



## ***Diversity, Equity & Inclusion Committee***

### **MEETING AGENDA Tuesday, August 10, 2021 6:00pm**

Community Center  
7965 SW Wilsonville Road  
Wilsonville, OR 97070

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|--|---------------|
| <b>1. Call to Order; Welcome &amp; Overview of the Meeting</b> | <b>6:00pm</b> |
| <b>2. Committee Bylaws*</b>                                    | <b>6:15pm</b> |
| <b>3. Public Meeting Law</b>                                   | <b>6:30pm</b> |
| <b>4. Roberts Rules of Order</b>                               | <b>7:00pm</b> |
| <b>5. Chair &amp; Vice Chair Selection</b>                     | <b>7:30pm</b> |
| <b>5. Consent Agenda*</b><br>Meeting Minutes – July 13, 2021   | <b>7:45pm</b> |
| <b>6. Adjourn</b>  | <b>8:00pm</b> |

Next Meeting: September 12, 2021 at 6:00pm

*\* Materials are provided in the packet*

To submit public comments; please email comments to [mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us) by August 9 at 12:00pm.

For more information, contact Zoe Monahan Mombert, Assistant to the City Manager, at 503-570-1503, [mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us).

# City of Wilsonville Diversity, Equity and Inclusion Committee Charter

April 2021

The Diversity, Equity and Inclusion Committee is hereby created as a deliberative and recommending body of the City Manager’s Office, subject to the following:

**Section 1. Name of Committee:** Diversity, Equity and Inclusion Committee (“Committee”).

**Section 2. Purpose:** To create a culture of acceptance and mutual respect that acknowledges differences and strives for equitable outcomes of opportunity, access and inclusion by:

A. Advising the Wilsonville City Council (“Council”) on policy decisions related to diversity, equitable outcomes, and inclusion;

B. Making recommendations to the Council on public engagement strategies and methods by which all Wilsonville residents have the opportunity to better participate in the decision-making process;

C. Advising the City on culturally responsive service delivery, programming, and communication strategies;

D. Creating, updating and overseeing progress on the City’s Diversity, Equity and Inclusion Plan;

E. Identifying local community leaders and building more leadership capacity in Wilsonville’s diverse communities.

**Section 3. Appointment:** The Mayor appoints and the City Council confirms Committee members, who serve at the pleasure of the Council.

**Section 4. Membership:**

A. *Number of Members.* The Diversity, Equity and Inclusion Committee shall be composed of eleven (11) to thirteen (13) members.

B. *Residency.* Members must reside, own a business, or attend school within the City of Wilsonville city limits. A majority of members appointed must reside within the City limits. The

Council can appoint a member or members to the Diversity, Equity and Inclusion Committee who does not meet any of these residency criteria if it is determined that the member brings significant value to the Committee.

*C. Appointments.* The Council will appoint the committee members. The Council will strive to appoint members to the Diversity, Equity and Inclusion Committee who bring their lived experiences regardless of their immutable traits including but not limited to race, ethnicity, LGBTQ+, gender, socio-economic status/history, differently abled, age amongst other identities. Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases impact all residents in Wilsonville.

*D. Terms.* Except as otherwise provided below, Committee Terms are for three years, commencing with January of each year. All members may serve two consecutive three-year terms. Members who have served two full terms may be reappointed to the Diversity, Equity and Inclusion Committee after a one-year hiatus from the Committee.

*E. Removal.* A Committee member may be removed by the Council for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. Committee members may, by motion, request that a member be removed by the Council.

*F. Youth Members.* The Council will appoint up to two (2) Wilsonville-area high school student(s) to serve up to (2) two one (1) year term on the Committee. The youth member(s) will be a voting member(s).

**Section 5. Term of Voting-Member Appointments:** To begin, members will be appointed for staggered three-year terms based on the fiscal year, scheduled so that four (4) or five (5) members are appointed or reappointed each year. A vacancy in a position may be appointed to fulfill the remainder of any term. Terms of appointment for less than three (3) years shall not count towards the maximum time of service, including partial term appointments to fill vacancies and the initial appointment of Positions 1 – 9.

