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**CITY OF PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE  
Minutes  
February 1, 2021**

**A. WELCOME & ROLL CALL**

Mayor Chas Jones called the meeting to order at 6:00 p.m. on Monday, February 1, 2021. Due to the ongoing COVID-19 pandemic public meeting restrictions, the meeting was held via Zoom internet technology and was also live-streamed on the City's Facebook page. The public was invited to contact the City Recorder for a log-in link if they wished to participate in the meeting.

Present: Mayor Chas Jones, City Councilors Jessica Andrade and Teresa Nielson.

Staff: City Manager Chris Workman.

Public Participants: Zina Allen, Maeve Dempsey, Pat Sanders, Rose Bricker, Giana Bernardini, and Nat Young.

**B. APPROVAL OF MINUTES**

**1. November 24, 2020** – Councilor Andrade noted a correction on Page 2, Line 9, delete the “s” on “applications”.

**MOTION:** Councilor Andrade moved, Councilor Nielson second to approve the minutes of November 24, 2020 as corrected. Motion approved 3-0 (Yes: Andrade, Jones and Nielson; No: None).

**C. BUSINESS**

**1. Decide committee Chair** (or decide to wait until we select public committee members) - Consensus was to wait until public committee members are selected. Item tabled.

**2. Decide on "name" of committee** - Discussion on the name including concerns about the length on the name when using all four common terms, justice, equity, diversity and inclusion. Preference was suggested toward equity and inclusion.

Nat Young joined the meeting and attendees paused and introduced themselves.

There was additional discussion about pros and cons of using the term “diversity” and whether or not the name was reflective of the community. A consensus was given to recommend the name, “Equity and Inclusion Committee: striving for a more diverse and just Philomath,” to the committee members once formed. The name “inclusivity” will be used on the initial application form.

**3. Finalize draft application materials public committee members** - Consensus was to change from quarterly meeting to bi-monthly and replace the Useful Background/Experience section with the line quoted from the OSU employment application. An additional suggestion was to add “interest or experience” to the last question. There was a suggestion to redact the address and other contact information when this goes to the public for view.

The first question was edited to replace the question mark with a period. There was discussion about the timing of the notice and the locations for posters advertising the openings. Consensus was given to leave the application period open until April 2.

**4. Decide appropriate return gifts for Siletz and Grand Ronde Tribes** – Mayor Jones described his conversation with his supervisor, a member of the Tribe, on an appropriate gift to

1 give in return to the tribes for the flags that were donated. A potential resolution drafted by  
2 Mayor Jones was discussed. There was discussion about whether the resolution alone was  
3 sufficient and/or appropriate. There was discussion about not hyphenating the “s” in Marys  
4 River Band. There were recommendations to add a clause about environmental stewardship,  
5 dedicating a park, adding a park plaque somewhere with the inscription in their native language.  
6

7 There was a suggestion to make the gift part of a formal ceremony or to deliver it by hand.  
8 There was a suggestion to use nice paper, have it framed, and have it look nice to present.  
9

10 Mayor Jones stated his plan was to get the Committee’s recommendations and approval and  
11 then take it to his contacts at the tribes for their review prior to taking it to the City Council for  
12 consideration. There were additional recommendations to specific changes to the resolution.  
13 Workman asked if the committee wanted to discuss the letter from Eric Niemann that gave  
14 specific recommendations for gift ideas. Mayor Jones recommended the topics in the letter be  
15 brought back up at a future meeting.  
16

17 **5. Decide invited speakers / subjects for February, March, & April** – There was discussion  
18 about holding regularly scheduled informational sessions and panel discussions with people that  
19 work with specific topics such as inclusivity and gender minorities. There was discussion about  
20 planning an event for March. Zina Allen offered to speak. It was suggested for individuals  
21 interested in speaking to provide a pitch to be considered by the committee. Nat Young offered  
22 to present with Zina, and Chris was asked to share the two’s contact information with each  
23 other.  
24

