

**MINUTES**  
**PHILOMATH**  
**INCLUSIVITY AD HOC COMMITTEE**  
February 28, 2023  
5:30 P.M.  
Council Chambers; Philomath City Hall  
980 Applegate St., Philomath, OR

I. ATTENDANCE

Committee Members: Jessica Andrade, Zina Allen, Diane Crocker, Jane Sherwood, Oriana Mulatero, Christopher McMorran, Nora Smith.  
Others in attendance: Van Hunsaker and Rose Bricker.  
Staff: Chris Workman

II. APPROVAL OF MINUTES

A. October 25, 2022 minutes. Minutes approved by consensus; nine present.

III. URGENT BUSINESS

Chris announced the release of a short video produced and now available to view online about the Shipley Family, including appearances by Mayor Jones, Jessica Andrade and others that spoke at the Shipley Historical marker ribbon cutting ceremony.

Rose announced a planning meeting on March 13<sup>th</sup> for the 2023 pride event. The meeting will be at the library from 6-7 p.m. The event is scheduled for June 11<sup>th</sup> at the Kugler Shelter at City Park.

Christopher said he would speak with Rose offline about potential funding support from the Council for these types of events.

IV. BUSINESS

A. Welcome & Committee Co-Chair.

- Discussion of current makeup of the Committee and potential future discussion on the rotating co-chair concept.
- Types of activities and tasks conducted by the Committee.
- Process for appointment to official positions and current vacancy opportunity reviewed.
- Co-chair and meeting preparation format discussed.
- Designation of a three-month co-chair was discussed and agreed to by consensus.
- Jessica re-appointed by consensus as Council Co-chair.
- Jane volunteered to serve as Co-chair for the next three months.
- Oriana volunteered to serve as the Co-chair for the following three months.

B. Updates & Announcements

- OCWCOG Regional Bias Response project status updated.
- International Day of Disabilities and Black History Month noted.
- Submittal of information sharing to staff reviewed.
- Expansion of networking within community and community organizations suggested.
- Discussion about partnership with local Tribes deferred to Committee priorities.

C. Equity, Diversity, Inclusion and Accessibility (EDIA) Training & Budget

- Status update of available training budget reviewed.
- Training options included in the agenda packet discussed.
- Target audience of City Council, staff, and/or members of the public discussed.
- Emphasis on speakers versus targeted training discussed.

- 1 • Effective engagement in a training session and public broadcasting.
- 2 • Development of a training proposal to put before the Council.
- 3 • Committee past history and relationship for basis for future Committee focus
- 4 discussed.
- 5 • Finalizing training recommendation scheduled for next meeting.
- 6 • Funds for training within the Council budget discussed.

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8 D. Committee Priorities

- 9 • Committee requested to review priorities.

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11 E. 2023 EDIA Learning Opportunities and Celebrations

- 12 • Committee requested to review priorities.

13  
14 V. EVENTUAL BUSINESS

15 A. Proclamation & Resolution Procedures

- 16 • No action.

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18 VI. NEXT MEETING

19 A. March 28 at 5:30 PM

- 20 • Current meeting schedule for fourth Tuesday of the month agreed to by consensus.
- 21 • Committee requested to submit any suggested meeting time changes to Jessica.

22  
23 VII. ADJOURNMENT

24 Meeting adjourned at 7:02

**MINUTES  
PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE**

March 28, 2023

5:30 P.M.

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

I. ATTENDANCE

Committee Members: Jessica Andrade, Zina Allen, Diane Crocker, Jane Sherwood, Oriana Mulatero, Lauri Lehman Teresa Nielson, Christopher McMorrان, Nora Smith.

Others in attendance: Van Hunsaker

Staff: Chris Workman

II. APPROVAL OF MINUTES

A. February 28, 2023, minutes

Tabled until the March meeting

III. URGENT BUSINESS

None

IV. BUSINESS

A. Updates & Announcements

Start Time: 5:33 p.m.

- Jessica Andrade discussed an issue related to selection of committee members in the past

B. Equity, Diversity, Inclusion and Accessibility (EDIA) Training & Budget

Start Time: 5:37 p.m.

