

**PHILOMATH INCLUSIVITY COMMITTEE
MINUTES**

January 25, 2022

5:30 P.M.

Council Chambers; Philomath City Hall
980 Applegate St., Philomath, OR

I. ATTENDANCE

Maeve Dempsey, Chas Jones, Teresa Nielson, Cindy Konrad, Giana Bernardini, Mike, Christopher McMorran, Zina Allen, Jessica Andrade (arrived late)
Staff: City Manager Chris Workman (left early)

II. URGENT BUSINESS

III. APPROVAL OF MINUTES

A. October 26, 2021

Motion by Chas Jones, second by Nielson to approve minutes
Approved by consensus (7 attendees present)

IV. DIRECTION FROM CITY COUNCIL

A. Review of Black History Month Proclamation

Jessica Andrade arrived to the meeting

Jones provided a background on why the proclamation was brought to the Committee and the preliminary review that had already taken place. There was discussion about the opportunity given to the NAACP to review the document prior to this meeting. There was discussion about the mix of positive and negative clauses in the document, noting Mr. Shipley and other Black residents of Philomath that had made positive contributions despite the repressive policies and practices of the time. There was discussion about the desire to share these types of stories on a regular basis.

There was discussion about the additional history of redlining, lynching, and other injustices that will never see the justice it deserves. There was discussion about where someone could learn more about this topic and it was suggested to read a book, check with the library, or check with the Oregon Black Pioneers organization.

There was support for the idea of putting this proclamation forward as a first step, recognizing we are still finding ourselves and that the discussion needs to continue with a regular review of this document.

There was consensus to send the proclamation to the City Council with the one correction, changing "upon" to "of." (8 members present)

B. Review of Social Service Agency funding application

Andrade reviewed the annual process of providing funds to social service organizations. The Committee was tasked with reviewing the policy and application. Workman recommended making specific amendments to the policy for the Council to consider.

There was discussion about the application requirements, specifically whether or not identifying information about board members would be beneficial or appropriate. There was concern about requiring people to disclose things that they did not feel comfortable disclosing. Listing the board members could allow the City Council to recognize names and possibly identify bias or potential conflicts of interest.

There was discussion about seeking more information about what the funds will be used for and the concern about organizations rushing out a DEI statement just to be eligible for funding. Providing services to minorities, work supporting people of color, or other

focusses for that year could be made a funding priority. We could ask about what work is being done to diversify board members and what practices they use to select board members or hire employees that lift up voices of minority communities.

Describe what your board is doing to show it is trying to represent the community it serves. Stating things outright is important and will make it clear what we are looking for. Showing how we make our selections will encourage others to do the same.

There was discussion about the makeup of the types of organizations that apply for this funding on an annual basis and the concern about unintentionally excluding an organization from receiving funding if it does not meet a specific requirement. Standardized promotion of the opportunity for funding should be established to make sure new organizations are aware of the funding. The opportunity to show DEI efforts would help an application, while the lack of DEI efforts would not necessarily exclude an application.

There was discussion about how much representation are on the boards of the population the organizations serves.

There was agreement to add a section to the application that would provide ways for organizations to improve or to provide information about what they already have in place. The focus should be on amending the policy where needed and then staff can update the application to reflect the policy.

This policy needs to go to the Finance/Admin Committee, so there was an agreement for the Committee to look at the policy individually and come to the next meeting with specific recommendations.

The next regularly scheduled Inclusivity Committee meeting conflicts with a Planning Commission public hearing, so the Committee will have to confirm the future date of the next meeting with staff. There was agreement to send comments to staff a week or so prior to the next meeting. There could be benefits of having small work groups to work on these types of projects. Consensus given (8 attendees present)

C. Goals & Objectives

V. ANNOUNCEMENTS

VI. CO-CHAIR FOR NEXT MEETING

Zina Allen volunteered to co-chair the next meeting.

VII. INCLUSIVITY CALENDAR & WOMEN'S HISTORY MONTH

There was discussion about idea from a City Council member to put together a calendar of DEI-related events and efforts. Everyone agreed to think this through and bring ideas to a future meeting.