25 There was a recommendation for a workshop about learning how to write letters to individuals  
26 that are incarcerated. Wildfire preparedness was another suggested topic. Nat agreed to reach  
27 out to the presenter on the letter writing topic. There was a suggestion to give Harriet Hughes  
28 more time, as she spoke at the housing conversation on January 28th.  
29

30 There was consensus to put together a list of topics and categories that could be shared in a  
31 Google sheet of some sort.  
32

33 **6. Identify short, medium, and long term goals for committee** – Mayor Jones explained this  
34 topic would be discussed more at a future meeting.  
35

36 **7. Discuss speaker series details for remainder of 2021** – Mayor Jones suggested this  
37 would be discussed at a future meeting.  
38

39 There was discussion about the potential for compensating speakers. Mr. Workman suggested  
40 the Council members in attendance should ensure it was part of the Council discussion during  
41 the Strategic Plan work session on February 8th and that the sooner a proposed budget was  
42 recommended the better.  
43

44 In response to a question about serving on the committee, Mayor Jones stated the application  
45 does not ask about one’s citizenship status.  
46

#### 47 **D. ADJOURNMENT**

48 **1.** Meeting adjourned by Mayor Jones at 8:00 p.m.  
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50 Meeting minutes recorded by Chris Workman, City Manager.

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**CITY OF PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE  
Minutes  
March 16, 2021**

**A. WELCOME & ROLL CALL**

Mayor Chas Jones called the meeting to order at 6:00 p.m. on Tuesday, March 16, 2021. Due to the ongoing COVID-19 pandemic public meeting restrictions, the meeting was held via Zoom internet technology and was also live-streamed on the City's Facebook page. The public was invited to contact the City Recorder for a log-in link if they wished to participate in the meeting.

Present: Mayor Chas Jones, City Councilors Jessica Andrade and Teresa Nielson.

Staff: City Manager Chris Workman.

Public Participants: Zina Allen, Roger Blaine, Maeve Dempsey, and Pat Sanders.

Meeting participants introduced themselves. Mayor Jones summarized the status of the current opportunity for members of the public to apply for appointment to one of the six citizen positions.

**B. APPROVAL OF MINUTES**

**1. February 1, 2021 –**

**MOTION:** Councilor Andrade moved, Councilor Nielson second to approve the minutes of February 1, 2021, as presented.

Councilor Nielson recommended amendment of Page 2, Line 5 replacing "tongue" with "language."

Councilor Andrade corrected the motion to approve the minutes as amended. Councilor Nielson second. Motion approved 3-0 (Yes: Andrade, Jones and Nielson; No: None).

**C. BUSINESS**

**1. Volunteers needed organizing and coordinating learning opportunities/event –** Mayor Jones asked for volunteers to help plan future events. Councilor Nielson suggested waiting for the additional committee appointees to make any decisions. Mr. Workman suggested meeting participants send any learning opportunities to himself or the Mayor. Councilor Andrade reminded the Mayor that she has assembled a list of suggestions and would be make it sharable for others to access. There was discussion about contributing to the document to update it, maintaining public meeting law transparency and agreement that any additions would be sent to Councilor Andrade. There was discussion about the need for someone to set up events and members of the Committees' current workloads precluding that.

Councilor Nielson noted difficulties she's had with getting responses from those parties she has reached out to. There was discussion about coordinating efforts to avoid duplicate contacts. There was discussion about the vulnerability that participating on the Committee can expose and the current intangible status of the Committee's activities that can make outreach challenging. There was question as to what the reward was for public participants compared to the risks taken by participating on the Committee. Mayor Jones felt now that framework is in place, the Committee was gearing up to do good things with the City of Philomath.

Councilor Andrade suggested coming up with a summary of ideas the Committee is looking for, such as educational opportunities or panels. She also suggested adding to the spreadsheet being developed to include who is making contacts and dates. Different styles of outreach were

1 discussed and Mayor Jones emphasized getting more people involved. There was discussion  
2 about maintaining a compiled list that could be used inappropriately and best practices to  
3 protect sensitive information. Mayor Jones encouraged anyone interested in assisting to reach  
4 out to him.

