



MINUTES
KEIZER COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE

Thursday, March 5, 2026
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

Call to Order

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

Present:

Tammy Kunz, Chair
Robin Barney
Larry Porter (6:15)
Elaine Wilson
Faustos Ramos, Vice Chair
Council President Starr

Absent:

Guillermo Rodriguez
Open Position
Open Position - Youth Liaison

Staff:

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

Approval of Minutes

a. February 2026

Robin Barney moved for approval of the February 2026 Minutes. Elaine Wilson seconded. Motion passed as follows: Barney, Wilson, Ramos, and Kunz in favor, with Porter and Rodriguez absent and two open positions.

Appearance of Interested Persons

Jacqueline Green, Keizer, Greater Northeast Keizer Neighborhood Association, recapped the recent meeting in which Chief Copeland attended and shared statistics on calls, arrests, and riot cases with the youth. Chief Copeland explained how criminal investigations work and the number of hours to resolve cases. He spoke about the police services fees and how they have been reviewed for operating purposes and the impact to commercial and residential addresses.

Guest Speaker

Hazel Lemon, Keizer Branch Director, Boys and Girls Club of Salem, Marion and Polk Counties, shared about the Keizer Branch. Their average attendance was around 42 members daily and fluctuated seasonally. They have several different programs ranging from science projects, art projects, homework assistance, and serving a meal every day. They can play outside or use the school gymnasium. The most important thing they did was build positive relationships between the children and staff.

Hazel Lemon noted that the funding was through the City of Salem, Marion, and Polk Counties Boys and Girls Club. The monthly fee was \$30 plus a \$25 annual membership fee, but there were scholarships available that would typically reduce the monthly fee to \$15. It was noted that donations could be made, and they could probably earmark the donations to the Keizer branch and to particular programs.

Larry Porter inquired about educational support programs. Hazel Lemon explained that while they don't have dedicated homework help since most elementary students don't receive much homework, they incorporate educational moments into activities and are available to help students who request it. They take a "sneaky" approach by embedding learning opportunities into crafts and activities.

Robin Barney suggested that the Keizer Network of Women (K.N.O.W) may be able to help non-profits.

Joint Work Session (March 30th) ~ Preparation

a. Action Items 2025- 2026

The Committee reviewed a document prepared by Deputy City Recorder Dawn Wilson outlining their action items and accomplishments. Chair Kunz began with the training video update, and Robin Barney reported that the goal completion date was May 11th, but they had missed the deadline to get the script to the Council due to a lack of response from Ashley at the trio. Robin indicated she might need to drive down to get the script completed, noting this was a hard deadline.

Discussion ensued about the timeline challenges. Assistant City Manager Tim Wood noted that City Council meets on the first and third Mondays, requiring submission the week before meetings. Council President Starr expressed concern about the tight timeline, especially given the Council's upcoming long-range planning and budget sessions. She noted that previous items like postcards had required multiple council reviews.

The Committee discussed whether the video was specifically for the Community Diversity Engagement Committee (CDEC) volunteer recruitment or general city volunteer recruitment. Robin Barney clarified that her understanding was that it was intended for the Volunteer Coordinating Committee to help people complete applications and understand the process, though there had been some confusion about the scope. The discussion revealed different interpretations of the project's purpose.

After considerable discussion about timelines and staff workload, the Committee agreed to target March 16th for script completion, allowing time

for staff review, legal review, and council approval before the May 11th production deadline.

Regarding CDEC cards, Assistant City Manager Tim Wood reported that changes have been finalized by the City Council, and printing should begin by the end of the month. The off-site meeting at Keizer Fire District for April 2nd was confirmed, with marketing campaigns planned to notify the public of the location change.

The community barbecue discussion revealed that the original Blast Camp partnership had changed format, with the Police Department returning to their old multi-day school-based program rather than the park event. This left the barbecue proposal without its original partner. Various alternatives were discussed, including partnering with neighborhood family councils, Claggett Creek Watershed Council cleanup, or other City events. Larry Porter, who had proposed the barbecue, agreed to put the item on hold until a suitable partnership could be identified.

The committee also reviewed other action items, including All Nations Day (placed on pause), National Night Out participation, and potential Keizer Fest tabling opportunities.

Council President Starr provided guidance on streamlining the work session document, suggesting it focus simply on what was accomplished in 2025 and what's planned for 2026, with target dates for accountability. She recommended removing duplicative items and ensuring the Committee had clear, achievable goals with defined roles for National Night Out neighborhood outreach.

The Committee agreed that all members would send their feedback on the document to Deputy City Recorder Dawn Wilson by March 20th, allowing her to synthesize the input into a cohesive presentation for the March 30th work session.

The Committee agreed that members would send their feedback on the document to the Deputy City Recorder by March 20th, allowing her to compile the input into a complete list for the March 30th work Session.

Council President Starr suggested the following to prepare for the Joint Work Session with the City Council on March 30, 2026:

- **Simplify the Council Work Session document** to focus only on accomplishments and future goals.
- Structure the document as: 1) **2025 accomplishments**, and 2) **2026 planned activities**.