- Reviewed training list provided in packet and discussed trainings based on benefits, timing, and cost
- Comments related to who the target audience is and what participation looks like
  - City Council and staff were noted as intended audience but some trainings are flat rate so could include more groups
  - Concerns over how to determine who would benefit from introductory training vs intermediate training
  - Counter that training is intended for City Council, that staff already receives training, and that maybe other groups like the School Board and Chamber of Commerce could be invited
  - Additional option for training by a local NAACP member was presented
  - Further discussion on who attendees would be; potential to invite other City boards and committees, and not other outside groups
  - Chris Workman generally noted which positions have received EDIA training and which may not have
  - Zina Allen offered to help with accessibility resources
  - Committee consensus to recommend Oregon State University's Institutional Education for DEI training
  - Recommendation that staff attend as well to ensure consistency in training
  - Logistics of training and requiring non-exempt City staff to come in during evenings and weekends
  - LOC survey related to training cities would like to see has been emailed out; recommendation to complete the survey
  - Concern about pushing training on folks who do not want to participate

- Final recommendation to City Council is to move forward with Oregon State University's Institutional Education for DEI training for, at a minimum, City

1 Council members, and for them to discuss adding other City Board and  
2 Committee members, and City staff.

3  
4 C. Committee Priorities

5 Start Time: 6:10 p.m.

- 6 • Suggestion for a calendar of activities and proclamations to be included in the  
7 minutes and to be published
- 8 • Discussion of history of the calendar as well as the previously discussed intention  
9 to work on/recommend proclamations in a timely manner
- 10 • Determining where to spend time i.e., monthly proclamations or activities
- 11 • Idea to gather feedback from the community about types of events community  
12 members would like to see
- 13 • Discussion about the importance of removing systemic barriers and challenges  
14 as related to going through policies and charters
- 15 • Request to formalize a move to put the calendar events/dates of importance on  
16 the City website and ask the Mayor to work on recommended proclamations
- 17 • Recommendation to put all of the the days/months in the City's monthly  
18 communication; Chris Workman discussed the Philomath specific nature of the  
19 newsletter as well as constant space limitations for the printed newsletter
- 20 • Suggestion to limit printing in the newsletter to events only and use other formats  
21 for awareness
- 22 • Clarification of the intent of the calendar to include actionable items; that it is not  
23 intended to just be shared as a day of awareness
- 24 • Discussion about the Committee creating a separate newsletter; concerns over  
25 ability of the Committee to get this task completed
- 26 • Request for members to meet in person and not via Zoom; accessibility reasons  
27 were mentioned
- 28 • Suggestion presented to have member volunteers take on a task to look at and  
29 bring suggestions back to Committee
  - 30 ○ Inclusivity Calendar: Van Hunsaker and Zina Allen
  - 31 ○ Identifying and removing systemic barriers and challenges: Oriana  
32 Mulatero and Christopher McMorran

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34 D. 2023 EDIA Learning Opportunities and Celebrations

- 35 • Discussion included in Item IV.C.

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37 V. EVENTUAL BUSINESS

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39 VI. NEXT MEETING

40 Start Time: 6:59 p.m.

41 A. April 25 at 5:30 PM

42 B. Agenda item topics

- 43 • Highlights related to the Inclusivity Calendar and Identifying and removing  
44 systemic barriers and challenges (hiring procedures)
- 45 • Training feedback from City Council
- 46 • Proclamation and resolution procedures

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48 VII. ADJOURNMENT

49 Meeting adjourned at 6:58

**MINUTES  
PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE**

April 25, 2023

5:30 P.M.

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

I. ATTENDANCE

Committee Members: Jessica Andrade, Zina Allen, Jane Sherwood, Christopher McMorran, Nora Smith and Lauri Lehman.

Others in attendance: Van Hunsaker and Rose Bricker.

Staff: Chelsea Starner

II. APPROVAL OF MINUTES

A. February 28, 2023, and March 28, 2023 minutes

- Correction on February 28, 2023 minutes to list Rose Bricker under "Others in attendance."
- No other objections to minutes.

III. URGENT BUSINESS

A. Reconsideration of training

- Proposal to revisit training decision and consider using Jason Dorsett as a smaller-scale initial training.
- Approval by City Council of OSU training reviewed.
- Discussion about requesting an increase to the Council training budget to \$14,000.

IV. BUSINESS

A. Updates & Announcements

Start Time: 5:43 p.m.

- None.

B. Committee Web Page

Start Time: 5:43 p.m.

- Request for an outward-facing presence and internal information sharing method reviewed.
- Public records and ability to delete documents discussed.
- Meeting summaries suggested.
- Security of documents discussed.
- Consensus approval for concept.

C. City-Related Systemic Barriers

Start Time: 5:50 p.m.