5  
6 **2. Identify FY 21-22 budget needs** – Mayor Jones suggested the Committee make a budget  
7 ask as soon as possible. There was discussion about the process for requesting funds for  
8 events. Mayor Jones reported the Corvallis training offered by Soul Force Education was  
9 \$15,500 for four sessions and thought the City could partner with other area organizations  
10 interested in participating. He also recommended a budget of \$300 per month for a speaker  
11 every month, resulting in a total ask of \$20,000.

12  
13 There was discussion about the number of participants allowed by the Soul Force Education  
14 contract. Mayor Jones noted that those sessions are available on-line. Mr. Workman noted the  
15 distribution of that information was sent out to Council, staff and on the City's Facebook. He  
16 described outreach work by Mayor Jones to partner with the Oregon Cascades West Council of  
17 Governments to distribute information amongst area communities. Councilor Andrade agreed  
18 with making the ask. Councilor Nielson recommended the training begin on a lower scale with  
19 an ask in the \$5,000 to \$8,000 range to show the value to the community before asking for a  
20 more substantial amount. Mr. Workman described the organization required to put on events  
21 like Music in the Park and the value of starting smaller. There was further discussion about  
22 options, challenges in planning events, and anticipated fees. There was discussion about  
23 reaching out to a potential event promotion organization.

24  
25 There was discussion about the potential to apply for grants and creating partnerships with  
26 other cities to help pay for events. Public input was to look around and decide what kind of  
27 training you want before launching something on a bigger scale. There was discussion about  
28 the ramifications of making a budget request with or without specific event plans.

29  
30 Mr. Workman described budget plans for City Council discretionary options and the opportunity  
31 for the Inclusivity Committee to request use of some of those funds. Mayor Jones felt it was  
32 important for the Committee to ask for funds in the Council's budget and suggested \$8,600.

33  
34 **3. Update on Draft Resolutions provided to Siletz and Grand Ronde Tribes** – Mayor Jones  
35 reported the draft resolutions were forwarded to representatives of both Tribes but no response  
36 has yet been received.

37  
38 **4. Update on IC application status** – Mayor Jones reported on the applications received to  
39 date and encouraged others to spread the word. There was discussion about the application  
40 deadline April 1.

41  
42 **5. Choosing next IC meeting date** – Mayor Jones noted that the citizen appointments would  
43 be completed by the next meeting and the Committee would be ready to get to work. He  
44 highlighted reviewing the Strategic Plan through an inclusivity and justice lens as a first order of  
45 business. Councilor Nielson suggested topics for speakers be on the next agenda.

#### 46 **D. ADJOURNMENT**

47 **1. Meeting adjourned** by Mayor Jones at 7:04 p.m.

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49 Meeting minutes recorded by Ruth Post, City Recorder.  
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**CITY OF PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE  
Minutes  
April 29, 2021**

**A. WELCOME & ROLL CALL**

Mayor Chas Jones called the meeting to order at 6:10 p.m. on Tuesday, April 29, 2021. Due to the ongoing COVID-19 pandemic public meeting restrictions, the meeting was held via Zoom internet technology and was also live-streamed on the City's Facebook page. The public was invited to contact the City Recorder for a log-in link if they wished to participate in the meeting.

City Council Members: Mayor Chas Jones, City Councilors Jessica Andrade and Teresa Nielson.

Public Participants: Zina Allen, Giana Bernardini, Anissa Teslow, Maeve Dempsey, Rose Bricker, Pat Sanders, Emma Morgan, Sharlene Fagersten and Lindsey Goodman.

Mayor Jones noted that this meeting would not be live-streamed on Facebook as he would be hosting the meeting on Zoom and does not have access to the City's Facebook account.

**B. APPROVAL OF MINUTES**

**1. March 16, 2021 –**

**MOTION:** Councilor Nielson moved, Councilor Andrade second, to approve the minutes. Councilor Andrade requested the following amendments:

Page 2, Line 8: Amend "Soul Force" to read "Soul Force Education."

Page 2, Line 13: Amend "Soul Force" to read "Soul Force Education."

Minutes APPROVED as amended 3-0 (Yes: Andrade, Nielson and Jones; No: None.)

