and Pedestrians on Thursday the 18th was great and the work done on the Neighborhood Traffic Management Plan (NTMP) is going well. I believe we got a lot done and still have some work to do but we have some work to do. Tammy Salvador has done a great job and is now the new chairperson for the Traffic Safety/ Bikeways/ Peds Committee.

Community update;

After talking to families in our community here some of what we heard;

1. Translation of documents is the top on their list
2. For us to show and demonstrate commitment to not just racial equity but to support with economic Justice as many families are really struggling

3. They would like to see the equity piece equal to everyone not matter what the background is, but keeping in mind some families shared they are not here legally, but still should have a voice as some have been here since they were 6 years old this is the only home they remember.
4. When looking at our information what do we mean when we say racial Justice?
5. How are you going to engage with us as a community?

This is just some of the items Jacqueline and I have heard while talking to people in the community while out walking the dog, or just out for a walk.

Community Diversity Engagement Committee

Tammy Kunz Dec 5th 2023

I have would like to provide an update for Greater northeast Keizer Neighborhood Association. We have learned that we have 28% of our families speak more Spanish than English while just a small number of these families can understand the English language. I have 34 families that speak Russian, 5 families who speak Chinese and unsure how many speak Mandarin. For this reason, I am asking if we can make our material available in these languages. For me this is one of the most important items to be able to meet this simple need for our community.

Along with the language barriers we need to remember we have folks who do not have cell phones and do not know how to look online for what we are doing. So, I would like to learn ways we can help meet that need. Jacqueline and I translate our material to Spanish and are looking to have some Russian available now that we know about this need.

- I Have also learned that we have 5 families who have asked for support with getting help with paying taxes up to current. Do we have program like this? I asked the tax office they said payment arrangements can be set up but no idea of they have a program like this.
- One of the other items that came up was reducing some of the barriers people are facing, loss of income, loss of childcare support, part of what I would like to see is ways we can provide community support for needs like these.
- **Diversity:** Representation of varied identities and differences (race, ethnicity, gender, disability, sexual orientation, gender identity, national origin, tribe, caste, socio-economic status, thinking and communication styles, etc.).
- **Equity:** Just and fair inclusion into a society in which all, focusing on those who have been harmed and are experiencing the greatest barriers, can participate, prosper, and reach their full potential. (Equity is giving a person a size 8 shoe because that is what they need. Equality is giving everyone a size 10 shoe because that is equal and fair.)
- **Inclusion:** Builds a culture of belonging by actively inviting the contribution and participation of all people and by operationalizing their opinions. Inclusion shifts power within an organization and enables each member to be their authentic selves.

Book study ideas;

Fix injustice not kids and other Principles for transformative Equity Leadership by Paul Gorski and Katy Swalwell

The Inner Work of Racial Justice; Healing ourselves and Transforming our Communities through mindfulness by Rhonda Magee

Buffalo Cloud shared with us a book and work book I would like to look into those options as well.



**COMMUNITY DIVERSITY ENGAGEMENT
COMMITTEE PRESENTATION ASSIGNMENTS**
Updated January 18, 2024

Month	Observance	CDE Committee Member
February	Black History Month	Thais Rodick
March	Women's History Month	Stephanie Cross
April	Child Abuse Prevention Month *	Benita Picazo
May	Older Americans Month	Stephanie Cross
	Asian Pacific Heritage Month	Carrie Brown
	Jewish American Heritage Month	Laura Reid
June	Lesbian, Gay, Bisexual, Transgender and Queer Month/Pride Month	Nevaeh Music & Benita Picazo
June 19	Juneteenth	Jill Gust
Sept 17 – 23	Constitution Week *	Daughters of the American Revolution
Sept 15 ~ Oct 15	National Hispanic Heritage Month	Thais Rodick, Carrie Brown & Benita Picazo
October	National Disability Employment Awareness Month	Tammy Kunz
October 10	Indigenous People's Day	Laura Reid
November	Native American Heritage Month	Jill Gust
December 10	Human Rights Day	Shaney Starr

* Members will present or invite an organization to present on their behalf—and to be sure and check with Mayor Clark to see who she may have already invited to present.