



MINUTES KEIZER COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE

Thursday, April 3, 2025
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

Call to Order

Chair Jane Titchenal called the meeting to order at 6:05 p.m. Attendance was noted as follows:

Present:

Jane Titchenal, Chair
Carrie Brown, Vice Chair
Benita Picazo
Tammy Kunz
Stephanie Cross
Councilor Marlene Parsons

Absent:

Two Open Positions
Open Position - Youth Liaison

Staff:

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

Annual Volunteer Recognition ~ by Daisy Hickman

Daisy Hickman, member of the Volunteer Coordinating Committee, recognized the Community Diversity Engagement Committee volunteers, read a proclamation, and handed out City of Keizer lapel pins and Certificates of Appreciation.

Approval of Minutes

a. March 2025

Tammy Kunz moved for approval of the March 2025 Minutes. Stephanie Cross seconded. Motion passed as follows: Titchenal, Picazo, Kunz, Brown, and Cross in favor with three open positions.

Appearance of Interested Persons

There were no interested persons.

Committee Member Reports

a. GNEKNA reports - submitted by Tammy Kunz

Tammy Kunz provided an update in the packet and the City Council has given the Greater Northeast Keizer Neighborhood Association the task of tracking information. She provided a list of goals and objectives to track the Community Diversity Engagement Committee's (CDEC's) progress.

Carrie Brown shared that she attended the March Volunteer Coordinating Committee (VCC) meeting and was impressed with how that meeting functioned. Several members of the community applied to be on various

committees, and she liked how they approached the interview questions for each committee. Ms. Brown requested to revisit the conversation on using the VCC nomination process for the CDEC at the next meeting.

Chair Titchenal read the Land Acknowledgment that the CDEC adopted in their 2022 Goals.

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

Tammy Kunz visited Northwest Keizer Neighborhood Association and a Willamette Valley Bank representative gave a presentation on fraud awareness.

Councilor Parsons reported that McNary High School students and other volunteers were helping to remove graffiti by working with Hersch Sangster and the school. She encouraged everyone to take pictures when reporting graffiti to the Code Compliance Officer.

Carrie Brown asked the Committee to be excused from the meeting this evening for a brief period of time so she could attend the Southeast Keizer Neighborhood Association meeting because it was her assignment with the CDEC. There were no objections.

Ms. Brown stepped out at 6:22 p.m.

Other Business

**a. 2025 Keizer
Events ~ Expand
the List**

The 2025 Keizer events list was discussed for additional major events that are City-focussed, such as Public Works Day, Soggy Day in the Park, and Event Center Cleanup, as well as having a table at the KeizerFEST. Discussion ensued on how to engage with the community by showing up and having booths at events to welcome everyone to offer another avenue of information.

The CDEC would like to have brochures to hand out at the events. Upon the CDEC members engaging and receiving feedback, they would report back to the CDEC.

**b. CDEC
Event/Decision
Assessment
Questionnaire -
Continue
Discussion**

The event decision and assessment questionnaire was discussed. It was noted that a comment section was needed and how accomplishments were achieved. It was suggested to hand out this questionnaire at the events for folks to complete real-time and to tailor the questions to the community's use at events. It was suggested to track the number of people reached and the mediums that were used.

Ms. Brown returned to the meeting at 6:49 p.m.

It was suggested that the members send questions to the Deputy City Recorder and Assistant City Manager to compile for the next meeting. It was

noted that the questions would need to be approved by the City Council.

Chair Titchenal provided two action plans that would be discussed at the next meeting.

Tammy Kunz requested to bring back the list of community organizations for the CDEC members to attend meetings to provide an opportunity for the various organizations to give feedback. The feedback would be shared with the CDEC to break down some of the barriers within the community. It was noted that the members could try and attend some of the meetings.

Staff Liaison Report

- a. Resolution R2025-3558 - Amending Community Diversity Engagement Committee; Amending Resolution R2021-3225** Assistant City Manager Tim Wood summarized the amending resolution for the CDEC that was adopted by the City Council. The resolution included some of the CDEC's recommendations. It was noted that the Council didn't accept the CDEC's recommended appointment process by the VCC, but they were open to using the questionnaire, which would not be required. The Council approved the youth liaison to be a voting member.
- Mr. Wood suggested including the action items in Appendix "A" of the resolution as Agenda items, and the members agreed.

Chair Titchenal asked the CDEC members to review the action items and questionnaire and provide feedback to the Deputy City Recorder two weeks before the next meeting.

- b. Recognizing National Observances and Commemorative/Heritage Months Update** Assistant City Manager Tim Wood provided an update on the National Observances and Commemorative/Heritage Observances and explained that some observances would be recognized by Proclamations and others would be acknowledged but not necessarily at a Council meeting. The list would be discussed at the next Council meeting.

Mr. Wood shared that the City wanted the CDEC's feedback on upcoming website updates. He shared that there would be some town hall meetings coming up and there could be some involvement by the CDEC to receive input from the community.

Adjourn ~ Next Meeting: 05/01/2025

Meeting adjourned: 7:19 p.m.

Minutes approved: _____

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