**C. BUSINESS**

**1. Committee Format –** Mayor Jones recapped the process that was used by the City Council in reviewing the citizen appointments to the Committee, describing it as flawed and inflexible. He noted private conversations he's held with most of the applicants since that meeting. He reviewed issues with the process used and lack of consideration for those who have a history of participating on the Committee and described the Council's direction to move the Committee format and membership back to the Committee for determination.

Mayor Jones thanked everyone for being at this meeting and willingness to participate. He suggested the Committee consider adopting a format where decisions are based on participant consensus without official appointment of citizen members. There was discussion about the concept, including pro's and con's of consensus over majority. Discussion items raised included consistency of decisions from meeting to meeting, making recommendations to the City Council versus having authority to institute change in the community, the legal definition of majority, and concerns about the Committee attracting participants who do not represent expected values.

There was discussion about the process to be expected in having proposals reviewed by the Council and resulting responsibilities. There was concern about members becoming trained and having new, untrained participants impact decisions. There were concerns about whether the Committee could accomplish anything if all decisions have to be referred to the Council for approval. There were questions about taking requests to a non-diverse group like the Council for final approval or methods of getting staff and the Council trained along with counter-

1 viewpoints about the benefit of impacting a non-diverse Council with education and training  
2 opportunities.

3 There was discussion about the recommendations made by the Committee having an impact on  
4 the Council. There was discussion about the benefits of the Committee having a tangible project  
5 to work towards amid the discussion about the Committee's format.

6  
7 There was discussion about whether there are rebuttal opportunities if the Council turns down a  
8 request and the benefit of letters and ideas being presented from the community to show it's not  
9 a closed group. There were comments about the value of developing a mission statement and  
10 the initial work that went into developing the original inclusivity proclamation. Feedback on  
11 differing opinions of the status of the work of the Committee were expressed by participants and  
12 next steps.

13  
14 There was discussion about offering education opportunities and the recent focus on committee  
15 formation. There was discussion regarding inclusive participation within the Committee,  
16 including discussion about voting members versus voices, a core membership of active  
17 participants and the impact of additional voices in discussions. There was consensus to include  
18 all participants in voting on actions and recommendations made by the Committee. There was  
19 discussion about use of the existing application versus a short basic information collection.

20  
21 There was discussion about selecting a chair or co-chairs for the Committee, including  
22 suggestion of one City Council member and one rotating public member developing the agenda  
23 and facilitating the meeting.

24  
25 **MOTION:** Mayor Jones moved, Councilor Nielson second, that Councilor Andrade serve as co-  
26 chair on the Councilor side for the Inclusivity Committee. Motion APPROVED 3-0 (Yes:  
27 Andrade, Jones, Nielson).

28  
29 There was discussion about polling the participants to determine a next meeting date. There  
30 was discussion about selecting a participant co-chair, including rotating using last name  
31 alphabetical order. There was discussion about how frequently the Committee meets.

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33 **D. ADJOURNMENT**

34 **1.** Meeting adjourned by Mayor Jones at 7:36 p.m.

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36 Meeting minutes recorded by Ruth Post, City Recorder.

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**CITY OF PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE  
Minutes  
June 7, 2021**

**A. WELCOME & ROLL CALL**

Co-Chair Maeve Dempsey called the meeting to order at 6:00 p.m. Due to the ongoing COVID-19 pandemic public meeting restrictions, the meeting was held via Zoom internet technology and was also live-streamed on the City's Facebook page. The public was invited to contact the City Recorder for a log-in link if they wished to participate in the meeting.

City Council Members: Mayor Chas Jones, City Councilors Jessica Andrade and Teresa Nielson.

Public Participants: Co-chair Maeve Dempsey, Zina Allen, Giana Bernardini, Anissa Teslow, Rose Bricker, Emma Morgan, Sharlene Fagersten and Lindsey Goodman.