- Suggestion that public-facing staff be required to have DEI training.
- DEI training received by staff at conferences attended.
- Identifying gaps of staff not receiving training suggested.
- Review process of job descriptions and recent pay equity study discussed.
- Division of responsibilities regarding update of job descriptions discussed.
- Re-assessment process of job descriptions due to staff changes.
- Discussion about Council direction of Committee responsibilities for reviewing City processes and documents.
- Staff training for reviewing documents discussed.
- Other types of reviews the Committee could be focused on suggested.
- Opportunities to post more documents on the City's website discussed.
- Collection of demographic information and recruitment statistics discussed.

- 1 • Seeking ways to attract more current residents in recruitments discussed.
- 2 • Brainstorming types of youth interaction discussed.

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D. Inclusivity Calendar

Start Time: 6:34 p.m.

- Draft calendar introduced and reviewed.
- Identification of biggest events to promote discussed.
- Expansion of proclamations to include background information suggested.
- Whether or not to produce a proclamation every month discussed.
- Review of a proclamation for July to be presented at May Committee meeting.

E. Pride Event Update

Start Time: 6:53 p.m.

- Event scheduled from June 11 from 1 to 4 p.m.
- Planning meeting May 11 at 6 p.m.
- Event at City Park, Kugler Shelter.

V. EVENTUAL BUSINESS

A. Proclamation & Resolution Procedures

- No further discussion.

VI. NEXT MEETING

A. May 23 at 5:30 PM

B. Agenda item topics

- No further discussion.

VII. ADJOURNMENT

Meeting adjourned at 6:56 p.m.

Meeting minutes by Ruth Post, MMC, City Recorder

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**PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE  
MINUTES**

May 23, 2023  
5:30 P.M.

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

I. ATTENDANCE

Rose Bricker, Jessica Andrade, Christopher McMorran, Van Hunsaker, Lauri Lehman and Jane Sherwood.  
Staff: Chris Workman

II. APPROVAL OF MINUTES

A. April 25, 2023, minutes  
Not available.

III. URGENT BUSINESS – none

IV. BUSINESS

A. Updates & Announcements

1. Resignation of Oriana Mulatero.

Start Time: 5:31 p.m.

2. Philomath Pride event

Start Time: 5:32 p.m.

Coming up on June 11 from 1 to 4 p.m. at Kugler Hall in City Park. Committee invited to provide outreach materials. Volunteers for vibe-checking peacekeepers still sought. Collaboration on flyer about Inclusivity Committee to be distribute discussed.

3. Revisiting training recommendation

Start Time: 5:37 p.m.

Training options including date and time considerations, Oregon State University, YWCA and Western Oregon University options, NAACP involvement, duration of training, Council participation discussed.

Consensus to add the JEDI training option for Council consideration.

B. Independence Day Proclamation

Start Time: 5:50 p.m.

Van reviewed the proclamation as presented.

Timing of presentation to the Council for approval discussed.

Agreement to submit current version with minor revisions and consider additional revisions prior to next year.

Dividing up presidential proclamations to review discussed.

City Systemic Barriers

Start Time: 6:03 p.m.

Discussion deferred until next meeting.

C. Resolution Proclaiming Inclusivity

Start Time: 6:04 p.m.

Annual review as directed by Council.

Rephrasing of #3 discussed to delete “and those who display racism” discussed.

1 Discussion about #7 to possibly include “strives to be”.  
2 Discussion about consistency of statements related to what types of discrimination are  
3 addressed and expansion of references to racism as a specific group.  
4 Additional wording adjustments and review discussed with a plan conduct further review  
5 prior to the 2024 resolution.  
6

7 D. Resource Library  
8 Start Time: 6:23 p.m.  
9 Partnering with the public library to develop a list of DEI books discussed.  
10 Using the new DEI web page to promote books available at the library discussed.  
11 Development of a vetting process discussed.  
12 To be revisited at the June meeting.

13 V. EVENTUAL BUSINESS

14 A. Proclamation & Resolution procedures  
15 No discussion.

16 VI. NEXT MEETING

17 A. June 27, 2023, at 5:30 PM  
18 Start Time: 6:30 p.m.  
19 Van volunteered to chair next meeting.  
20

21 B. Agenda item topics  
22 June agenda topics reviewed, including: resource library, revisiting systemic barriers,  
23 National Hispanic Latino Heritage month, committee recruitment and retention  
24 strategies, training topic, and inviting NAACP guest speakers.

25 VII. ADJOURNMENT 6:40 p.m.

26 Minutes prepared by Ruth Post, MMC, City Recorder  
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**PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE  
MINUTES**

June 27, 2023  
5:30 P.M.

