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To provide oral comments via electronic means, please contact the City Recorder's Office no later than 2:00 p.m. on the day of the meeting. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits.



KEIZER COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE
AGENDA

Thursday, September 4, 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. ELECTION OF CHAIR & VICE CHAIR**
- 3. APPROVAL OF MINUTES**
 - a. August 2025**
- 4. APPEARANCE OF INTERESTED PERSONS**
- 5. COMMITTEE MEMBER REPORTS**
- 6. NEIGHBORHOOD ASSOCIATION REPORTS-OUT FROM COMMITTEE MEMBERS**
- 7. OTHER BUSINESS/STAFF LIAISON REPORT**
 - a. CDEC Implementation Action Plan submitted by Former Chair Titchenal**
 - b. Objectives for Meeting at Other Locations**
 - c. Outcome of Council's Discussion on the Postcards ~ by Assistant City Manager Tim Wood**
- 8. MEMBER REPORTING TO COUNCIL ON SEPTEMBER 15TH AT 6PM**
- 9. 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.

“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.”



MINUTES
KEIZER COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE

Thursday, August 7, 2025
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

Call to Order

Chair Jane Titchenal called the meeting to order at 6:02 p.m. Attendance was noted as follows:

Present:

Jane Titchenal, Chair
Robin Barney
Larry Porter
Elaine Wilson
Faustos Ramos
Councilor Soraida Cross

Absent:

Sara Ngo, Vice Chair
Guillermo Rodriguez
Open Position - Youth Liaison

Staff:

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

Approval of Minutes

a. July 2025

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

Appearance of Interested Persons

Michael Welsh, Keizer, expressed concern that speakers at City Council meetings should be allowed to share their experiences, and he felt that there shouldn't be guidance around proclamations. He felt that speakers needed to speak their truth just as speakers should be allowed, and he was opposed to the guidelines. He felt that speakers need to guide and teach us about the community.

Review Short- and Long-term Goals

a. ** Please see list of goals inside packet **

The list of short- and long-term goals were discussed as follows:

1. Collaborate with other Organizations

- 1. Collaborate with other Organizations**
- 2. Collaborate to increase**

- Larry Porter spoke with Kevin Dial about getting together to talk with Veterans in the community.
- Fausto Ramos would be talking with Direct Support Professionals (DSP) and the special needs community at the bowling alley or a coffee shop to discuss special needs and Americans with Disability

community events
3. Data Collection and Survey Creation
4. Identify and Build Leadership in underrepresented communities

- Act (ADA).
- Chair Titchenal met with NAACP, hosted by R.J. Hampton, who has a hub of resources and events. They have upcoming events listed on their website to help families adapt to life.
 - Councilor Cross was happy to facilitate working with the Elk's Club and suggested having a table at the Summer Concert Series next year.
 - Robin Barney chose the Confederate Tribes of Siletz Indians.
 - Elaine Wilson would like to work with the kids.

2. Collaborate to increase community events - Locations were discussed, and the REC was favored.

Councilor Cross suggested reaching out to the turf fields representatives and setting up a table.

Tim Wood suggested having three top choices and then staff could schedule the meetings. Mr. Wood listed the following ADA accessible locations:

- The REC
- The Grange
- The Heritage Center
- The parks
- Coffee shops
- Local churches
- The Southeast Community Center
- Chamber of Commerce
- Keizer Fire District

Councilor Cross mentioned that as long as there was not a quorum, some members could meet at various locations to engage with the community.

3. Data Collection and Survey Creation - The goal was to obtain feedback and study the data. The long-term goal was to submit questions using a national company upon receiving City Council approval.

4. Identify and Build Leadership in underrepresented communities - The goal was to have someone from the Volunteer Coordinating Committee (VCC) share the application process at a Community Diversity Engagement Committee (CDEC) meeting. The CDEC would like to ask Chair Jane Herb to share the process.

The CDEC would need to focus on the barriers that the community was facing in effort to reduce barriers. Discussion ensued around the goal date.

It was suggested to have two members talk without having a quorum to discuss the content when meeting at different locations.

The CDEC discussed having a training video and that the first video should be how to apply to serve on a committee. Councilor Cross commented that everything produced needed to be approved by Council.