Guests: Gabe Shepherd, Corvallis City Council Member

Staff: Chris Workman, City Manager

**B. APPROVAL OF MINUTES**

**1. April 29, 2021**

**MOTION:** Mayor Jones moved, Councilor Nielson second, to approve the minutes.

APPROVED 9-0

**C. BUSINESS**

1. Immediate action items to supersede agenda

Gabe Shepard, Corvallis City Councilor, discussed the Bias Response Initiative. He requested the City send a letter of support to the Council of Governments to encourage regional efforts on this topic.

MOTION: Mayor Jones moved, second by Anissa, to recommend the City Council send a letter of support for the Bias Response Initiative to the Council of Governments.

APPROVED 10-0

2. Scheduling meetings

There was discussion about the desire to set a consistent meeting date for future meetings. The current summer schedule makes it easier to schedule meetings one at a time, but once school starts, it would be better to meet on a consistent day. It was determined to meet at 5:30 p.m. on the 4<sup>th</sup> Tuesday of the month through the end of the summer, and then to reevaluate at that time.

3. Training/education for staff & Council members

It was requested that any training opportunities be listed, what types of training would be appropriate and who the training would be applicable to. There was discussion about settling in on the Committee's goals and objectives in order to better decide on what type of training to look at. It was decided to come back to this topic later in the meeting. There was discussion about the training provide by OSU, opportunistic training and targeted training. It was requested that everyone come to the next meeting with targets of where to direct the training efforts. There was discussion about requesting a survey of staff and council members of the types of training they would like verses the ability of staff and council members to know what training they need. Anissa, Cindy and Zina agreed to coordinate efforts, and Chris offered to put it into the SurveyMonkey platform once completed.

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4. "Labelled" Committee members

There was discussion about labeled members of the committee and whether or not they would have additional responsibilities. Attendees would be able to opt in, as opposed to being interviewed. There was a desire to continue to rotate the co-chair due to the benefits of that experience. It was discussed that for voting purposes, the minutes could state the number present at the time of consensus and that consensus would be considered reached when there was peaceful resolution. Zina volunteered to serve as co-chair for the next meeting.

With 6 members present, there was consensus on the topic of labelling

5. Potential Committee name change

With 6 members present, there was consensus to discuss the mission statement topic first and then discuss name change. This topic was tabled.

6. Mission statement

There was discussion about starting from a sample mission statement from another similar organization and the desire to hold an initial brainstorm. Jessica offered to send an email out to the group asking everyone to come up with sample language for the next meeting. Chis offered to help coordinate communication efforts of the group in between meetings.

With 6 members present, there was consensus to meet at 5:30 July 27 and focus on the Mission Statement and other topics members might have.

7. Co-chair for next meeting

Decided previously in the meeting. Zina Allen will serve as the Co-chair.

**D. ADJOURNMENT**

1. Meeting adjourned by Co-chair Maeve Dempsey at 7:56 p.m.

Meeting minutes recorded by Chris Workman, City Manager.

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**CITY OF PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE  
Minutes  
July 27, 2021**

**I. ATTENDANCE**

Co-Chair Zina Allen called the meeting to order at 5:30 p.m. Due to the ongoing COVID-19 pandemic public meeting restrictions, the meeting was held in-person, via Zoom internet technology, and live-streamed on the City's Facebook page. The public was invited to contact the City Recorder for a log-in link if they wished to participate in the meeting.

City Council Members: Mayor Chas Jones, City Councilors Jessica Andrade and Teresa Nielson.

Public Participants: Co-chair Zina Allen, Maeve Dempsey, Giana Bernardini, Rose Bricker and Cindy Konrad.

Staff: Chris Workman, City Manager

**II. URGENT BUSINESS**

None

**III. APPROVAL OF MINUTES**

A. June 7, 2021

**MOTION:** Mayor Jones moved, Councilor Nielson second, to approve the minutes.

APPROVED 8-0

**IV. DIRECTION FROM CITY COUNCIL**

A. Official Committee Members

There was discussion about the need for membership in order to have a quorum. There was consensus that the committee would be made up of the three assigned City Council members plus six additional members of the community and that this membership would be used to determine if a quorum is present at the beginning of each meeting, after which all meeting attendees would be able to equally participate and work toward consensus, regardless of membership status. There was consensus that anyone interested in being a member could submit their name and that members would be chosen randomly each year in January.

