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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, October 2, 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. **September 2025**
3. **APPEARANCE OF INTERESTED PERSONS**
4. **COMMITTEE MEMBER REPORTS**
5. **NEIGHBORHOOD ASSOCIATION REPORTS-OUT FROM COMMITTEE MEMBERS**
6. **OTHER BUSINESS/STAFF LIAISON REPORT**
 - a. **Outcome of Council's Discussion on the Postcards ~ by Assistant City Manager Tim Wood**
 - b. **CDEC Implementation Action Plan submitted by Former Chair Titchenal**
 - c. **Selection of New Meeting Date for January of 2026 because January 1, 2026 is New Year's Day Holiday: 01/06 (Tues), 01/07 (Wed), 01/22 (Thur), or 01/29 (Thur)**
7. **MEMBER REPORTING TO COUNCIL ON OCTOBER 20TH AT 6PM**
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.

“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, September 4, 2025
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

Call to Order

Robin Barney called the meeting to order at 6:00 p.m. Attendance was noted as follows:

Present:

Robin Barney
Larry Porter
Elaine Wilson
Faustos Ramos
Guillermo Rodriguez (6:04)
Tammy Kunz
Councilor Soraida Cross

Absent:

Sara Ngo
Open Position - Youth Liaison

Staff:

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

Robin Barney read the Land Acknowledgment.

Election of Chair & Vice Chair

Elaine Wilson nominated Tammy Kunz for Chair and Fausto Ramos for Vice Chair.

Fausto Ramos nominated Robin Barney for Chair.

There was a vote of hands in favor of Tammy Kunz by Elaine Wilson and Tammy Kunz.

There was a vote of hands in favor of Robin Barney by Fausto Ramos, Larry Porter, and Robin Barney.

Votes resulted in 3-2 with **Robin Barney as the Chair.**

Robin Barney nominated Fausto Ramos for Vice Chair.

Tammy Kunz nominated herself for Vice Chair.

There was a vote of hands in favor of Fausto Ramos by Elaine Wilson, Larry Porter, Fausto Ramos, and Robin Barney.

There was a vote of hands in favor of Tammy Kunz by Tammy Kunz.
Votes resulted in 4-1 with **Fausto Ramos as the Vice Chair.**

Approval of Minutes

a. August 2025

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

Appearance of Interested Persons

There were no interested persons.

Committee Member Reports

Volunteer Recruitment and Selection Process:

Jane Herb, Chair of the Volunteer Coordinating Committee (VCC), shared that former Chair Jane Titchenal for the Committee Diversity Engagement Committee (CDEC) had invited her to speak at the CDEC and provided some questions.

VCC Chair Herb was asked to walk through a typical process and how volunteers were selected for City of Keizer committees.

VCC Chair Herb shared that the recruitment notices were posted on the City of Keizer's and Chamber of Commerce's social media and website. Some of the VCC members also post the notices on their Facebook and social media and other Keizer groups.

Interested persons can sign up on the City's website to receive notifications of open volunteer positions.

- Volunteer information was on the City of Keizer's website at: <https://www.keizer.org/volunteer-information>
- The online, volunteer application in both English and Español was on the City of Keizer's website at: <https://www.keizer.org/volunteer-application>

In addition to the application now in two languages, there was also a new criminal history background check process being done on applicants prior to being interviewed by the VCC.

The VCC had Interview Guidelines with a list of sample interview questions to help ensure that legal questions were being asked. The questions were similar to those asked in a job interview because certain questions were inappropriate. The VCC asked about skills, training, time commitments, and a passion they may have for the particular committee.

The recommended nominations made by the VCC would go before the City Council for appointments.

VCC Chair Herb was asked to talk about any recruitment improvements. She felt that the application process could be improved by getting the word out more to try and reach people.

There have been some openings on the Keizer Public Arts Commission, so they have had some difficulty filling positions, but most often there are more candidates than positions.

The biggest issue with recruiting volunteers was the lack of time, so the VCC requests that applicants attend in person for their interviews. However, if an applicant has a prior commitment, the VCC could consider them if they submit a letter to the VCC prior to the meeting, expressing their interest and that they were unable to attend the meeting.

VCC Chair Herb shared that the term limits were two years and that the VCC members were appointed by City Councilors and the Mayor, and the appointees can be re-appointed when their terms expire.

She noted that the longest serving member of the VCC was Daisy Hickman since 2015 and was the Mayor's appointee. Larry Jackson was the second-longest member serving since 2017 and was Daniel Kohler's appointee.

There was a question about how VCC members keep personal bias outside of their selections. VCC Chair Herb shared that information about bias was included in the VCC's Interview Guidelines, such as Halo Effect, Similar Bias, Rate Bias, Contrast Bias, First Impression, and Pressure to Nominate.