Chair Titchenal asked the CDEC about creating a short video. It was suggested to teach folks one-on-one how to complete the application.

Robin Barney provided two post cards, one about the CDEC and another to recruit volunteers. She shared that the CDEC post card was about the CDEC being here to listen to folks and encourage them to tell their story. The recruitment post card expressed the importance of volunteers and suggested having a QR code to the survey.

The CDEC would have the remaining committees added, and then Mr. Wood would present it to the executive leadership team before it goes to Council.

Chair Titchenal commented that the CDEC has until October to solidify most of the goals.

Larry Porter suggested having a CDEC Community BBQ at Keizer Rapids and provide hamburgers and hot dogs.

There was a suggestion to have the regular CDEC meeting and then two or three members would have a table at the REC afterward.

Robin Barney offered to talk with the radio station about airing new meeting times or locations.

The CDEC would like to brainstorm ideas by January to have summer community engagement.

Other Business/Staff Liaison Report

a. Proclamations Guidance

Chair Titchenal explained the Proclamation Guidance to encourage folks to engage. She asked the members if they wanted to par it down to engage and raise awareness about Keizer happenings. She wanted to stay away from censoring folks and rather give the logistics of what to expect.

Elaine Wilson shared that it was important to clarify the intent of the proclamation and the expectation of the speaker was to accomplish such an expectation, and she was also against censoring.

Robin Barney felt that general statements rather than facts shouldn't be

included in a proclamation presentation. She felt that speakers should share what they have done, would be doing in the future and how that affects the community, and comments needed to be factual.

Mr. Porter commented that the intent of speaking was to bring healing and unity to the community.

Mr. Ramos shared that he was also passionate about not censoring people. He believed that the question to ask people was if they learned anything from the proclamation presentation and what their hopes were to learn about the proclamation.

It was noted that the Proclamation Guidance would be provided to each of the speakers.

Mr. Wood suggested including language for the presenters to notify the City at least 24 hours prior to the presentation if they needed any audio or video equipment and to provide the City with their presentation materials in an effort to ensure everything would work smoothly during the Council meeting.

Robin Barney motioned to take the Speaker Selection and Presentation Guidelines to City Council for approval. Seconded by Fausto Ramos. Motion passed as follows: Titchenal, Barney, Porter, Wilson, and Ramos, in favor with Ngo and Rodriguez absent and one open position.

Fausto Ramos motioned to present the Post Cards to City Council for approval. Seconded by Larry Porter. Motion passed as follows: Titchenal, Barney, Porter, Wilson, and Ramos, in favor with Ngo and Rodriguez absent and one open position.

It was noted that a Spanish version and real QR codes would be included on the Post Cards.

b. CDEC Community Partners

There was no discussion on the Community Partners list.

Committee Member Reports

Ms. Wilson attended the Fun Friday at St. Edward Church. She noted that not all of the neighborhood associations were participating and suggested asking all of them to attend.

Tammy Kunz, Keizer, shared on the Fun Friday and neighborhood associations that were represented. She suggested that the CDEC members attend the National Night Out next year.

Councilor Cross suggested that the holiday KeizerFEST parade would be a good place to communicate.

Chair Titchenal visited the renovated Bob Newton Park and everyone was

having fun for National Night Out.

Chair Titchenal announced that she would be stepping down from the CDEC for personal and family reasons. She expressed her gratefulness for the opportunity to work with all the CDEC members.

Councilor Cross expressed appreciation for Chair Titchenal's work and ability to navigate crucial and healthy conversations.

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

There were no neighborhood association report-outs.

**Member Reporting to
Council: August 18th
- 6pm**

Elaine Wilson would be reporting to Council on August 18th.

Chair Titchenal confirmed that she would be handling the September proclamation.

Adjourn

Meeting adjourned: 7:21 p.m.

Minutes approved: _____

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CDEC IMPLEMENTATION ACTION PLAN

CDEC Engagement with the City of Keizer

Purpose:

To build an effective advisory relationship with City Council, departments, and staff through consistent communication, feedback, and collaboration.

