



MINUTES
JOINT WORK SESSION WITH KEIZER CITY COUNCIL &
COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE

Monday, September 23, 2024
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 6:00 p.m.

ROLL CALL Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President and
Community Diversity Engagement
Committee (CEDC)
Kyle Juran, Councilor
Daniel Kohler, Councilor
Laura Reid, Councilor and CEDC
Thais Rodick, Chair, CDEC
Benita Picazo, Vice Chair, CDEC
Tammy Kunz, CDEC
Carrie Brown, CDEC
Stephanie Cross, CDEC

Absent:

Soraida Cross, Councilor
Vacant Council Position # 5
Open CDEC Position
Open CDEC Youth Member Position

Staff:

Tim Wood, Assistant City Manager
Joseph Lindsay, City Attorney
Dawn Wilson, Deputy City Recorder

**DISCUSSION ON VOLUNTEER APPLICATION, QUESTIONS, AND NOMINATION/
APPOINTMENT PROCESS**

**a. Community
Diversity
Engagement
Committee
(CDEC) Member
Appointment
Process**

Mayor Clark outlined the Work Session discussion.

It was requested to add Public Comment to the Agenda to allow everyone to speak at the top of the meeting. There was a generalized consensus.

Mayor Clark opened the floor for public comment.

Leslie Risewick, Member of Volunteer Coordinating Committee (VCC) and Corri Falardeau, Chair of the VCC, liked the forms and appreciated work to have specific questions for the Community Diversity Engagement Committee (CDEC), but they were concerned about some of the language. They felt that certain words, such as "justice" could be termed in different ways. It was noted that the words diversity, equity, inclusion, and justice brought a lot of

politics and the climate of things, especially without definitions included. They wanted simple questions instead and the application to include definitions. Some suggestions were as follows:

- Adding betterment for all people in the community of Keizer to some of the questions.
- What are some things that unites you?
- How do you engage with people who were different from yourself?
- What unique qualities would you bring to the CDEC?

Chair Rodick commented that the CDEC wanted this feedback.

Assistant City Manager Tim Wood summarized the Staff Report on the Member Appointment Process.

Discussion ensued on the appointment process that was through the City Councilors like the Volunteer Coordinating Committee (VCC). Using the VCC to nominate candidates and then Council to appoint them would be for better equity.

It was noted that opening up this process makes sense, especially for the youth members, youth councilor, and youth liaison.

Having another joint meeting or another conversation with the VCC was suggested as an opportunity to engage with the VCC to receive their feedback.

Discussion ensued on the direct appointments and accomplishments made by the CDEC and how changing the process may be an opportunity for more accomplishments. It was noted that each member was recently assigned to a Neighborhood Association for better communication. The CDEC was also working on framework.

Discussion ensued on the application questions being really helpful to the VCC by providing clarification and guidance.

There was discussion on residency for members to serve on the various committees. City Attorney Joseph Lindsay shared that the members at large or electors would come from the Council based upon what makes sense to limit it to Keizer electors or widen the selection.

Mr. Lindsay confirmed that most Committees don't have that requirement, but he believes the Planning Commission may have the residency requirement.

It was noted that the Planning Commission and Budget Committee had statutory requirements. Mr. Lindsay would prepare a document showing the residency requirements for the various committees.

There was a generalized consensus to have the residency requirement language clarified.

There was a reminder of a rational nexus when someone has a strong connection to the community, such as working or having a business in Keizer.

Discussion ensued on having another Work Session between the City Council, the CDEC, and the VCC.

Mayor Clark summarized the discussion. Once the update had been made to Appendix A for the Committee Resolutions, it would be an agenda item for Council's approval, there would be a Joint Meeting Work Session with Council, CDEC, and the VCC. There would also be a residency requirement document was prepared.

Mayor Clark clarified that the youth member for the CDEC would be a full, three-year term because that position was a full-voting, youth member.

There should be consistency with the youth recruitment, and the CDEC would be the same Councilor involvement. Some members resign, so the City needs to be clear that they can resign and not have to serve for all three years.

It was suggested to define and clarify the tasks in Appendix A by receiving new legal counsel guidance in regards to going out and meeting folks where they are. It was also suggested to add the community collaboration piece to the CDEC's framework.