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

I. ATTENDANCE

Hunsaker, Andrade, Smith, Crocker, McMorran, Root and Sherwood  
Staff: Chris Workman

II. APPROVAL OF MINUTES

A. April 25, 2023, minutes

Discussion on meaning of public facing staff or staff that associates with the Council regarding who would be taking the training. Clarification of whoever can come would be invited.

Minutes approved by consensus; 7 present

Arrival of Darlene Root

B. May 23, 2023, minutes –not available

III. URGENT BUSINESS – none

IV. BUSINESS

A. Updates & Announcements

1. Discussion of training options discussed at the City Council meeting; Council is making a final decision on what training will work for their schedules.

2. Pride event held June 11; good attendance; discussion about conflict with graduation weekend and effort to avoid conflicts as much as possible.

B. Inclusivity Committee Webpage introduction

1. Review of layout; good start/well done; effort to make it more appealing to broader community; avoid stock photos; discussion of effort to make this outward facing;

Staff will populate and the Committee will provide direction.

Suggestion to add Bias Response to resource section.

C. Proclamation & Resolution Procedures

1. Procedures document was presented

Albany's website lists the various proclamation on the website; recommendation to add list of recently approved proclamations on the Committee's webpage and a link to the proclamation submittal page.

Consensus to use the policy as presented; 7 present

D. National Hispanic & Latino Heritage Month proclamation introduction

Start Time: 6:11 p.m.

1. Discussion on changing language about "building" an immigration policy and the last "Whereas" clause because they don't feel as connected to local examples or efforts; remove "national" from declaration clause.

- 1 Agreement for committee members to think of local examples prior to next month's  
2 meeting.  
3 Look to include language to add reference to Indigenous Hispanic or Latino people  
4 that where here before and did not immigrate here.  
5  
6 E. Ordinance & Procedure Barriers introduction  
7 1. Diane agreed to work with Christopher on looking at the city charter and code to look  
8 for areas that unintentionally discriminate or could lead to making people feel less  
9 welcome; suggestion to work with city manager to review docs.  
10  
11 F. DEI Resource Library Vetting Process introduction  
12 1. Review of email correspondence with Corvallis/Benton County Library staff;  
13 suggestion for the committee to make a monthly recommendation of resources  
14 available –possibly with a tie to the monthly proclamation; focus on recommending  
15 reference materials and working with the library.  
16 Christopher to ask Philomath Library to start accumulating reference material for  
17 National Hispanic and Latino Heritage month.  
18  
19 G. Committee Member Recruitment introduction  
20 Start Time: 6:42 p.m.  
21 1. Publicize on city website, reach out to community places of worship, weekly news  
22 email, community groups, social media, and community businesses.  
23 2. Discussion of retention efforts and value in showing this is a rewarding committee to  
24 participate on.  
25  
26 V. EVENTUAL BUSINESS  
27 A. DEI Training/Educational Opportunities Plan  
28 1. Discussion of following up with NAACP and other organizations to have guest  
29 speakers come in.  
30 VI. NEXT MEETING  
31 A. July 25, 2023, at 5:30 PM  
32 B. Agenda item topics  
33 VII. ADJOURNMENT 6:56 p.m.  
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**PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE  
MINUTES**

July 25, 2023  
5:30 P.M.

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

I. ATTENDANCE

Jessica Andrade, Diane Crocker, Christopher McMorran, Van Hunsaker, Zina Allen, Jane Sherwood, Nora Smith, Lauri Lehman, and Rose Bricker.

II. APPROVAL OF MINUTES

A. May 23, 2023 minutes

B. June 27, 2023 minutes

Approved by consensus, 8 present.

III. URGENT BUSINESS

None.

IV. BUSINESS

A. Updates & Announcements

Start Time: 5:34 p.m.

- Discussion of coordination with library on having books and other educational materials available to the community in sync with monthly proclamations
- Discussion of coordinating efforts with the Mayor or Tribes about learning opportunities in coordination with Indigenous People's Day.
- Library already has a speaker series for discussions of Kalapuya and Indigenous people; we should have more of that sort of thing.
- Idea shared of events in the past where coordination with the Siletz Tribe was beneficial.

B. DEI webpage

Start Time: 5:46 p.m.

- Positive feedback from committee members on the changes that were made
- Agreement to do some promotion of events on the website.
- References and Resources could link to NAACP, Trauma-Informed Oregon, and other organizations by linking pages rather than all events.
- Focus should stay on Philomath events and topics, with a little time spent at each meeting discussing highlights for the website.
- Idea shared to hold a "what's happening in Philomath" event at some point.
- Members to send photos of recent pride events to Ruth to add to events page .