- **Include target completion dates** in the 2026 section to give City Council clear expectations for deliverables.
- **Remove duplicative or unnecessary items** from the document (e.g., Blast Camp participation if the Committee was not directly involved).
- **Remove the Council reporting item** because monthly reporting was already expected of all committees.
- Revise the work session document to reflect **2025 accomplishments and 2026 goals only**, removing excess bullets and duplicative items.
- Include **target dates for 2026 initiatives**, so Council knows when to expect updates or deliverables.
- Identify **off-site meeting opportunities** for future meetings.
- Explore combining the **community barbecue concept with All Nations Day** if the barbecue proceeds.
- Develop a **clear plan for National Night Out outreach**, potentially assigning members to specific neighborhoods to encourage participation and community involvement.
- Prepare to **clarify and explain the Community Outreach and Listening Efforts item**, including how it will be implemented.
- Develop ideas for implementing **inter-committee collaboration initiatives in 2026**.
- Send feedback and suggestions on the document to the Deputy City Recorder and Mr. Wood **by March 20th**.
- Staff to compile and synthesize committee feedback into a **concise work session document (approximately 2–3 pages)** for review prior to the Council Work Session.

**Discussion on
Establishing a Policy
for the Attendance
Requirement (75%
Rate in Resolution
Appendices)**

**a. Input Requested
on Attendance
Policy, History,**

Mr. Wood explained that the Volunteer Coordination Committee (VCC) had requested all Committees review and provide feedback on a proposed

and CDEC Resolution

attendance policy. While Committee resolutions already specify a 75% attendance rate, there was no policy outlining what happens when members don't meet this standard.

Committee members engaged in extensive discussion about the appropriateness of the 75% threshold. Robin expressed that she felt 75% was too low, believing that when people volunteer for something, they should commit to 100% attendance barring extraordinary circumstances. She emphasized that volunteering requires accountability and responsibility, and that other committee members have to pick up the work when someone is frequently absent.

Elaine Wilson raised mathematical concerns about the 75% figure, noting that for Committees meeting 12 times per year, missing 2.5 meetings would technically meet the threshold, but you can't miss half a meeting. She suggested that missing 3 meetings per year (about 70% attendance) might be more practical, with the caveat that missing two consecutive meetings should be avoided as it severely impacts continuity.

Ms. Wilson also noted that different Committees have different meeting schedules — for example, the Budget Committee meets less frequently, so missing one meeting could represent 50% of their annual meetings, making the standard percentage less applicable across all committees.

Larry Porter supported higher standards, arguing that if people commit to serve, they should be present except for genuine emergencies. He compared it to employment, noting that 12 meetings per year out of 365 days should be manageable for committed volunteers.

Fausto Ramos questioned whether attendance issues might indicate problems with committee engagement or effectiveness, wondering if members feel their participation is meaningful and productive.

The discussion also covered the proposed 48-hour advance notice requirement for absences. Council President Starr expressed concern about this rigid requirement, noting that family emergencies, illness, or sudden work travel might not allow for such advance notice. The committee agreed to modify this to require "as much notice as possible" rather than a hard 48-hour deadline.

Chair Kunz emphasized the importance of Committee Chairs reaching out to members who miss meetings to check on their well-being and identify any barriers to attendance. The goal should be understanding what support might be needed rather than immediately moving to removal.

The Committee ultimately agreed to support the 75% attendance standard while **recommending that the policy specify calendar year rather than rolling 12-month periods for clarity**. They also **supported the modified**

language about giving notice "as much as possible" when unable to attend, and emphasized the importance of supportive outreach from Chairs and City staff when attendance issues arise.

Review Strategic Plan Goals for the CDEC

a. 2026-2030 Strategic Plan

Mr. Wood briefly noted that the Strategic Plan was a five-year document, and there was no immediate urgency to address it in detail at this meeting. He mentioned that a scorecard would likely be developed to help City staff be accountable to the plan's goals and that this might be something for the committee to review in the future. Council President Starr asked if there were any specific CDEC-related elements that would be important to address at the Work Session, but Mr. Wood indicated there were none at that time.

Committee Member Reports

There were no Committee Member Reports.

Neighborhood Association Reports-Out from Committee Members

There were no additional Neighborhood Association Reports-Out from Committee Members beyond Jacqueline Green's earlier presentation.

Other Business/Staff Liaison Report

Assistant City Manager Tim Wood shared that the April 2nd meeting would be at the Fire District. Mr. Wood shared that the rack cards should be ready in the next week or two, and that some folks have received the invitation to take the Citizen Survey.

Council President Starr shared that there would be a Council Work Session on Saturday, March 7th, at 9:00 a.m. on the Police Fee and maintaining the department's staffing level.

Member Reporting to Council ~ March 16th at 6pm

Robin Barney would report to Council on March 16th.

Chair Kunz shared the upcoming annual Event Center Clean-up on March 14, 2026.

Chair Kunz asked to table the Letter to the School District for next month, and encouraged the members to get feedback to the Deputy City Recorder. Mr. Wood noted that once the letter was completed by the CDEC, it would still need to be reviewed by staff.

Adjourn

Meeting adjourned at: 7:43 p.m.

Minutes approved: _____