Mr. Lindsay shared that the recording of meetings didn't need to be verbatim, a small audio recorder could be used, the CDEC would need to make sure there was American Disability Act accessibility and to have a Quorum Notice posted. If it's a special meeting, the Quorum Notice needs to be posted 24 hours in advance; otherwise, it would only need to be posted 48 hours in advance.

b. Community Diversity Engagement Committee (CDEC): DRAFT 09/05/24 Minutes There was no discussion on this item.

c. CDEC: Application & Rubric Mayor Clark asked to have a conversation on the application and rubric. There was clarification that justice was added to the questions and rubric and came from the title of Resolution R2120-3135 passed in 2020 and that this should be referenced in the upcoming joint meeting packet.

It was suggested to have definitions for the titled words in the CDEC's Resolution.

It was noted that these application questions would be interview questions

by the VCC, but they would see them ahead of time from completing the application. Discussion ensued around having a link from the main application with interview questions and guidelines to think about on the website.

It was agreed that the CDEC Application should be called VCC Interviewing Questions. The scoring rubric would be used by the VCC to assess the questions.

It was suggested to have the mission statement on the list of interview questions or have them linked from the application.

**d. Volunteer
Application ~
Submitted
Electronically on
Website**

Discussion ensued regarding a decision from the City's insurance provider on the criminal history background checks being on the volunteer applications. Mr. Lindsay shared that the conversations he had were about disqualifying applicants from volunteerism and that the VCC should provide their opinion on background checks.

The City Council could decide how to handle the question once the City heard from City County Insurance Services through the City's Legal Department.

**e. Youth Councilor &
Youth Liaison
Application ~
Submitted
Electronically on
Website**

It was pointed out that the Youth Councilor and Youth Liaison didn't have the background questions. Mr. Lindsay stated that in the juvenile system, the situation was different and the background information wasn't available.

It was suggested that the Youth, voting member of the CDEC complete the regular Volunteer Member Application.

On page 28, it was recommended to remove a reference to the Page Program (fourth bullet under Youth Councilor) because the City did not have one and to remove the bullet that states "will be required to attend Monday night Council meetings, and at least one additional meeting per month, and job shadow." It was suggested to replace the word, "required" to "encouraged."

The Youth Councilor would be required to attend Monday night Council meetings, Work Sessions are optional and highly encouraged, and additional meetings with City Councilors or job shadows are also encouraged.

It was suggested that councilors also be involved in the recruitment of all youth positions. Youth councilors have been encouraged to reach out to home schools and hopes to see this happening in the future. It was suggested to send out the recruitment announcement to the home schools and high schools.

Page 29, there's one correction on third bullet point. There was no Youth Council, so that could be removed. Also, add that the Youth Liaison be in communication with the Youth Councilor.

Mr. Lindsay asked about using the same language for "...urge to recruit candidates to fill 'youth positions'" instead of their own. Mayor Clark agreed.

On page 30 for the Youth Committee Liaison (first bullet) was available to all age groups, but it needs to have consistency with the age range of 15 through 18.

On page 32, under the Authorization Waiver and if the records are sealed, the waiver language needs to be removed. Mr. Lindsay agreed that this would be correct by removing it on the various pages.

Discussion ensued on the how to list the starting and ending of the school year on the Youth Councilor Application.

There was a generalized consensus that the school year should be listed with the same start date of September 1st through June 15 for the term of office and this would be consistent in the Youth Council and Liaison descriptions and applications.

On page 34, the background check needs to be removed.

It was asked to add "Additional meetings are optional" for the Youth Liaison application.

**f. Interview
Guidelines &
Sample Interview
Questions for the
Volunteer
Coordinating
Committee**

This item was included in the packet for informational purposes and wasn't intended for discussion by the CDEC.

Mayor Clark invited other resource information to be included in the upcoming joint meeting.

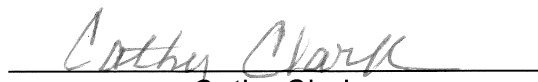
Chair Rodick would have the definitions be discussed at the October CDEC meeting, so the definitions would be ready for the upcoming Work Session.

Mayor Clark confirmed that the current appointment process would continue to be used to fill the opened positions unless the process changed.

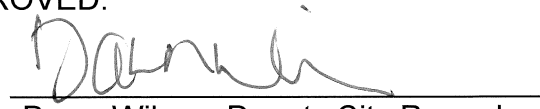
ADJOURNMENT

Mayor Clark adjourned the meeting at 8:06 p.m.

MAYOR:


Cathy Clark

APPROVED:


Dawn Wilson, Deputy City Recorder

Minutes approved: 10/21/2024

"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."