B. Review of Inclusivity Resolution

There was discussion about the desire to give a full review of the inclusivity resolution and concern about not having enough time or members present to review it tonight. There was discussion about making this a priority for next month's meeting.

There was discussion about circling back on the other agenda items later in order to ensure a committee co-chair for next month was selected.

**VI. NEW BUSINESS**

A. Co-Chair for Next Meeting

Cindy Konrad volunteered to co-chair next month and there was consensus to approve that.

1 **V. OLD BUSINESS**

2 A. Mission statement

3 There was discussion about having a smaller work group start putting together a mission  
4 statement to bring back to the Committee for consideration. Cindy and Rose agreed to  
5 work together on this project.

6

7 **VII. ADJOURNMENT**

8 Meeting adjourned by Co-chair Zina Allen at 6:35 p.m.

9

10 Meeting minutes recorded by Chris Workman, City Manager.

CITY OF PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE  
Minutes  
August 24, 2021

I. ATTENDANCE

Co-Chair Cindy Konrad called the meeting to order at 5:30 p.m. Due to the ongoing COVID-19 pandemic public meeting restrictions, the meeting was held via Zoom internet technology, and live-streamed on the City's Facebook page. The public was invited to contact the City Recorder for a log-in link if they wished to participate in the meeting.

City Council Members: City Councilors Jessica Andrade and Teresa Nielson.

Public Participants: Co-chair Cindy Konrad, Zina Allen, Maeve Dempsey, Giana Bernardini, Rose Bricker

Staff: Chris Workman, City Manager

II. URGENT BUSINESS

There was discussion about Working Meetings and the question of whether the working meetings should be live streamed and recorded. There was general agreement of work sessions and trainings not being streamed live. There was discussion about the need to notice and record all public meetings and trainings. The requirement to live stream all public meetings is a policy set by the City Council, so an exception would need to be made if the Committee did not want the meeting or training to be streamed live. There was agreement to consult with City Attorney Jim Brewer and bring more information back at the next meeting.

III. APPROVAL OF MINUTES

A. July 27, 2021

CONSENSUS to approve minutes (7 members present)

IV. DIRECTION FROM CITY COUNCIL

a. Official Committee Members – Update

Councilor Andrade discussed the outreach she had made to individuals that had originally applied to be on the Committee. In addition to the three council members, four community members have expressed interest in serving on the Committee.

CONSENSUS to have a committee of 7 members (7 members present)

b. Review of Inclusivity Resolution

There was discussion about listing out and identifying each different type of identity, including socio-economic status, verses encapsulating any type of discrimination based on identity. There was discussion about whether naming the identities made too long of a list that would get glossed over or whether if validated each identity. There was discussion about the use of the word "examining" in the 9<sup>th</sup> paragraph. There was agreement to add "socio-economic Status in the 2<sup>nd</sup> whereas clause and the 7<sup>th</sup> operative clause. There was discussion about the value of the resolution and the need to use it to find commonalities within our community.

Anissa joined at 6:14

There was discussion about the use of the word "condemns" in the 3<sup>rd</sup> operative clause and agreement to leave it in recognition that it is what we are striving for.

Giana discussed a local book club structured and focused around social justice and the possibility of inviting the moderator, Sandra Bean, to come to a future Inclusivity Committee to discuss the group. There was agreement to invite her.

Giana left the meeting.

Maeve Dempsey agreed to co-chair next month's meeting.

There was suggestion to change #3 to read "Condemns acts racism, discrimination, intolerance, bigotry, and hostility; and"

There was discussion about adding a welcome to indigenous community members and the need for more time to pull a land acknowledgment and other good language together, work with the indigenous community members, and bring a recommendation to the City Council at a future date. There was agreement to send the approved recommendations to the City Council and come back to this topic again later.

- c. Review of recommended Council Rules –Not discussed.

V. OLD BUSINESS Old

- a. Mission Statement / Goals -Not discussed.
- b. Potential Committee Name Change -Not discussed.
- c. Identify Potential Training Topics & Consultants -Not discussed.