Andrade noted the current vacancy on the Committee and asked if anyone was interested in being an official member on the committee. Christopher McMorran volunteered. There was discussion about the Committee submitting his name to the City Council for approval. Consensus was given (8 members present)

VIII. ADJOURNMENT

Meeting adjourned at 7:12 p.m.

Minutes recorded by Chris Workman, City Manager



MINUTES PHILOMATH INCLUSIVITY AD HOC COMMITTEE

March 22, 2022

5:52 P.M.

Council Chambers; Philomath City Hall
980 Applegate St., Philomath, OR

I. ATTENDANCE

Jessica Andrade (chair), Teresa Nielson, Chas Jones, Zina Allen, Maeve Dempsey, Christopher McMorran, Van Hunsaker
Staff: Chris Workman

II. URGENT BUSINESS

None

III. APPROVAL OF MINUTES

A. January 25, 2022 minutes

Consensus to approve the minutes (7 members present)

IV. DIRECTION FROM CITY COUNCIL

A. Review of Social Service Agency funding application

- Committee members reviewed aspects of the Social Service Agency funding policy and made various recommended changes to city priorities in reviewing applications for funding.

Consensus reached for Jessica Andrade to forward these recommendations to the Finance and Administration Committee for consideration. (7 members present)

B. Goals & Objectives

Not discussed

V. ANNOUNCEMENTS

Andrade said she would send a survey out about the current structure of the Committee and how things are going in general in order to help with discussions about the memo from Councilor Low.

VI. CO-CHAIR FOR NEXT MEETING

A. April 26, 2022 at 5:30 p.m.

Christopher McMorran agreed to be co-chair next month.

VII. ADJOURNMENT

Meeting adjourned at 7:00 p.m.



MINUTES PHILOMATH INCLUSIVITY AD HOC COMMITTEE

April 26, 2022

5:30 P.M.

Council Chambers; Philomath City Hall
980 Applegate St., Philomath, OR

I. ATTENDANCE

Committee Members: Jessica Andrade, Chas Jones, Teresa Nielson, Christopher McMorran, Cindy Konrad, Maeve Dempsey
Staff: Chris Workman

II. URGENT BUSINESS

none

III. APPROVAL OF MINUTES

A. March 22, 2022 minutes -tabled

IV. DIRECTION FROM CITY COUNCIL

A. Review of Social Service Agency funding application
-Approved by consensus 6 members present

B. Discussion of committee objectives and vision

i. Responding to questions from Councilor Low

- email from Councilor Low summarized by co-chair Christopher
- statements in favor of keeping the committee part of the city
- need for defined goals and objectives such as providing trainings
- committee should serve the council about changes in policy, activities to support, etc., but it should be open and transparent
- October 2020 was when Mayor Jones first mentioned we should have objectives and goals, and the committee still has not fully addressed it
- if the Committee establishes goals and objectives and the Council signs off on them, then the Committee can move forward
- unclear to the council what things are appropriate to send to the Committee because the Committee does not have goals and objectives
- there is a desire to have a more diverse number of community members from underserved populations on the committee
- discussion about goals and objectives has been postponed because of other priorities given to the Committee by the Council
- discussion of safe spaces for conversations and trainings
- focus of the committee should be to improve inclusivity within the local government
- The structure of a city committee would be beneficial for addressing city-related inclusivity issues
- frustration expressed about the lack of progress made
- we are losing people that are interested in inclusivity because we are stuck in the "mud" of trying to get the perfect wordage on the objectives and policies

Consensus to have Jessica pull together the goals and objectives document and share it by May 12 or 14th so it can be discussed at next month's meeting (7 present)

ii. Discussion of Pride event and similar issues

- concerns about the lack of time and the amount of time it would take to plan an event.
- discussion of the process to get an event approved including street closures, parades, insurance, etc. If it were a city event, the Council would need to be briefed and approve it.
- could become an objective and an event the Committee sponsored.
- discussion of an event outside of the prevue of the committee that Rose and Christopher will follow up with Giana to discuss.

