



MINUTES
KEIZER COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE
Thursday, May 1, 2025
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

Call to Order

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

Present:

Jane Titchenal, Chair
Robin Barney
Sara Ngo
Larry Porter
Elaine Wilson
Faustos Ramos
Guillermo Rodriguez
Councilor Soraida Cross

Absent:

Open Position - Youth Liaison

Staff:

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

Introductions

Chair Titchenal read the Land Acknowledgment.

Each of the members introduced themselves.

Election of Chair & Vice Chair

Chair Titchenal opened the floor for chair and vice chair nominations.

Fausto Ramos offered to be Vice Chair. Robin Barney seconded.

Sara Ngo nominated herself to be Vice Chair. Larry Porter seconded.

There was a vote for Fausto Ramos for Vice Chair. Motion failed as follows: Barney, Ramos, and Rodriguez in favor with one open position and Wilson, Titchenal, Ngo, and Porter opposed.

There was a vote for **Sara Ngo for Vice Chair**. Motion passed as follows: Titchenal, Barney, Ngo, Porter, Ramos were in favor with one open position and Wilson and Rodriguez opposed.

Larry Porter nominated Fausto Ramos for Chair. Seconded by Rodriguez.

There was a vote for Fausto Ramos for Chair. Seconded by Rodriguez. Motion failed as follows: Porter, Ramos, and Rodriguez in favor with one open position and Ngo,

Barney, Wilson, Titchenal opposed.

There was a vote for **Jane Titchenal** who nominated herself for **Chair**. Elaine Wilson seconded. Motion passed unanimously as follows: Titchenal, Wilson, Ngo, Ramos, Porter, Barney, and Rodriguez were in favor with one open position.

Approval of Minutes

- a. **April 2025** Robin Barney moved for approval of the April 2025 Minutes. Sara Ngo seconded. Motion passed as follows: Titchenal, Ngo, Porter, Wilson, Ramos, and Rodriguez in favor with one open position and Barney abstained.

Appearance of Interested Persons

Tammy Kunz, Keizer, Greater Northeast Keizer Neighborhood Association (GNEKNA) requested that when members of the Community Diversity Engagement Committee (CDEC) were engaging in the community to help promote the GNEKNA by handing out fliers that she would provide. Ms. Kunz requested emails on information that she could use to update the GNEKNA newsletters and to help get the word out about doing Story Walks in the community.

Jacqueline Green, Keizer, GNEKNA shared that they want to help share information from the CDEC with the community and how she attended a variety of meetings on a regular basis. She felt that engagement in the community was vital, and she wants to break the language barriers.

Member Selections of Monthly Observances & Neighborhood Association Meetings

- a. **Selection of Committee Presentation Assignment for Monthly Observances** The members selected the monthly observances as their assignments.
Fausto Ramos motioned to have the selections made to the revised monthly observances and seconded by Elaine Wilson. Motion passed unanimously. Titchenal, Barney, Ngo, Porter, Wilson, Ramos, and Rodriguez in favor with one open position.
- b. **Selection of Neighborhood Associations Meetings to Attend** The members discussed the neighborhood association meetings and the general areas to attend.
The members were encouraged to attend the various meetings and reach out to the neighborhood association chairs with questions.

Resolution R2025-3558 - Amending Community Diversity Engagement Committee Assistant City Manager Tim Wood summarized Resolution R2025-3558 and spoke about meeting ethics. Some of the bullet items were included on this Agenda as action items, and he encouraged the members to consider the action plans to determine how to implement them.

- a. **Resolution R2025-3558 - Amending Community Diversity Engagement Committee**

Committee Member Reports

Council Vice President Cross encouraged the members to collect information from the community and report back to the CDEC.

Deputy City Recorder Dawn Wilson shared the timeline for getting Agenda items to her, and Mr Wood asked to have them tie their items to the resolution to make sure the CDEC remains on track.

Action Plan: 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.

Sara Ngo Titchenal motioned to table items 9 thru 13 to the next meeting. Robin Barney seconded. Motion passed unanimously as follows: Titchenal, Barney, Ngo, Porter, Wilson, Ramos, and Rodriguez in favor with one open position.

Action Plan: Using what is heard to create recommendations for action plan(s) for increasing community engagement and communication on progress in civic processes.

Action Plan: Acting on the values included in the Resolution R2020-3135 for Justice, Equity, Diversity and Inclusion.

Action Plan: To assist in developing action plans to be recommended for Council approval for community engagement in civic processes in the following areas:

- a.
 - a. Collaboration with Council, other city committees, commissions and neighborhood associations to increase active participation and recommend culturally responsive actions.
 - b. Collaboration with other organizations (historical/cultural/arts, business organizations, faith community, community based organizations, education, and additional sectors not usually included).
 - c. Collaborating in community opportunities to have conversation, celebration, relationship building, and community events.
 - d. Recommending additions or subtractions of national observances/commemorative/heritage months.
 - e. Help develop metrics and yearly report on tasks identified and the data needed to better understand culturally responsive provision of services and public participation.
 - f. Assist in identifying leaders and build leadership capacity of underrepresented and underserved communities.
 - g. Create a youth engagement plan for Council consideration.

- b. CDEC Action Plan Template submitted by Chair Titchenal
- c. CDEC Youth Engagement Action Plan submitted by Chair Titchenal
- d. CDEC Implementation Action Plan submitted by Chair Titchenal

e. City Event Questionnaire

Action Plan: Develop promotional content specific to outreach and engagement for Council consideration and approval.

Other Business/Staff Liaison Report

a. Interpreting Services: Availability of Sign Language Interpreters

Mr. Wood clarified that the City pays for interpreting services. Chair Titchenal shared that there have been people in the community asking for American Sign Language (ASL) Interpreting services and the prior CDEC members supported having interpreters.

Chair Titchenal asked the members if they wanted to ask the Council to have ASL Interpreters at the CDEC and City Council meetings.

Janet Johanson, Keizer, shared her experience requesting ASL Interpreter services and said that the process was easy and City staff was responsive. She asked about a process to have ASL Interpreters for the neighborhood association meetings. Mr. Wood would inquire with the City Attorney about possibly budgeting for neighborhood associations to have ASL Interpreters, even though neighborhood associations were not City-sponsored groups. Ms. Johanson felt that having more ASL Interpreters at meetings would be very beneficial to the CDEC to include more deaf people.

b. Reconsideration of Appointment Process for the CDEC ~ to use the Volunteer Coordinating Committee Process

Chair Titchenal explained the appointment process for the CDEC and the Volunteer Coordinating Committee (VCC) and summarized previous discussions about consistency and vacancies on the CDEC. She suggested having the CDEC use the VCC process to be like the other committees and be more streamlined.

Discussion ensued about the letters of interest and how the CDEC was very different from the other committees. Mr. Wood suggested that the CDEC may want to circle back on this item in about six months because the Council just voted to retain the current Council-appointment process.

Adjourn

Meeting adjourned: 7:32 p.m.

Minutes approved: _____

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