At the outset of the Committee, voting positions will be staggered as follows: five (5) positions are one-year or slightly less in duration and four (4) positions are a two-year duration or slightly

less in duration, and four (4) positions are full three-year appointments or slightly less in duration; assuming appointment by June 1, 2021:

Position #1 – 1-year term: 6/1/21 – 12/31/22 next term: 1/1/22-12/31/25

Position #2 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #3 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #4 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #5 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #6 – 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #7– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #8– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #9– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #10 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #11 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #12 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #13 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

**Section 6. Organization:** At the first meeting of each fiscal year, the Committee will elect a chair and vice-chair from the voting members.

The Chair (Vice Chair in the absence of the Chair) will preside over all meetings.

An appointed City staff person or outside contractor will serve as secretary to keep notes of each public meeting and assist with administrative tasks.

The Committee will meet on an agreed-upon schedule at least four (4) times per year. The Chair may also call a special meeting with one week's advance notice. Such meeting notice may be given by email or regular mail.

A meeting may be held without a quorum; however, to vote on a matter the committee must have a quorum present which will consist of a simple majority of appointed voting members.

Committee members may participate in a meeting by telephone or videoconference.

Unless falling under an exemption to public meetings laws, all meetings will otherwise be public meetings, announced and conducted in accordance with public meeting requirements.

Except as provided under Oregon Public Meetings Law, the Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition (“Roberts Rules”) shall govern each committee meeting. In the event of a conflict between Oregon Public Meetings Law and Roberts Rules, Oregon Public Meetings Law shall control.

**Section 7. Voting:** All members are entitled to vote in person (including by telephone or video conference) at a meeting. Proxies are not allowed. A majority vote of the members voting on the question will be required to carry any matters submitted. A member who abstains from a vote shall be counted as present for purposes of the quorum but not counted as having voted on the question.

**Section 8. Amendments:** Recommendations to amend this Charter may be made at a regular or special board meeting and approved by a vote of at least two-thirds of the entire Committee. Such recommendations shall be reviewed by the City Attorney for legal compliance and conformance to City Code, and thereafter be presented to City Council for approval.

**RESOLUTION NO. 2626**

**A RESOLUTION DECLARING THE CITY OF WILSONVILLE A WELCOMING AND INCLUSIVE CITY**

WHEREAS, the City of Wilsonville has and will continue to encourage all Wilsonville residents to thrive and advance in all aspects of community life, including education, employment, recreation, City services, and community involvement; and

WHEREAS, persons of all races, color, national origin, immigration or refugee status, religion, sex, gender identity, sexual orientation, marital status, mental, emotional, and/or physical ability, age, or economic status all collectively contribute to the health, well-being, economy, and general welfare of the Wilsonville community as families, neighbors, workers, and taxpayers; and

WHEREAS, discrimination against any group of persons can negatively impact the health, well-being, and general welfare of the City by leading to community disengagement, diminished economic and educational opportunities, increased stigmatization, and diminished physical, mental, and emotional health; and

WHEREAS, the City recognizes the inherent worth and dignity of all persons and believes all should be treated with compassion and respect regardless of race, color, national origin, immigration or refugee status, religion, sex, gender identity, sexual orientation, marital status, mental, emotional, and/or physical ability, age, or economic status; and

WHEREAS, the City Council has received a significant amount of public testimony expressing concern that recent changes to federal immigration policies are generating fear and anxiety among members of the City's diverse communities; and

WHEREAS, in keeping with the City's commitment to fairness and equity, as recently expressed in the January 5, 2017 Martin Luther King Jr. Day Proclamation, Wilsonville hereby reaffirms a strong commitment to social equality and justice;

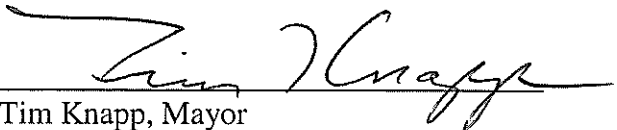
NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The City of Wilsonville is an inclusive City that has and will continue to welcome the collective contributions of all persons, honoring and respecting people of every race, color, national origin, immigration or refugee status, heritage, culture,

religion, sex, gender, gender identity, sexual orientation, marital status, mental and/or physical ability, age, or economic status.