V. ANNOUNCEMENTS

None

VI. CO-CHAIR FOR NEXT MEETING & POTENTIAL RETREAT/WORK SESSION SCHEDULING

A. May 24, 2022 at 5:30 p.m.

- Cindy Volunteered

VII. INCLUSIVITY CALENDAR & WOMEN'S HISTORY MONTH

No discussion

VIII. ADJOURNMENT

The meeting was adjourned at 6:52 p.m.



MINUTES PHILOMATH INCLUSIVITY AD HOC COMMITTEE

May 24, 2022

5:30 P.M.

Council Chambers; Philomath City Hall
980 Applegate St., Philomath, OR

I. ATTENDANCE

Committee Members: Jessica Andrade, Chas Jones, Teresa Nielson, Cindy Konrad
Christopher McMorran, Maeve Dempsey, Rose Bricker, Zina Allen
Staff: Chris Workman

II. APPROVAL OF MINUTES

- A. January 25, 2022 minutes –approved by general consensus (6 members present)
- B. March 22, 2022 minutes –moved to next month
- C. April 26, 2022 minutes –moved to next month

III. BUSINESS

A. Continued discussion of committee objectives and vision

- Mission statement has been approved by the Committee and will go to the Council for approval along with the goals and objectives
- Desire to add some type of periodic review and establish a schedule to help not take too much on at once
- Concern raised about having a “liaison” between the City and Tribal Nations due to various sensitivities around this topic

Mayor Chas Jones left the meeting

- Desire to reach out to organizations, Tribes, NAACP, and others to offer assistance once the goals and objectives are established
- Discussion about the use of the term “prioritizing” in point #3 related to accessibility
- Concern about #5 not seeming welcoming or inclusive, but that the “small group” may be referring to the Inclusivity Committee
- Understanding that this document will and should change as the group changes and that’s okay; it’s a living document and we can rebuild action items
- Consensus given on mission statement and points 1, 2, 3, 4.
- Replace #6 with “reviewing actions and practices within City governance and providing improvements as recommendations to city leadership.”
- Under Examples of Objectives in Practice, replace point B.b. with language about reaching out to organizations with a letter offering the Committee’s services.
- Councilor Andrade to prepare draft based on these discussions and email it to the Committee for review and then submit to the City Council

Councilor Teresa Nielson left the meeting

IV. ANNOUNCEMENTS

A. Philomath Pride: June 4th, noon-4pm at City Park shelter #2

- Update given on Philomath Pride event scheduled for June 4th at Shelter 2 in City Park

V. CO-CHAIR FOR NEXT MEETING & POTENTIAL TOPICS

A. Philomath Pride Review

B. Inclusivity Calendar

- Agreement to discuss these two topics and Juneteenth at the next meeting
- Maeve Dempsey volunteered to co-chair next meeting

VI. ADJOURNMENT

The meeting was adjourned at 7:45 p.m.



MINUTES PHILOMATH INCLUSIVITY AD HOC COMMITTEE

June 28, 2022

5:30-7:00 P.M.

Council Chambers; Philomath City Hall
980 Applegate St., Philomath, OR

I. ATTENDANCE

Committee Members: Jessica Andrade, Chas Jones, Van Hunsaker, Maeve Dempsey, Rose Bricker, Zina Allen
Staff: Chris Workman

II. APPROVAL OF MINUTES

- A. March 22, 2022 minutes
- B. April 26, 2022 minutes
- C. May 24, 2022 minutes

Consensus to approve all the minutes; 6 members present

III. BUSINESS

A. Philomath Pride review

- 60-70 people attended
- Looking forward to next year as there was a lot of positive feedback

B. Juneteenth acknowledgement

- Acknowledged this was a missed opportunity and discussion about being more intentional next year
- Discussion about value of proclamations and desire to make them more meaningful, possibly by starting the review process sooner to allow more time for discussion
- An annual calendar should be created and include desired proclamations and other work to be completed by the Committee in a more proactive manner
- Chris agreed to provide a list of current proclamations related to DEI/J

C. Final review of committee goals & objectives

- Replace A.1.a. with the phrase, "Create a process to ensure city documents are reviewed through a diversity, equity, inclusivity, and ability lens prior to adoption or renewal."
- Replace C. with the phrase, "Build and strengthen the City's relationship with Tribal Nations which were forcibly removed from this land, now called Philomath, and research indigenous history in this place to determine how to better enhance our relationships."
- Recognition that this is a "living document" that is subject to change.
- Replace "EDIJ" in D.1. to read "equity, diversity, inclusivity, justice and ability"

Consensus to move these objective forward to the City Council for review and approval

D. Shipley Homestead Historical Marker ceremony:

July 23rd, 11:00 a.m. at Newton Creek Park

- Draft comments look good and Andrade is willing to speak if no one else contacts her wishing to do it instead.