Engagement Strategies:

1. **Print out CDEC feedback form at meetings - update current survey on city website**
 - a. **Included in meeting notes**

2. **Designated City Liaison Coordination**

- Meet monthly with the city-designated staff liaison to review **updates, questions, and collaboration opportunities (need specifics)**
 - i. This is done through the city council liaison who attends the CDEC monthly meetings (who is the current liaison). Expect them to bring specific challenges, community concerns, events and city updates pertinent to the CDEC goals.
- Use this connection to ensure recommendations are timely and informed by city priorities.

2. **Biannual Presentation to City Council**

- Present updates on CDEC activities, community feedback, and policy recommendations twice a year at Keizer city council meetings or work sessions as requested by city council or the CDEC committee.
 - i. to request feedback and align future goals with Council priorities.

3. **Policy & Project Feedback Loop**

- Offer input when requested by council or community members or if the CDEC recognizes an opportunity to provide valuable feedback on city policies, programs, or events with equity or inclusion impacts.

- Prioritize quick, structured responses using simple tools like one-page summaries or recommendation memos.

4. City Department Check-Ins

- Aim to meet with one city department per quarter (e.g., Planning, Parks, Police) to learn about their work and identify inclusion opportunities.
 - i. Invite city departments to CDEC monthly meeting
 - ii. Invite neighborhood associates to offer feedback, request/share engagement and event information and share how they are improving diverse representation
 - iii. Bring this feedback to the next city council meeting to advise on information gathered

5. Collaboration on Public Events

- Support or co-sponsor at least one city-hosted community event to increase visibility and gather resident feedback.
 - i. Civic Center clean up (date needed)
 - ii. Soggy day in the park (date needed)
 - iii. Public Works (date needed)
 1. Table at KeizerFest (May 15th-18th)
- Help ensure diverse participation and representation in public-facing initiatives through paper and online survey.
 - i. Seeking out minority voices willing to share their experience on relevant topics
 - ii. Recognizing the proclamation that was shared at the Council to make sure the community knows how to support the ongoing efforts to shine light on that individual and/or group at the CDEC meetings; short recap

Metrics for Engagement Success:

- 2 formal presentations to Council per year at Keizer city council meetings or work sessions
 - 1-2 page summary noting the work the CDEC has completed, is currently working on and general updates/feedback
 - Need timeline
 - CDEC member to volunteer
- 4 check-ins with city departments, project leads, neighborhood associations
 - Need timeline
 - Who is in charge of connecting with city departments?

- What information are we looking to receive?
- 1 co-sponsored city event completed
 - Need timeline
 - Does this look like attending the 3 city sponsored events?
 - Would tabling at a non city sponsored event be sufficient?
 - Goal is to connect and get community data through surveys

C.D.E.C.

Community Diversity Engagement Committee

MAKING KEIZER A GREAT PLACE FOR

**EVERY
ONE**

**We meet the FIRST THURSDAY of each month
from 6 p.m. to 7:30 p.m.**

Robert L. Simon Council Chambers
930 Chemawa Rd. NE, Keizer, Oregon

OUR MISSION

'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.'

"WE ARE HERE TO LISTEN"

We, the Community Diversity Engagement Committee, invite you to personally attend any of our sessions on the first Thursday of the month at 6 p.m. in the Robert L. Simon Council Chamber to "Tell us your story". We are listening to what you have to say. We are not a political body but a fact finding and action driven committee. Our work depends on real facts and examples that we want to get from Keizerites.

Agenda, meeting documents and community survey can be found at: keizer.org/CommunityDiversityEngagementCommittee or scan the QR Code »



**CAN YOU SPARE
2 HOURS A MONTH TO
SERVE YOUR COMMUNITY?**

IF SO...

**YOUR CITY
NEEDS YOU!**

keizer.org/boards-commissions



WE INVITE YOU TO VOLUNTEER

Keizer citizens are invited to volunteer for appointment to a variety of city boards and commissions addressing these areas:

- Volunteer
- Annual City Budget + Audit Committee
- Growth & Developments
- Parks & Rec
- Traffic, Bikes, & Pedestrians
- Community Diversity
- Arts
- Planning

Visit keizer.org/boards-commissions to see the exciting opportunities awaiting residents who want to help plan the city's operations.



APPLY USING THE QR CODE