C. National Hispanic & Latino Heritage Month proclamation approval

Start Time: 5:56 p.m.

- Review of Jessica's added suggestions.
- Discussion about the current use of the term "Latinx" and agreement to use this gender-neutral term throughout the document.
- Agreement to add the suggestions at the front of the document.

- 1 • Discussion of use of the term faith and religion in the document; edit to, “Whereas,
- 2 many of our deepest values...”
- 3 • Last Whereas clause, use term, “integral to the fabric of the...”
- 4
- 5 D. Committee Member Recruitment Process possible approval
- 6 Start Time: 6:17 p.m.
- 7 • Discussion about who the document is intended for, only those appointed by the
- 8 Council or anyone attending meetings.
- 9 • Recommendations discussed to make clarifications about appointed members and
- 10 what they are committing to.
- 11 • Importance of elected and appointed officials being “public officials.”
- 12 • Distinction between appointed members and attending members to be captured in the
- 13 document.
- 14 • Van and Jessica to revise and bring back a final draft.
- 15 E. Indigenous Peoples’ Day proclamation introduction
- 16 Start Time: 6:37 p.m.
- 17 • Update the date and resolution numbers.
- 18 • Bring to Council in October for consideration.
- 19 F. Disability Employment Awareness Month proclamation introduction
- 20 Start Time: 6:40 p.m.
- 21 • Zina volunteered to provide feedback directly to Van before the next meeting.
- 22 • Discussion about use of term “productive.”
- 23 • Use the term “Philomath City Council” in all proclamations – consensus given.
- 24 G. Ordinance & Procedure Barriers introduction
- 25 Start Time: 6:46 p.m.
- 26 • Christopher reviewed the document Diane and he had prepared with
- 27 recommendations.
- 28 • Agreement to individually review and provide suggestions.
- 29
- 30 V. NEXT MEETING
- 31 A. August 22, 2023, at 5:30 PM
- 32 Start Time: 7:04 p.m.
- 33 B. Agenda item topics – DEI Training/Educational Opportunities Plan intro, Black & African
- 34 American Heritage Month activity discussion
- 35 VI. ADJOURNMENT
- 36 Adjourned 7:09 p.m.



# MINUTES PHILOMATH INCLUSIVITY AD HOC COMMITTEE

*Striving for a More Diverse & Just Philomath*

August 22, 2023

5:30 P.M.

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

I. ATTENDANCE – 2 min

Van Hunsaker, Jessica Andrade, Jane, Rose Bricker, Diane Crocker, Christopher McMorran, Lauri Lehman, Chris Workman (staff)

II. APPROVAL OF MINUTES – 3 min

A. July 25, 2023 minutes

Approved by consensus (7 present)

III. URGENT BUSINESS – 5 min

- Jessica read a letter of explanation for a petition in support of making Indigenous People's Day a paid holiday for employees and not holding school on this day.
- Agreement to have individuals in attendance sign the petition and for Jessica to sign on behalf of the Committee.

IV. BUSINESS

A. Updates & Announcements – 5 min

- Van said Mayor Jones had agreed to reach out to someone to have them speak for Indigenous People's Day.
- Concern raised about the need for the Committee to be intentional about the training and learning opportunities we provide the community.
- Agreement to have Mayor Jones reach out to a speaker and let the Committee know when he has someone lined up. Staff will work with the committee to find a good night for the presentation/event.

B. DEI Webpage Content Procedures – 10 min

- Van discussed process of notifying the chair one week prior to the meeting, sending the information out to the members, then discussing the item as a Committee.
- Chris recommended a less formal process of running an idea by the Chair and having the chair provide the information to Ruth.
- Consensus for Van to write up a procedure of a less-formal process

Arlee arrived and was welcomed by the Committee members. She had been invited by Zina.

C. Operations and Recruitment – 15 min

- Van introduced the procedures.
- Change A(2) "powers" to "equitable platform"
- Discussion to add clarity to C(4) that the at-large committee member would serve as co-chair for three months

D. Disability Employment Awareness Month proclamation – 5 min

- Minor scrivener's errors were corrected. This proclamation is ready to go to the City Council for consideration.