IV. CO-CHAIR FOR NEXT MEETING & POTENTIAL TOPICS

- Val Hunsaker volunteers to co-chair the next meeting

V. ADJOURNMENT

The meeting was adjourned at 5:56 p.m.



MINUTES PHILOMATH INCLUSIVITY AD HOC COMMITTEE

July 26, 2022

5:30-7:00 P.M.

Council Chambers; Philomath City Hall
980 Applegate St., Philomath, OR

I. ATTENDANCE

Committee Members: Zina Allen, Jessica Andrade, Rose Bricker, Maeve Dempsey, Chas Jones, Van Hunsaker, Christopher McMorran, and Teresa Nielson
Staff: Chelsea Starner

II. APPROVAL OF MINUTES – 5:32 p.m.

A. June 28, 2022 minutes

- Consensus to approve minutes as presented.

III. BUSINESS

A. Inclusivity Calendar – 5:33 p.m.

- Concerns that list is too long and that too many proclamations may lose intent.
- Refreshed request to ask staff to let committee know about past proclamations done prior to current Council.
- Discussion about determining what the end goal of the calendar is and how the list might be best used by the committee to prepare ahead for proclamations, recognitions, celebrations, etc.
- Idea to put all days/months of recognition on the calendar so it can be used to promote awareness.
- Discussion about potential to change structure and utilize City social media for awareness; staff request to be mindful of volume of requested posts; committee members offer to do information gathering and present staff with materials to make social media posts.
- Idea about determining what community values are as related to representation and celebrations and how information could be collected such as a survey; staff updated on City capabilities for a survey; committee discussed being focused on what information would be the most useful.
- Committee decision to choose days/months to focus on through the end of the year then revisit the calendar for 2023 after some further information gathering.
- Veteran's Day discussion: note that November is National Veterans and Military Families Month; members would like to recognize this and/or Veteran's Day and will look for events in the area to promote (for this and other awareness days/months).
- Committee discussion about choosing the entire year of awareness days/months ahead of time vs keeping the entire list and looking at it monthly to determine what will be worked on ahead of time. Aside from focus to look ahead through the end of 2022, no consensus was made on either.
- Process for awareness acknowledgement will involve looking at events two months in advance.
- Reminder that committee would like to identify training for Council, committee members, and staff.

Consensus to focus on the following awareness days through 2022: October, Indigenous Peoples' Day (10/2/22); November, Veteran's Day (11/11/22); December, International Day for Persons with Disabilities (12/3/22).

B. Proclamation and Resolution procedures – 6:24 p.m.

- Brief discussion about the committee's thoughts on focusing on proclamations derived from the committee calendar vs also including all Council proclamations.

Consensus appeared to favor former unless the Council makes a special request for additional review by committee.

IV. REPORTS & UPDATES

A. Committee Goals & Objectives – 6:33 p.m.

- Update on Council's review of document. Was reported that minor changes were made which are reflected in the packet attachment and that Council did not need to approve the document.

B. Shipley Family Homestead Historical Marker Ceremony – 6:37 p.m.

- Ceremony went well and included a lot of information related to the Shipley family. Attendance was estimated at 80-100 people. Zina's art was on display at the event, and a number of speakers presented.

C. Resignation acceptance – 6:38 p.m.

- Note that this topic was not approved by Chair or Co-Chair to be placed on the agenda.
- Chair said they will be drafting a report for the August Council meeting related to support from Council members for committee efforts, and encouraged members to reach out with comments ahead of time.
- Announcement that Cindy has resigned.

V. CO-CHAIR FOR NEXT MEETING & POTENTIAL TOPICS – 6:44 p.m.

- Zina Allen volunteered to co-chair the next meeting
- Topics included: Chair's update from City Council meeting report and Indigenous Peoples' Day proclamation.