VI. NEW BUSINESS

- a. Benton County Equity, Diversity and Inclusion Program Coordinator  
Councilor Andrade introduced the idea of having the Benton County Diversity and Inclusion Program Coordinator come to a future meeting. There was agreement to invite him to the next meeting.
- b. Museum of Natural and Cultural History  
The City was recognized as a top finalist for recognition from the Museum of Natural and Cultural History. There was discussion about the value of discussing last year's events, things that were done, feelings that were hurt, and the need to address these topics before the Committee can move forward successfully.

- c. Co-Chair for Next Meeting?

Addressed earlier in the meeting

Councilor Andrade noted the recent LOC magazine and Cindy acknowledged Maeve and Rose's role in putting together the mission statement information that was in the meeting packet.

VII. ADJOURNMENT 7:07 p.m.

INCLUSIVITY AD HOC COMMITTEE  
September 28, 2021, 5:30 P.M.  
Notes

Meeting began at 5:35 p.m. due to lack of quorum at 5:30 p.m.

I. ATTENDANCE

Committee Members -Jessica Andrade, Chas Jones, Rose Bricker, Giana Bernardini, Sharlene Fagersten, Maeve Dempsey, Zina Allen

Staff –Chris Workman

Guests –Sandra Bean, JoeHahn

II. URGENT BUSINESS -None

III. APPROVAL OF MINUTES

A. August 24, 2021 –consensus was reached to approve the minutes (7 members present)

IV. ANNOUNCEMENTS

Women’s March Saturday

NAACP coming to Philomath Oct. 10<sup>th</sup>. Public is invited

V. GUESTS

A. Racial Justice Book Club – Sandra Bean

Bean described the start of the book club, listed books that have been read, and the goal of the club to educate white people about racism. She thanked the City Council for the support of the effort to erect a historic marker in honor of Reuben and Mary Shipley. She explained the decision for the book club to meet weekly and the benefits it has brought in helping learn together. In response to a question, Bean said the fundraising for the Shipley monument has not been publicized. It is a separate organization from the NAACP and the Baha’i faith.

Councilor Jones offered to provide the fundraising information to the committee. My Grandmother’s Hands and others books were recommended by JoeHahn and Zina.

B. Benton County Equity, Diversity and Inclusion Program Coordinator – JoeHahn

A short slide presentation was provided by JoeHahn describing his bio, role as the Benton County EDI Coordinator, and how he can support the Committee, Council, City and individuals.

In response to a question from Bernardini, JoeHahn said he could be a resource for finding training, especially dual training opportunities. JoeHahn advised against one-and-done trainings that are not customized to the group. Several members expressed appreciation for JoeHahn’s presentation.

VI. NEW BUSINESS

A. Public meetings law information

City Attorney Jim Brewer was asked about requirements to hold public meetings verses holding trainings.

Jones suggested that trainings, including for the City Council, could be strictly a training and not a public meeting, but these meetings for the Inclusivity Committee should continue to be live streamed. Dempsey agreed.

B. Minutes-taker

There was discussion about the option of having a member of the committee take on the role of a minute/note taker. It could be a rotating position, held be a committee member or not, with possible requirements for how many meeting you should attend before taking minutes. There were concerns about having a format in place in order to keep consistency between different note takers and the ability to take minutes while still participating in the meeting. The meetings are recorded so the note taker could refer back to the recording.

There was a discussion about using City Recorder Ruth Post as a resource. Workman commented he is happy to continue to support the Committee but wanted to open up this opportunity to committee members, similar to the Park Advisory Board members that have enjoyed and benefited from being the secretary.

The consensus of the Committee was to table the topic for now and continue to have staff take the minutes of the meetings.

VII. DIRECTION FROM CITY COUNCIL

There was agreement to address item D. Review of Proclamation first due to its time sensitivity.

D. Review of Proclamation

Jones explained the purpose of the proclamation and his desire to put this on the City Council agenda for its October 11, 2021 meeting.

There was consensus to add "...inhabited and stewarded by..." in the first clause several of the clauses (7 members present).

There was discussion about giving a copy of the proclamation to the tribes and to the schools.

