



MINUTES
KEIZER COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE

Thursday, June 5, 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, Vice Chair
Elaine Wilson
Faustos Ramos
Councilor Soraida Cross

Absent:

Larry Porter
Guillermo Rodriguez
Open Position - Youth Liaison

Staff:

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

Chair Titchenal read the Land Acknowledgment.

Approval of Minutes

a. May 2025

Sara Ngo moved for approval of the May 2025 Minutes. Elaine Wilson seconded. Motion passed as follows: Titchenal, Barney, Ngo, Wilson, and Ramos in favor with Rodriguez and Porter absent and one open position.

Appearance of Interested Persons

There were no interested persons.

ACTION: Assess Community Engagement Action Plan and Youth Engagement Action Plan

a. CDEC Action Plan Template

Chair Titchenal asked about suggestions for the template action plan to streamline the action plans.

Robin Barney motioned to go ahead and accept the action plan as it stands now with the understanding that it can be altered or changed on Monday

after our Work Session. Sara Ngo seconded.

Ms. Barney withdrew her motion.

Assistant City Manager Tim Wood commented that the Community Diversity Engagement Committee (CDEC) could walk-on the template at the June 9th Work Session. Mr. Wood shared that he would like to have City staff; in particular, the City Attorney's Office, review the documents. The CDEC could review the documents for further changes and then the documents would go to City Council.

Councilor Cross suggested outlining what this Committee wanted to talk about at Monday's Work Session.

Ms. Barney suggested adding who would be implementing the template and to know who would be responsible for making sure that the action plan was completed.

**b. CDEC Youth
Engagement
Action Plan**

Mr. Wood shared that there was motion made on this item at the last meeting. Councilor Cross explained that once the documents were agreed upon by the CDEC, the City Attorney would review them, and then they would go before the Council for approval.

**Create a CDEC
Calendar to Include:**

Discussion ensued on creating a calendar. Councilor Cross commented that the CDEC could determine which events they want to attend for engagement.

It was noted that the survey would track the information for each of the events.

Mr. Wood suggested reviewing CDEC's Resolution and prioritize, the action items from the Purposes section, over the next 6 to 12 months. Mr. Wood offered to pull survey data from a couple of years ago on the KeizerFEST.

The three events that the prior CDEC members participated in were Soggy Day in the Park, City Hall Clean-up, and Public Work's Day.

Ms. Barney suggested having a Worldly Day event because it included all cultures and nationalities.

There was a request to add number 3 to get the word out, so groups would buy-in. It was noted that the evidence was important.

The CDEC discussed and prioritized the action items in Appendix A of the CDEC Resolution to help guide them in their work.

Vice Chair Sara Ngo summarized that the CDEC could develop promotional materials, listen to understand the community, and they would need data

metrics.

The CDEC had a consensus to bring items 4A, 4B, 4C, and 4F to the June 9th Work Session, which would be the CDEC's goals for the first year.

Chair Titchenal noted that items 5a through 5d would need to be discussed at another meeting when there was more information.

Fauso Ramos commented on how important it was to have a Metrix and data for this Committee.

**a. Agenda Packet
Process and
Timeline**

**b. Action Plan
Timeline &
Completion Date**

**c. CDEC
Questionnaire
Completion Date**

Discussion ensued on the CDEC questionnaire, and it was noted that the questionnaire wasn't required but rather a tool.

Mr. Wood commented that the CDEC made a motion to approve the Questionnaire. Mr. Wood shared that surveys would be a public record that could be requested by the public and cautioned asking certain types of questions so the surveys needed to have staff's review and the Council's approval.

It was suggested to determine the survey questions after the CDEC meets in the Work Session.

**d. City Events the
CDEC will Attend
and/or Offer
Questionnaire**

**e. CDEC Member
Reports from
Neighborhood
Associations and
Community
Engagement
Meetings**

Chair Titchenal asked the members if they had determined their neighborhood associations, invited members to share their thoughts, and asked if they wanted to attend some of the meetings.

Ms. Barney summarized a Northwest Keizer Neighborhood Association meeting that she attended.

**ACTION: List
Questions, Topics
and Issues Wanting
to be Addressed at**

Chair Titchenal invited questions and topics to be discussed. It was noted that Appendix A to the CDEC Resolution would be used to plan what engagement looks like for the CDEC to bring to Council.

**Upcoming Work
Session (06/09/2025)
with the Keizer City
Council**

It was noted that the CDEC wants to collect data through surveys, participate in some events, and promote CDEC content. Discussion ensued as to when the CDEC would compile and analyze the data and determine how it could be applied. It was noted that this could fall under item 4A of Appendix A.

The CDEC would like to receive clarification and expectations from the City Council for cultural and collaborative purposes. They would like to ask the Council how they could collect data because they want to use a survey and attend events annually.

It was noted that the Chair and Vice Chair would be reporting to Council regularly during the Committee Member Reports.

**Other Business/Staff
Liaison Report**

Assistant City Manager Tim Wood shared that there were two surveys on the website. One was on possible growth and expansion of the Urban Growth Boundary and the other was asking about having a pavilion at Keizer Rapids Park. Mr. Wood commented that City staff was working on how they could incorporate this group into the process on the front end.

Chair Titchenal shared an upcoming event with Radness and Ensues on July 27th, and the CDEC members were invited to volunteer.

Adjourn

Meeting adjourned: 7:20 p.m.

Minutes approved: _____

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