VI. ADJOURNMENT

The meeting was adjourned at 6:47 p.m.

1 **PHILOMATH**
2 **INCLUSIVITY AD HOC COMMITTEE**
3 Striving for a More Diverse & Just Philomath

4 **MINUTES**
5 August 23, 2022
6 5:30 P.M.
7 Council Chambers; Philomath City Hall
8 980 Applegate St., Philomath, OR

9 City Mission: To promote ethical and responsive municipal government which provides its citizenry with
10 high quality municipal services in an efficient and cost-effective manner.

11 **I. ATTENDANCE**

12 Committee Members: Council co-chair Jessica Andrade, meeting volunteer co-chair Zina Allen, Maeve
13 Dempsey, Teresa Nielson, Christopher McMorran, Van Hunsaker

14 Staff: Chris Workman

15 **II. APPROVAL OF MINUTES**

16 A. July 26, 2022 minutes

17 Christopher McMorran was present.

18 Approved by consensus. (6 members present)

19 **III. URGENT BUSINESS**

20 Start Time: 5:37 PM

21 A. Inclusivity Committee review & direction

- 22
- 23 • Review of memo from co-chair Andrade
 - 24 • Discussion of how the Committee is experiencing attrition and has been derailed by
25 time-sensitive council direction taking precedence over other larger, longer-term items
26 directed by council.
 - 27 • Discussion of the role of the chair, value of having a co-chair, and value of allowing
28 anyone present to be a member.
 - 29 • Discussion of the value of more training for city council, city staff, and Inclusivity
30 Committee members to help everyone establish common language and have a better
31 understanding of the issues.

31 Consensus to table this discussion for a later date (6 members present)

32 **IV. BUSINESS**

33 Start Time: 5:59 PM

34 A. Regional Bias Response Initiative focus groups

- 35
- 36 • Oregon Cascades West Council of Governments hired a consultant to explore bias
37 response. The consultant is holding focus groups.
 - 38 • Jessica attended today's session and encouraged committee members to attend the
39 future focus group.
 - Discussion on history of how the effort was funded and started.

1 • Jessica offered to provide an update to the Committee as the process moves forward.

2 B. Indigenous Peoples' Day Proclamation

3 Start Time: 6:13 PM

- 4 • The proclamation was last updated in 2021. A version had been printed out and given to the
- 5 Siletz Tribe previously, and the report back to the Council was that it was well received.
- 6 • Consensus to recommend resolution approval to the City Council. (6 members present)

7 C. Potential speaker request for Veterans Day

8 Start Time: 6:21 PM

- 9 • Eric Niemann made a request for the Committee to help plan a Veterans Day event with
- 10 the American Legion, featuring a presentation by Dr. Robert Bartlett on the Triple
- 11 Nickles, an All-Black Paratrooper Battalion during WWII.
- 12 • Desire to know more about what a partnership with American Legion would look like.
- 13 • Discussion about the value of the learning opportunity for the community and value of
- 14 the Committee sponsoring/promoting the event.
- 15 • Value of the Committee providing training and learning opportunities.
- 16 • Discussion about the value of the Committee's participation.
- 17 • Jessica agreed to email Eric Niemann and offer the Committee's support/offer to help.

18 Consensus to support the speaker request and help promote it. (6 members present)

19 **V. EVENTUAL BUSINESS**

20 A. Inclusivity calendar

21 Start Time: 6:39 PM

- 22 • Discussion of using the calendar as a tool to plan future events; will soon need to plan
- 23 spotlighting of Inclusivity Calendar event(s) in January and/or February.
- 24 • Value of training in addition to learning opportunities.
- 25 • Discussion about paying presenters for their time.

26 Consensus to discuss this topic at the next meeting. (6 members present)

27 B. Resolution/Proclamation protocols

28 Start Time: 6:41 PM

- 29 • Items were placed on agenda for meeting planning purposes.
- 30 • Committee members to consider how much emphasis the Committee would like to
- 31 place on proclamations and work with Council on this accordingly.
- 32 • Proclamation information prepared by Van to be discussed at a future meeting.

