



MINUTES
KEIZER COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE
Thursday, July 3, 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
Sara Ngo, Vice Chair
Larry Porter
Guillermo Rodriguez
Council President Shaney Starr

Absent:

Elaine Wilson
Fausto Ramos
Open Position - Youth Liaison

Staff:

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

Approval of Minutes

a. June 2025

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

Appearance of Interested Persons

Tammy Kunz, Keizer, Greater Northeast Keizer Neighborhood Association, shared that they were partnering with the Southeast Keizer Neighborhood Association on August 5th at Keizer Elks Lodge for National Night Out.

Review the June 9th Joint Work Session with Council

a. June 9, 2025 Minutes

Chair Titchenal noted that there were two members absent and asked about postponing this discussion when all the voices were present.

The Community Diversity Engagement Committee (CDEC) summarized previous discussions for two members who were absent at the last meeting.

Chair Titchenal shared that they identified items 4a, 4c, 4e, 4f, and 5 from the CDEC's Resolution, Appendix A as this year's goals.

Member Ngo shared that the CDEC would create and publish postcards and other materials to let the community know about the CDEC meetings and that the City Council was very collaborative with the CDEC.

Member Barney noted that as information was received, the members could take action on the items.

The members discussed the outcome of their June 9th Joint Meeting with the City Council.

2025 Goals from Appendix A of the CDEC Resolution

a. 4a - Collaborate with other organizations

The 2025 goals were reviewed by Chair Titchenal and identified the actions to take. She suggested reviewing the goals in the short- and long-term.

*** Participate, build relationships and work the neighborhood associations and other local groups**

In summary, the CDEC would achieve their goals through the following:

- 4a - Establish partnerships and volunteer with local groups
 - Talk with each of the neighborhood association boards to learn about engagement and participation with the monthly meetings
- 4a - Attend meetings and events, communicate with the schools, and bring information back to the CDEC
- 4c - Identify the community leaders and schedule meetings in the next three months and hold CDEC meetings outside of City Hall in the next six months
- 4e - The City would prepare the survey with the CDEC's input on suggested questions by the end of the calendar year
- 4e - The CDEC would review the Keizer demographics in the next three months and provide suggestion on how to use the demographic information
- 4f - The CDEC would build a relationship with the Volunteer Coordinating Committee (VCC) by attending the VCC meetings and have discussions with the members to identify leaders
- 4f - Have a training or informational session with bullet points or a video for interested persons to serve on a City committee, so people would feel comfortable getting involved with the government and feeling welcomed as a long-term goal.
 - The members would like to go to the community to listen and learn how they could welcome everyone and learn why they may be fearful to participate in government meetings as a short-term goal.
- 5 - The CDEC would have a postcard to give out at City events within three months

4c - Collaborate to increase community events
*** Hold CDEC meetings outside of chambers to increase city participation and reduce barriers**

4e - Data collection and survey creation
*** Obtain current local trends to help make informed decisions**

4f - Identify leaders and build leadership capacity of

**underrepresented
and underserved**

**5 - CDEC and
citizens advisory
committee post-
cards**

*** Visual
information to be
handed out at city
events and
spaces**

**Speaker Selection &
Presentation
Guidelines**

Chair Titchenal shared about the City's Proclamations and how the CDEC members could meet the expectations by having some additional guidelines for the presenters at City Council meetings for educational purposes, as a short-term goal.

It was suggested to bring the name of the speaker to the CDEC at least a month ahead of time, be privy to what they would say, and the speaker would be grateful and understand the process, bring us together as a unity and harmony, that the speaker gets their five minutes, and to let them know that feelings, opinions, and thoughts could be made under Public Comments.

**a. Timeline, Review,
and Guidelines**

**Other Business/Staff
Liaison Report**

**a. Committee
Members to
Select Council
Meetings for
Reporting on the
CDEC**

It was suggested that each member giving a Proclamation could stay and update the City Council. It was noted that the Council Liaison would be at the Council meeting to help support the members when they provided the reports.

Robin Barney would report to Council at the July 21st meeting.

**b. Postcard ~
Feedback from
Members**

This item was discussed out of order.

Chair Titchenal asked the members for feedback on the postcard.

There was discussion that the postcard should include the CDEC's mission statement, objective, contact information, and ask for the community's help. The members would like to have two postcards, one for recruiting volunteers to serve on a committee and a second postcard sharing what the CDEC does and how the community could be heard.

It was suggested to phrase the postcard in a manner that encouraged

people to attend meetings.

There was a suggestion to include a survey QR code on the postcard.

c. CDEC Survey Responses from 2022 to 2025

This item was discussed out of order.

d. Keizer Demographics

This item was discussed out of order. Assistant City Manager Tim Wood summarized the Keizer demographics.

Committee Member Reports

There were no committee member reports.

Neighborhood Association Reports-Out from Committee Members

Chair Titchenal shared about the last City Council meeting in which there were many persons from the Greater Gubser Neighborhood Association who testified against adding a gas station to the Keizer Station area and how the Council worked to find some alternate solutions.

Council President Starr noted that several neighborhood associations have paused their meetings until September.

Adjourn

Meeting adjourned: 7:35 p.m.

Minutes approved: _____