



Diversity, Equity & Inclusion Committee
MEETING MINUTES

Tuesday, August 10, 2021

6:00pm

Updated Location: Wilsonville Community Center

7965 SW Wilsonville Road

Wilsonville, OR 97070

Committee Members Present:

Camryn Lau, Erika Pham, Luis Gonzalez, Rudyane Rivera- Lindstrom, Joni McNeill, Tracy Hester, Fey Gyapong-Porter, Imran Haider, Diane Imel, Jay Edwards

Committee Members Absent: Malak El Manhawym, Santiago Landazuri, Sudeep Taksali, Rudyane Rivera- Lindstrom

Staff Present: Jeanna Troha, Zoe Mombert, Bill Evans, Bill de la Cruz (Facilitator)

1. Call to Order; Welcome & Overview of the Meeting

Staff welcomed the committee at 6:04pm.

The facilitator started the meeting by asking the committee what brought them joy recently. Each committee member shared a positive reflection

2. Committee Bylaws

Staff walked the committee through the committee bylaws; which were adopted by City Council in May 2021. Specifically, staff discussed the committee's purpose (Section 2), membership (Section 4), and the organization of the committee (Section 6). Section 4.F specifically outlines youth participation. This is unique to this committee. In Section 6, staff went over the role of the chair and vice chair, quorum requirements and the need for the committee to meet at least four (4) times a year. There were questions about subcommittees; these can be formed to address specific topics and report to the group. Next, staff discussed Section 7, which outlines voting. Staff pointed out that the Committee can recommend amendments to the Bylaws as outlined in Section 8.

3. Ethics & Public Meeting Law

4. Roberts Rules of Order

(Section 3 and 4 were discussed together.)

Staff shared the City structure (City Council, City Boards and City Staff) as well as the current Council vision (Wilsonville is a clean, green and safe community for all") and one of the Council's values:

Diversity, Equity + Inclusion (DEI): We are committed to promoting DEI in the delivery of City services to the community and in our organizational operations.

The committee discussed how to make motions, the need for a second and voting. The Committee only vote on committee actions. Once the committee votes that will set the committee direction or action. Staff also described the chair and vice chair role since the committee currently has a facilitator. At this time, the chair will call the meeting to order, adjourn the meeting and call for the votes. The Chair will also be the Committee spokesperson. The Vice- Chair will fill in if the Chair is absent or unavailable. Staff also provided guidance on the importance of maintaining a respectful environment and how to identify potential conflicts of interest.

The committee spent a fair amount of time discussing communications. Decisions need to be made in a public meeting to ensure public transparency. Email communication regarding committee business is discouraged between committee members since it could be perceived as a public meeting in certain circumstances.

Communication with the press was also discussed. Generally, committee members should not speak as a committee member or on behalf of the committee without group consensus. Committee members are encouraged to contact staff if the media contacts them. Staff are available to assist with messaging and interview preparation assistance.

5. Chair & Vice Chair Selection

Fey Gyapong-Porter moved to appoint Imran Haider as the Diversity, Equity and Inclusion Committee Chair. The motion was seconded by Tre Hester and the motion passed (Yes – 7, No – 0, Abstain -1).

Fey Gyapong-Porter moved to appoint Jay Edwards as the Diversity, Equity and Inclusion Committee Vice - Chair. The motion was seconded by Imran Haider and the motion passed (Yes – 7, No – 0, Abstain -1).

6. Consent Agenda

Meeting Minutes – July 13, 2021

Fey Gyapong-Porter moved to adopt the consent agenda as presented. The motion was seconded by Erica Pham and the motion passed unanimously.

The committee discussed the format of the minutes and determined that all future meetings will follow a similar format with general ideas captured without identifying which committee member or staff member made each comment. The minutes will specifically note who made motions and who made seconds to the motions.

7. Adjourn

The chair adjourned the meeting at 7:44pm.