E. City Accessibility – 15 min

- Christopher gave an overview of the document he and Diane had put together and provided the Committee.
- Discussion of a “City Hall Day” where people could come voice their concerns and meet people that help run the city.
- Ideas shared of partnering with another event, like first day of Farmers Market, or other event and having an interactive event like a spelling B.
- Consensus to pursue expansion of city hall hours, planning an event for public engagement, remote appearances for municipal court, quarterly town hall meetings with relevant topics, the survey and door knocking.

F. Training and Educational Opportunities plan – 15 min

- The Committee prepared a list of trainings available and we should use it as a resource. Jason Dorset would be a good speaker as well to add to this list.
- Educational opportunities are also important and we should plan ahead and be mindful of what types of educational opportunities we provide.
- Jessica provided an update on the Council training that is getting scheduled.
- Topics for education could be in sync with proclamations being done.
- Van and Jessica to work together to bring a written proposal together.

G. Black and African Heritage Month activities – 15 min

- Event to be planned for February next year along with Juneteenth.
- Zina will prepare some written recommendations on things we can do to celebrate

V. NEXT MEETING

A. September 26, 2023, at 5:30 PM

- Rose volunteered to co-chair the next three meetings
- Christopher will follow up with the library for the list of books to share of the website.

B. Agenda item topics – DEI webpage, Accessibility, Training/Educational Opportunities plan, Black & African American Heritage Month activities

VI. ADJOURNMENT

7:03 p.m.



**MINUTES  
PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE**

*Striving for a More Diverse & Just Philomath*

September 26, 2023

5:30 P.M.

Council Chambers; Philomath City Hall

980 Applegate St., Philomath, OR

I. ATTENDANCE

Meeting called to order at 5:34.

Committee Members Present: Rose Bricker, Jessica Andrade, Lauri Lehman, Diane Crocker, Zina Allen

Staff: City Manager City Workman

II. APPROVAL OF MINUTES

A. August 22, 2023 minutes

Approved by consensus (five present)

III. URGENT BUSINESS

- Noted that fall is here and people should consider donating blankets and coats to the shelter.
- Indigenous People's Day learning opportunity scheduled for Oct. 9 at City Hall from 6-6:45.

IV. BUSINESS

A. Updates & Announcements

- Concept of developing a living binder discussed.
- City Council training approved and getting scheduled.
- Proclamation Procedures were approved
- Indigenous People's Day Proclamation was approved by the Council and will be read at the Council meeting on the 9<sup>th</sup>.
- Zoom was used for appearances at Monday's municipal court, other accessibility topics will follow, such as staying open an extra hour on a regular basis.

Nora arrived at 5:48

B. DEI Webpage Content Procedures

- Approved by consensus (six present)

C. Educational Opportunities Plan

- Discussion of the plan that Rose prepared lining out the next two years, with events in February, June and November each year.
- Discussion of how the committee will balance months when there are multiple topics.
- Discussion of "Day" celebrations and awareness compared to a "month." Agreement to consider each of them as "awareness" rather than day or month

Consensus to approve the Educational Opportunities Plan as presented (six present)

D. Indigenous Peoples' Day state holiday letter of support

- City Council discussed the request at its last meeting and decided not to support signed the petition as a body. Various objections were cited, but the Council did ask that the Inclusivity Committee consider drafting a letter of support for this effort.
- Concerns discussed about the desire to not change the language in the petition any more than necessary and where the text in the letter originated from.

1 • Jessica offered to follow up with the source she got it from to find out more about the  
2 background of the petition.

3 E. Veterans’ Day Proclamation  
4 • Reviewed last year’s resolution and no changes were recommended other than  
5 updating the dates.

6 Consensus to approve for Council Consideration (six present)

7  
8 F. Black History Month ideas  
9 • Discussion of ideas presented by Rose and Zina included in the meeting packet.  
10 • Abbreviated Citizen’s Academy/Community Sharing Night was promoted and Lori  
11 volunteered to help coordinate efforts to combine with another event already taking  
12 place.  
13 • Diane volunteered to reach out to the school district about coordinating efforts.

14  
15 Zina resigned from the board and expressed her appreciation for everything the committee  
16 has been working on.