IX. AGENDA ITEM REQUESTS & CO-CHAIR

Due to time constraints, there was discussion of having to table the rest of the agenda. Andrade requested committee members provide her with feedback on these topics prior to the meetings so she can put the packets together.

Andrade thanked Fagersten for bringing up the topic of the Public Art Committee application earlier in the week and said she would work to make corrections prior to the next committees getting formed.

Jones encouraged the Committee to push back the topic of a mission statement and to focus on goals and objectives.

Fagersten volunteered to serve as co-chair for the next meeting.

Justice Service Improvement Program was discussed by Andrade. There is a series of community services coming up and more information is available on the county website.

X. ADJOURNMENT

Meeting adjourned 7:02 p.m.

Meeting recorded by Chris Workman, City Manager

**CITY OF PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE  
Minutes  
October 26, 2021**

I. ATTENDANCE: Shar Fagersten, Jessica Andrade, Teresa Nielson, Chas Jones, Maeve Dempsey, Christopher McMorran

II. URGENT BUSINESS: None

III. APPROVAL OF MINUTES:

A. September 28, 2021: Andrade noted a couple scrivener's errors.  
CONSENSUS to approve the minutes (6 members present).

IV. DIRECTION FROM CITY COUNCIL

A. Term lengths

Shar reviewed the memo in the packet and the table showing a 2-year term-limit cycle.  
Chris provided information about other city committees' terms.  
CONSENSUS to approve the proposed term lengths (6 members present).

B. Review of Council Rules section

There was discussion about including the words "No council meeting shall knowingly be held..." and whether or not a list of protected classes should be used. If a list is provided, there was agreement to include a "catch all" phrase or "etc." phrase of some sort.

CONSESUS to use the phrase "No council meeting shall be held where systemic discrimination is knowingly practiced on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income, disability or any other form of identity or status."

C. Mission Statement and Goals

There was discussion about reviewing the mission statement annually in order to get an approved mission statement in place and still be able to make changes in the future. There was discussion about the name of the committee, the tag line, and the mission statement wording.

CONSESUS to approve the following name and mission statement:

Philomath Inclusivity Committee

"The Philomath Inclusivity Committee supports our city leadership in fostering an inclusive, just and equitable community that honors its past while creating a diverse and accessible city for future generations."

There was discussion about use of the bullet points provided and whether they were goals or guiding principles.

The topic was tabled in order to address other agenda topics.

V. OLD BUSINESS

- A. Potential Committee name change –not discussed
- B. Identify potential training topics & consultants –not discussed
- C. Revisit meeting schedule?

There was discussion about whether the meeting should be on the fourth Tuesday or the last Tuesday of each month and the desire to look at the meeting schedule now that school is back in session.

CONCESION was reached to keeping the meeting time of the fourth Tuesday of each month (6 members present)

#### VI. ANNOUNCEMENTS

Jessica reviewed the announcements provided in the meeting packet.

Return to discussion on Mission Statement and Goals: it was recommended that the committee members review the information provided in the packet and submit comments to Chris to pull together and redistribute to committee members. There was discussion about scheduling conflicts for the November and December meetings and the desire to just meet again in January to discuss goals and objectives.

Chas suggested the Committee review a draft proclamation for Martin Luther King Jr. and/or Black History month. Due to meeting schedules and timing, there was consensus for Chas to create the draft, send it to NAACP-Corvallis, and then send it to Chris to disseminate to the committee members to get individuals' feedback prior to going to the Council.

Chris recommended considering the goals provided by Chas included in the meeting packet that were from October 6, 2020. There was concern about feeling pressure to produce goals or objectives for the Council to review if the goals or objectives might change. There was additional concern about the efforts the committee has taken despite several false starts and setbacks to get as far as it has. It was agreed not to consider the goals submitted by Chas at this time and to take up the issue again in January.

#### VII. AGENDA ITEM REQUESTS & CO-CHAIR FOR NEXT MEETING

Maeve Dempsey volunteered to serve as co-chair of the next meeting.

#### VIII. ADJOURNMENT

The meeting was adjourned at 6:57 p.m.