33 **VI. NEXT MEETING**

34 A. Consensus: September 27th at 5:30 PM

35 Start Time: 6:53 PM

36 B. Agenda item topics

- 37 • Committee Review & Direction continued, Training/Budget, Veterans Day Proclamation,
- 38 Triple Nickles Presentation/Veterans Day Event update, Eventual Business

- 1 C. Co-Chair
- 2 • Christopher McMorrان volunteered to co-chair the next meeting
- 3 VII. ADJOURNMENT
- 4 Meeting adjourned at 6:56

1 **PHILOMATH**
2 **INCLUSIVITY AD HOC COMMITTEE**
3 Striving for a More Diverse & Just Philomath

4 **MINUTES**
5 September 27, 2022
6 5:30 P.M.
7 Council Chambers; Philomath City Hall
8 980 Applegate St., Philomath, OR

9 City Mission: To promote ethical and responsive municipal government which provides its citizenry with
10 high quality municipal services in an efficient and cost-effective manner.

11 I. ATTENDANCE

12 Committee Members: Council co-chair Jessica Andrade, Chas Jones, Teresa Nielson, meeting volunteer
13 co-chair Christopher McMorran, Zina Allen

14 Staff: City Manager Chris Workman

15 Guests: Eric Niemann

16 II. APPROVAL OF MINUTES

17 A. August 23, 2022 minutes

18 Consensus to table until a future meeting; 5 members present

19 III. DISCUSSION

20 Start Time: 5:35 PM

21 A. Inclusivity Committee review & direction

- 22 • Training and education should be a priority
- 23 • Council gave approval of goals and objectives and Committee should proceed
- 24 • Open committee position not having been filled yet
- 25 • Discussed reasons for needing to discuss this topic again
- 26 • Focus should be on actions the Committee can take to make the community better
- 27 • Attendance at meetings does not feel inclusive or welcoming as numbers have dwindled
- 28 • Need more people to help figure things out but don't want to invite people until we have
- 29 things figured out
- 30 • Need to do things and be effective as a committee or people will feel burned out
- 31 • Need to see where we can show up and make a difference
- 32 • Feels like there is pushback from the Council toward the Committee and we need to build a
- 33 better relationship with them

34 IV. ANNOUNCEMENTS

35 Start Time: 5:58 PM

- 36 • National Hispanic Heritage month discussed
- 37 • New Benton County Justice System Improvement Program facility meetings ongoing

1 V. BUSINESS

2 A. Budget/trainings

3 Start Time: 6:00 PM

- 4 • City Council has a budget for training each year of \$10,000. If the Committee wishes to use
- 5 some of those funds, it needs to make a request to the Council
- 6 • Zina’s mom was willing to come last year and present for little to no fee, but the Committee
- 7 never moved forward with the opportunity
- 8 • League of Oregon Cities had provided free DEI video trainings, perhaps a facilitator could use
- 9 the videos and make a presentation for a lower cost
- 10 • Affective facilitators can provide a good program for not a lot of money
- 11 • LOC is tracking usage of the videos for elected officials, so they aren’t to be shared with the
- 12 public at this point. Jessica offered to look into what it would take to use them with the
- 13 public
- 14 • There are lots of close-to-home options for training on this topic. Connecting locally is
- 15 important
- 16 • Committee members agreed to reach out to local people to explore concrete options and
- 17 discuss as a committee at the next meeting

18 B. Veterans Day Event Update

19 Start Time: 6:17 PM

- 20 • Changed to in-person event with livestreaming option
- 21 • Eric provided a history of the topic and an update of the program as it is planned
- 22 • November 9, 2022 at 7:00 p.m. followed or preceded by dessert at the Scout Lodge
- 23 • Idea under consideration at Scout Lodge is to have quilts of valor for local veterans
- 24 • Request made for the City to pay for gas and hotel stay and for volunteers to help staff the
- 25 event
- 26 • Recommendation to donate coats and food because it gets cold in the winter
- 27 • Consensus to request the City Council approve supporting this event with a donation of \$500
- 28 • Committee members will look into person contacts for lodging and meals and coordinate
- 29 with Eric directly
- 30 • Individuals to provide feedback about the flier to Eric directly due to time constraints

