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KEIZER COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE
AGENDA

Thursday, June 5, 2025, 6:00 PM
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

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. May 2025**
- 3. APPEARANCE OF INTERESTED PERSONS**
- 4. ACTION: ASSESS COMMUNITY ENGAGEMENT ACTION PLAN AND YOUTH ENGAGEMENT ACTION PLAN**
 - a. CDEC Action Plan Template**
 - b. CDEC Youth Engagement Action Plan**
- 5. CREATE A CDEC CALENDAR TO INCLUDE:**
 - a. Agenda Packet Process and Timeline**
 - b. Action Plan Timeline & Completion Date**
 - c. CDEC Questionnaire Completion Date**
 - d. City Events the CDEC will Attend and/or Offer Questionnaire**
 - e. CDEC Member Reports from Neighborhood Associations and Community Engagement Meetings**
- 6. ACTION: LIST QUESTIONS, TOPICS AND ISSUES WANTING TO BE ADDRESSED AT**

UPCOMING WORK SESSION (06/09/2025) WITH THE KEIZER CITY COUNCIL

7. **OTHER BUSINESS/STAFF LIAISON REPORT**

8. **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, 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

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

Sign Language Interpreters

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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City of Keizer Community Diversity Engagement Committee (CDEC)

Action Plan Template

Purpose:

To guide CDEC discussions and recommendations on projects, policies, or programs that support community engagement, increase diversity and representation, and advance equity and inclusion in the City of Keizer. This template is designed to help the committee organize priorities, identify actionable steps, and track impact through achievable and measurable goals.

Action Plan Topic:

[Insert the issue, opportunity, or request being addressed - e.g., "Improving Language Access at Public Meetings"]

Primary Goal (SMART):

S - Specific: What exactly are we trying to accomplish?

M - Measurable: What will success look like?

A - Achievable: Is this realistic for a volunteer group?

R - Relevant: How does this align with CDEC's mission?

T - Time-bound: What is the timeframe?

SMART Goal Statement:

Proposed Actions & Lead Assignments:

1. Identify the issue or opportunity
2. Gather community input or examples
3. Draft 1-2 recommendations
4. Identify potential collaborators (e.g., city staff, schools, nonprofits)
5. Propose a small-scale pilot or outreach activity

Use a table or list format to assign leads and track status.

Suggested City Support or Policy Change:

City of Keizer Community Diversity Engagement Committee (CDEC)

Action Plan Template

Community Engagement Opportunities:

- Host a listening session or town hall
- Partner with local schools, youth groups, or nonprofits
- Share updates via City of Keizer channels (website, social media, newsletter)

Assigned Leads: _____

Equity & Inclusion Considerations:

- Who is impacted by this issue?
- Are any communities currently underrepresented or excluded?
- How can this work promote belonging, accessibility, or cultural visibility?

Lead for Equity Lens Review: _____

Metrics or Indicators of Success:

- Number of community members engaged
- Participation from diverse groups
- Event attendance or feedback collected
- Completion of activities within timeline
- Increase in awareness, visibility, or language access

Lead for Metrics Tracking: _____

Timeline:

Month 1: Define issue, gather input, draft recommendations

Month 2: Identify collaborators and refine strategy

Month 3: Submit memo or update to City Council or staff

Project Coordinator (CDEC member or co-chair): _____

City of Keizer Community Diversity Engagement Committee (CDEC) Simplified Youth Civic Engagement Action Plan (2025)

Prepared for: Keizer City Council Prepared by: Community Diversity Engagement Committee

Purpose: To encourage youth participation in civic life by connecting Keizer students—especially high schoolers—to existing volunteer roles, events, and city opportunities. This action plan is designed to be simple, low-lift, and aligned with the monthly volunteer structure of the CDEC.

Focus: Fill Open Youth Volunteer Roles

CDEC Will:

- Recommend the City promote available youth positions on city committees and advisory boards via:
 - A dedicated and updated youth opportunities section on www.keizer.org/volunteer-information - any improvements needed?
 - Create a brochure for to include how teens can get involved
 - Announcements and newsletters through McNary High School counselors and leadership classes
 - Youth and Law class
 - Could they share in their weekly morning news announcements?

Information to Share with High Schoolers:

- What positions are available
- What the time commitment looks like
- How to apply (step-by-step)
- Who to contact with questions
- Recognition of service hours (for resumes, scholarships, etc.)

Website Advisory Suggestions:

- Add a youth-specific landing page under "Volunteer Opportunities"
 - Include a short video or student testimonial on what it's like to serve
 - Offer a printable flyer for school bulletin boards
-



AGENDA PACKET PROCESS & TIMELINE

Community Diversity Engagement Committee (CDEC)

Document and/or Item Submissions by Members:

All documents and/or item submissions must be received by the Deputy City Recorder (DCR) **no later than two weeks before the upcoming meeting.**

Chair's Review of the Agenda Packet – Materials are emailed to the Chair at least **two weeks before the upcoming meeting:**

- The DCR will email the Chair the upcoming Agenda Packet for review.
- The Chair will ask the DCR to make changes and/or add items to the packet.
- The Chair may also submit additional documents to the DCR for inclusion in the packet.

Chair's Changes and/or Additions to the Packets:

The Chair should request from the DCR any changes or additions to the packet within a few days, no later than 10 days prior to the upcoming meeting.

Staff Liaison's Review – Completed on or before one week prior to the upcoming meeting:

- The DCR will email the staff liaison asking for review of the packet.
- The staff liaison can make changes and additions to the packet – and may request the DCR to review items.

Packet Publishing & Notifications:

- The DCR will **usually publishes the packet one week prior to the upcoming meeting**, but can publish the packet no later than 48 hours prior to the meeting.
- Members and interested persons are notified via email that the Agenda Packet has been published.

Requested changes or additions to an already published packet need to be announced by the Chair or Staff Liaison during the open public meeting:

- Additional items or materials may be brought up under the "Other Business" agenda item.
- If a packet needs to be re-published, it must be published no later than three business days before the meeting.

Example of Upcoming Meeting:

- CDEC Meeting: May 1, 2025
- DCR will email the Agenda Packet to Chair: by April 17th
- Chair reviews and emails requested changes and/or additions to DCR: by April 21st
- Staff Liaison reviews Agenda Packet: by April 24th or 29th at the latest
- Packet is published: on April 24th or 29th at the latest

Community Engagement Survey

Name: _____

Phone Number: _____

Email: _____

1. How did you hear about this event?

- Social media
- Website
- Friend or family
- City sign
- Other: _____

2. Was this event easy for everyone to attend?

(Think about cost, language, location, or physical access)

- Yes
- Somewhat
- No
- Other: _____

3. How can we make this event better?

- More advertising
- More language options
- Easier location to access
- Better access for people with disabilities
- Other: _____

I am a: (check all that apply)

- Keizer community member
- Parent or guardian
- Youth (under 19)
- Other: _____

Do you need interpretation services?

- Yes _____
- No

Will you need seating or wheelchair accessibility?

- Yes
- No

I identify as: (check all that apply)

- Black, Indigenous, or a Person of Color (BIPOC)
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, etc.)
- Under 19 years old
- Between 20–35 years old
- Over 55 years old
- From a low-income household
- A person with a disability
- Prefer not to say
- Other: _____

I have lived in Keizer for

- 0-5 years
- 6-10 years
- 10+years

One thing I would like to see more of in the city of Keizer
