



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: 02/01/2024

“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.”