31 C. Veterans Day Proclamation

32 Start Time: 6:45 PM

33 Consensus to submit proclamation to the Council with updated dates; 4 members present

34 D. Indigenous Peoples Day Proclamation Update

35 Start Time: 6:45 pm

36 Consensus to submit proclamation to the Council with no amendments; 4 members present

37 VI. EVENTUAL BUSINESS

38 A. Inclusivity calendar

39 Tabled

40 B. Resolution/Proclamation protocols

41 Tabled

- 1 VII. NEXT MEETING
- 2 Start Time: 6:46 PM
- 3 A. Meeting date: October 25th, 5:30pm
- 4 B. Agenda item topics –no discussion
- 5 C. Co-Chair –no discussion
- 6 VIII. ADJOURNMENT
- 7 Meeting adjourned 6:47 p.m.

**MINUTES
PHILOMATH
INCLUSIVITY AD HOC COMMITTEE**

October 25, 2022

5:30 P.M.

Council Chambers; Philomath City Hall
980 Applegate St., Philomath, OR

I. ATTENDANCE

Committee Members: Jessica Andrade, Zina Allen, Teresa Nielson, Christopher McMorran,
Chas Jones
Staff: Chris Workman

II. APPROVAL OF MINUTES

A. August 23, 2022 minutes

B. September 27, 2022 minutes

Approved by consensus; five present

III. URGENT BUSINESS

None

IV. BUSINESS

A. Updates & Announcements

Start Time: 5:32 p.m.

- Proclamations sent to Council were approved
- Veterans Day event approved with travel funds of \$600
- Committee Vacancy to remain open until January.
- Bias Response Initiative
 - Background information reviewed.
 - Wed Nov 2 is a Summit reviewing data collected from focus groups and surveys
- Dec. 3 International Day for People with Disabilities.
 - Discussion on how to highlight this day.
 - This year's national theme is "Not all disabilities are visible."
 - Teresa and Zina volunteered to pull information together about events or educational opportunities and send it to Chris. Chris agreed to put this info out to the Committee, allow for feedback from Committee members, and post a link on social media.

Announcements

Start Time: 5:46 p.m.

- Happy Queer History Month
- Veterans Day event coming up
- 2022 Champinefu Series: The Kalapuya Seasonal Round at the Confluence
- Indigenous Peoples' Day Celebration event coming up
- Travel Oregon Resources: Travel Guide to Oregon Indian Country and Oregon Accessible Trails

B. Committee Retention & Recruitment

Start Time: 5:50 p.m.

- Potential reasons for decreasing membership was discussed.
- Potential ways to effectively reach out to new members was discussed.
- Discussion of having a rotating council member attend verses three static council members with pros and cons.
- Discussion of structure of the committee.
- Events like the Veterans Day presentation are good opportunities to invite others to join. Especially other organizations.

- 1 • Should revisit tenure of the chair person to increase continuity from month to
- 2 month.
- 3 • Filling the vacancy
- 4 • Discussion of how to best fill vacancies and use of criteria to make selections.
- 5 • Constituents to use current application which includes written questions.
- 6

7 V. NEXT MEETING

8 Start Time: 6:43 p.m.

- 9 A. November 22nd or another day? at 5:30 PM
- 10 • Agreement to send a Doodle Poll out to find a meeting date the first or second
- 11 week of December instead of the Nov and Dec meetings.
- 12 B. Agenda item topics – Training.
- 13 C. Co-Chair – To be determined.
- 14

15 C. Training & Budget

16 Start Time: 6:51 p.m.

- 17 • Discussion about potential of LOC prerecorded trainings or JEDI training through
- 18 contact at Western Oregon University.
- 19 • City has \$8300 left in what was budgeted for training this budget year.
- 20 • Staff can handle properly noticing potential quorum issues.
- 21 • The Committee will need to discuss what type of training is needed and then we
- 22 can start working toward dates.
- 23

24 VI. EVENTUAL BUSINESS

- 25 A. Inclusivity Calendar – not addressed.
- 26 B. Proclamation & Resolution Procedures – not addressed.
- 27

28 VII. ADJOURNMENT

29 Meeting adjourned at 6:58