2. The City will continue, in a manner consistent with the laws of the United States of America, the State of Oregon, and the City of Wilsonville, to prohibit the use of City funds, personnel, and/or equipment for the enforcement of federal immigration laws. This Resolution shall be interpreted and executed in a manner consistent with ORS 181A.820 and with 8 U.S.C. §§ 1373 and 1644. In the event this Resolution directly conflicts with either state or federal law, such directly conflicting state or federal law must control.
3. The City of Wilsonville will ensure all City services are provided regardless of immigration status. Further, City staff will not ask for or otherwise seek out an individual's immigration status as a condition of providing City services, unless the provision of such services has a legal requirement to obtain such information.
4. The City desires that all of its residents feel safe to utilize all City-owned or sponsored facilities, including the parks, Community Center, library, and SMART transit, without fear of discrimination or federal immigration enforcement or detention.
5. The Wilsonville City Council encourages all Wilsonville residents to unite and work together to promote kindness and understanding in our shared community, rejecting hatred, bigotry, and divisiveness, as this community strives to protect the freedoms held dear and granted to all by the United States Constitution. While this City Council may pass this inclusivity resolution in the hope that it is inspirational, the only true measure of its success will be in how all members of the community elect to treat each other day in and day out.
6. This Resolution becomes effective upon the date of adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 1st day of May, 2017, and filed with the Wilsonville City Recorder this date.

  
Tim Knapp, Mayor

ATTEST:

  
Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes





## ***Diversity, Equity & Inclusion Committee***

### **MEETING MINUTES Tuesday, July 13, 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, Sudeep Taksali, Tracy Hester, Fey Gyapong-Porter, Imran Haider, Diane Imel, Santiago Landazuri, Jay Edwards

Absent: Malak El Manhawym

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

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

Bill de la Cruz welcomed the committee at 6:05pm.

The Committee introduced themselves to the group by sharing a bit about themselves. Bill de la Cruz mentioned that all committee members have gone through the bias training. Additionally, the staff at the meeting and the City Council have had the training to set a foundation.

#### **2. Relationship Building**

Bill de la Cruz led the committee in an activity to outline hopes, fears and actions for the committee. It was noted that it would take time to get to action after building trust in each other.

#### **3. Discuss and set Committee Expectations**

- How do we get people to be involved/ engaged in this? – committee members seem to be in consensus.
- People may not be on same page but help people to get the education/ information and arrive at a discussion.

- Start with the willing parties and be in alignment and then finding a way to connect with people.
- What is the conversation that we need to be having? Not working alone, have support of city staff and City Council. We are here to impact systems.
- Where are we lacking and what can we do? Some things are not realized – we have to provide education. We all have blind spots.
- The Boones Ferry Messenger is an opportunity to directly educate community members and share perspectives.
- How do we take all of this information and share? Have a button for ADA accessibility or speak Spanish in schools?
- Business examples are good; our role is to distill this into recommendations to City Council. If people hate this process, do good work for the Council.
- Attract them to affect them. Discuss the benefits also.

#### **4. Personal Agreement**

Bill de la Cruz walked the committee through the personal agreement. Are there items that should be added or clarified?

- Awareness of judgment that leads to blame or shame
- Respectful use of electronics
- Expect and accept non-closure
- Experience discomfort
- Speak your truth

Additional comments from the committee:

- Be willing to be vulnerable; share and be willing to learn and be accepting of other perspectives
- Make space for other perspectives

Jeanna Troha noted that the City Council is very committed to this work. She reminded the committee that this is a formal committee with Bylaws and it will be hard work. She mentioned that city staff are available to support the committee. Ms. Troha also mentioned that it would take time to work through this; and things will not change overnight but be patient with each other. She also stated that city employees are excited about this committee and we look forward to having this committee look at programming

and services. She thanked committee members for being here and for the work they are going to do.

**Fey Gyapong-Porter moved to postpone the vote of a chair and vice chair until the August Meeting. Erika Pham seconded the motion. The motion passed unanimously.**

Bill de la Cruz reminded committee members that all the email with the city is subject to public record.

Zoe Mombert noted that the committee should not reply all to emails or email the whole committee as it could appear that the committee is discussing items outside of a public meeting. They must make decisions in a public setting. Meetings are not currently be recorded and committee will be informed if they are recorded in the future.

The committee will receive the bylaws and Roberts Rules by email to discuss at the next meeting.

Bill de la Cruz briefly led the committee in a conflict style discussion.

A couple accommodators, a number of collaborators, and a compete style

Bill de la Cruz noted that the next meeting would have more logistics (Roberts Rules, Bylaws, logistics, a relational piece). In the fall the committee will start to discuss actions – what does the committee want to discuss, what information is needed, what departments do you want to know about, etc.)

Adjourned at 8:07pm

Next Meeting: August 10, 2021 at 6:00pm