VCC Chair Herb shared that the VCC members were reading the volunteer applications in advance and considering their experience and skills that would fit with the committee(s) they applied to serve on. The applicants didn't have to have any background for the committee position they were applying to serve on, as there could be other relatable skills. She shared an example of two outstanding applicants running for the same position to serve on the Emergency Planning Committee. The VCC chose the person with an absolute passion for the work and was backed up with experience in emergency planning and healthcare.

Elaine Wilson asked about volunteer retention. VCC Chair Herb shared that the Youth Liaison positions were the toughest to fill.

Ms. Wilson asked about seasonal recruitment, and no patterns were recognized. Ms. Wilson asked if the applicant knew about writing a letter to the VCC if they couldn't attend in person. It was noted that the template email sent by staff included that option.

Mr. Ramos suggested sending the recruitment to the school principals, and Mr. Rodriguez suggested sending it to school counselors.

Chair Barney suggested having a new pilot project for creating videos to recruit students and ask McNary High School to post it on their website. It was noted that this would need to go to Council.

Tammy Kunz made a motion to take this Committee working with the Volunteer Committee and putting together a video to approach McNary High School to put it on their opportunities portion of McNary's website. Seconded by Larry Porter.

Tammy Kunz withdrew her motion because they created a work group. Larry Porter seconded.

It was clarified that the videos with McNary would only be for the youth positions.

Mr. Rodriguez suggested including the students when making the video. Council Vice President Cross recommended setting some parameters. Assistant City Manager Tim Wood suggested that he take the concept of having a video to engage the youth—to the City Council.

Mr. Wood suggested that the CDEC have a work group create a script or parameters after reaching out to McNary High School. Chair Barney and Vice Chair Ramos offered to work with VCC Chair Herb to devise bullet points. VCC Chair Herb requested to take this request to the October 9th VCC meeting before moving forward. Chair Barney and Vice Chair Ramos would attend the meeting to speak about a video.

Larry Porter asked about having applicants with varied ethnic backgrounds. VCC Chair Herb encouraged everyone to apply and shared that the VCC members are very welcoming to everyone who attends the meetings.

Mr. Ramos suggested having more volunteerism videos representing various ethnic backgrounds.

Neighborhood Association Reports-Out from Committee Members

Tammy Kunz, President of Greater Northeast Keizer Neighborhood Association, reported that if there were businesses not represented at the National Night Out or Fun Fridays, there would be another opportunity for their representation next year when these events would be held again.

Other Business/Staff Liaison Report

Mr. Wood reported that the recent Blast Camp BBQ event expenses were about \$3,000 in case the CDEC wanted to look at having a BBQ next summer for community engagement.

a. CDEC Implementation Action Plan submitted by Former Chair Titchenal

There was no discussion on the Implementation Action Plan.

b. Objectives for Meeting at Other

Locations

c. Outcome of Council's Discussion on the Postcards ~ by Assistant City Manager Tim Wood

Council Vice President Cross shared that she couldn't attend the last Council meeting, and that upon looking at the postcards, she noted that none of the other committees have Mission Statements. Mr. Wood commented that the postcard seemed to summarize Appendix A of the CDEC's Resolution. Chair Barney commented that the Mission Statement was important and specific to the CDEC to know what the Committee stands for.

Ms. Kunz suggested adding the CDEC to the volunteer opportunities card.

Council Vice President Cross felt that from a marketing standpoint, the CDEC postcard was wordy.

It was suggested to work collaboratively with the VCC on the postcards. Discussion ensued about the wordiness and being careful not to dilute this Committee's mission, who they are, and what the Committee stands for.

On the CDEC card, it would be shortened to say, "We're here to listen, please come and share." On the next paragraph, everything would be taken out except for "We're listening to what you say, we're not a political body but a fact-finding and action driven committee. Our work depends upon real facts and examples that we want to get from Keizerites." The meeting time, date, and place would be placed on the back of the card.

Fausto Ramos motioned to make the edits and then have Robin send that over to Tim by Monday. Larry Porter seconded. Motion passed unanimously as follows: Barney, Ngo, Porter, Wilson, Ramos, Kunz, and Rodriguez in favor with one open position.

Chair Barney asked about holding the meetings in one of the Event Center meeting rooms. Discussion ensued about meeting at another location and asking for the Council's approval.

Chair Barney would like to have the November meeting at another location. Ms. Wilson clarified that the new location would be discussed at the November meeting, and the first meeting to be held at a different location would occur in March or April 2026.

Ms. Wilson and Ms. Kunz would work on setting up a new location.

Mr. Rodriguez asked about presenting the observance at the September 15th Council meeting.

Member Reporting to Council on September 15th at 6pm

Guillermo Rodriguez would be reporting to Council on September 15th.

Adjourn

Meeting adjourned: 7:16 p.m.

Minutes approved: _____

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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



The logo for the Community Diversity Engagement Committee (C.D.E.C.) is displayed in white text on a dark blue rectangular background. The letters are large, bold, and sans-serif, with dots placed between each letter. The background of the entire slide features a subtle pattern of white grid lines and curved lines.

Community Diversity Engagement Committee

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APPLY USING THE QR CODE



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

January

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