17  
18 V. NEXT MEETING

- 19 A. October 24, 2023, at 5:30 PM  
20 B. Agenda item topics – Black History Month activity ideas, Inclusivity Calendar revisit,  
21 Heritage Celebration banners

22 VI. ADJOURNMENT

23  
24 **PUBLIC COMMENTS:** The public is encouraged to submit questions or comments about any agenda  
25 item in advance of the meeting to [chris.workman@philomathoregon.gov](mailto:chris.workman@philomathoregon.gov) for distribution to the Committee.  
26

27 **MEETING ACCESS INFORMATION:**  
28 This meeting is being held in-person at the City Hall Council Chambers, and the public is invited to attend.  
29 Public participation is also available via written or electronic participation. City meetings are live-streamed on the  
30 City’s YouTube channel at: [City of Philomath - YouTube](#). This is a public page; no account or user fee is  
31 required.  
32

33 Given two business days’ notice, an interpreter can be provided for the hearing impaired or those with  
34 limited proficiency in English.

35  
36 Contact the City Manager’s Office to make interpreter or electronic participation arrangements:  
37 541-929-6148; [cityhall@philomathoregon.gov](mailto:cityhall@philomathoregon.gov); PO Box 400, Philomath, OR 97370  
38

39 **Opportunities to Comment**

<u>Methods:</u>	<u>Must be received by:</u>
40 1. Sign up to participate by contacting City Hall	4:00 p.m. the day of the meeting
41 2. Email written comments to City Hall	12:00 p.m. the day of the meeting
42 3. Drop written comments at City Hall	12:00 p.m. the day of the meeting
43 4. Mail written comments to City Hall	12:00 p.m. the day of the meeting



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**MINUTES  
PHILOMATH  
INCLUSIVITY AD HOC COMMITTEE**

October 24, 2023

5:30 P.M.

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

9 **I. ATTENDANCE**

10 Meeting called to order at 5:33 p.m.

11 Committee Members Present: Jessica Andrade, Rose Bricker, Diane Crocker, Lauri Lehman,  
12 Amanda Polley, Jane Sherwood, and Nora Smith

13 Staff: Assistant City Manager Chelsea Starnier

14 **II. APPROVAL OF MINUTES**

15 **A. September 26, 2023 minutes**

16 *Approved by consensus (six present)*

17  
18 **III. URGENT BUSINESS**

19 **A. Welcome to new members**

- 20 • Welcome to new member Amanda Polly.
- 21 • Rose Bricker is now an official member.

22  
23 **B. Previous resignation**

- 24 • Zina Allen resigned at the end of the September meeting due to concerns that ideas  
25 were not being considered, and lack of group action. Will continue to be a resource.

26 **C. Reflections on last committee meeting**

- 27 • Opened the floor for discussions about the last meeting.
- 28 • Seeing none, moved discussion to end of meeting to revisit.

29  
30 **IV. BUSINESS**

31 **A. Updates & Announcements**

- 32 • Thank you for Dr. Luhui Whitebear who came to speak about Indigenous Peoples'  
33 Day on 10/9/2023.
- 34 • Resolution Declaring Disability Employment Awareness Month was approved by  
35 Council.
- 36 • Living binder was discussion, a document that helps keep materials in one place, to  
37 reference and to validate new ideas and incorporate them into the future.
- 38 • City DEI web page
  - 39 ○ Staff link to indigenous talks at Library, Jessica to send to Ruth Post.
  - 40 ○ Oregon Department of Justice Bias Response Hotline website - was  
41 recommended to add link to the DEI page. Consensus was to add the page  
42 to the website.
- 43 • DEI training update from Chris Workman; still in progress.
- 44 • Veterans' Day proclamation was passed by City Council.

45  
46 **B. Heritage Celebration/Awareness banners (Diane provided handout)**

- 47 • Asked staff to report data on how many people visit the DEI page.
- 48 • Diane explained the process of producing banners for National Hispanic Latino  
49 Heritage Month.
- 50 • Examples were shared for Veterans' Day example and Latino Heritage months.
- 51 • Suggestion to use tribal symbols for a future banner to connect the community to the  
52 people being honored.

- 1 • Lauri voiced approval and noted this is a way to further outreach after a
- 2 proclamation.
- 3 • Discussion about how the people honored on the banners would be decided in the
- 4 future.
- 5 • Support for honoring specific people so there is a connection to the stories.
- 6 • Suggestion to find donors for the banners.
- 7 • Potential budget options were discussed.
- 8 • Discussion about potential banner locations: on Applegate in front of City Hall and a
- 9 location on Main Street.
- 10 • Chelsea talked pole location logistics and noted staff should check to ensure they will
- 11 remain through the month they are to be installed (due to streetscape project).
- 12 • Concern about Juan Rodriguez Cabrillo being controversial was discussed. An idea
- 13 moving forward is to research honorees prior to making banners.
- 14 • Jessica asked to move ahead but discuss the Latino banner next year prior to putting
- 15 it up.
- 16 • Veterans' Day banner was discussed: Suggestion for white text box at bottom of
- 17 photo instead of graphics; note that the flag might be backwards; discussion on ADA
- 18 compliance with font; note to check for punctuation consistency.
- 19 *Committee consensus to move forward with all of the suggested changes.*
- 20 • Lauri offered to help review designs.
- 21 • Talk about January/February banners at next meeting.
- 22

### 23 **C. Indigenous Peoples' Day holiday letter of support**

- 24 • Council has asked that the committee draft a letter of support to make Indigenous
- 25 Peoples' Day a paid state holiday and day off school for Oregonians.
- 26 • The committee reviewed the draft letter of support:
- 27 • Lauri gave a thumbs up on taking the letter to City Council as presented; Jessica
- 28 shared the sentiment. Diane shared concerns with how the letter is written.
- 29 *Consensus to take the letter to Council.*
- 30 • Rose noted that individuals can sign the petition if desired; Jessica to send like to
- 31 committee.
- 32 • Diane voiced the desire to know the source of the petition to better understand the
- 33 background.
- 34 •

### 35 **D. Universal Human Rights Month social media post**

- 36 • Amanda asked if the Inclusivity Committee has a separate Facebook account.
- 37 • *Post accepted by consensus with minor changes.*
- 38

### 39 **E. Black History Month activity ideas**

- 40 • Reviewed the email shared by Eric Niemann related to a movie event.
- 41 • Rose shared a discussion had with Zina Allen who would like to participate in a Black
- 42 History Month event. Suggested topics were black history in Philomath, Zina's story
- 43 of growing up in Philomath, and Dr. Richards sharing stories about land use and
- 44 agriculture.
- 45 • Amanda asked if both ideas could be incorporated into the event.
- 46 • Diane noted Jason Dorsette of the local NAACP might be able to participate as well.
- 47 • Discussion about potential locations: speaking event at the Museum and film event
- 48 at the High School.
- 49 • Summary of discussion: committee support for both events; Jessica to follow up with
- 50 Eric; Rose to follow up with Zina; both will report back at the next meeting.
- 51 • Compensation was discussed. Chelsea will ask Chris Workman to review the
- 52 process and work with Jessica to decide how to proceed with Council approval for
- 53 compensation.
- 54

1 **V. NEXT MEETING**

2 **A. November 21, 2023, at 5:30 PM (Note: Confirm quorum due to holiday weekend)**

- 3 • Meeting was corrected to be November 28, 2023, and there should be a quorum.

4

5 **B. Agenda item topics**

- 6 • Poverty in America Awareness month social media post, more details about Black  
7 History Month events & proclamation.
- 8 • Continuation of banner discussion.

9

10 **Other:**

- 11 • Lauri noted a minor error in the September 26, 2023 minutes, line 19, “hear” should  
12 be “here”.
- 13 • Diane updated on reaching out to Superintendent and Middle School Principal  
14 regarding Black History Month events and said the feedback was to do it in the  
15 evening. Discussion about logistics: The movie event could be mid-week during  
16 evening hours and the cost should be lower mid-week.
- 17 • Rose’s reflections on prior meeting discussion related to the Indigenous Peoples’  
18 petition. Rose provided a handout and asked committee members to continue the  
19 open dialog at future meetings.

20 **ADJOURNMENT**

21 7:16 p.m.

22

23 Meeting notes: Chelsea Starner, Assistant City Manager

1 **MINUTES**  
2 **PHILOMATH**  
3 **INCLUSIVITY AD HOC COMMITTEE**

4 November 28, 2023

5 5:30 P.M.

6 Council Chambers; Philomath City Hall  
7 980 Applegate St., Philomath, OR  
8

9 I. ATTENDANCE

10 Meeting called to order at 5:33 p.m.

11 Committee Members Present: Jessica Andrade, Rose Bricker, Diane Crocker, Lauri Lehman,  
12 Amanda Polley, Nora Smith, Jane Sherwood

13 Staff: City Manager Chris Workman  
14

15 II. APPROVAL OF MINUTES

- 16 • October 24, 2023 minutes –added Jane as an attendant
- 17 • Under other –Crocker stated it was best to hold the event in the evening, not during  
18 the school day as recorded in the minutes.
- 19 • Approved by consensus (6 present)  
20

21 III. URGENT BUSINESS

- 22 • Discussion about best way to share information with other committee members.  
23

24 Jessica Andrade arrived at 5:50  
25

- 26 • Consensus for committee members to share information by placing papers on the  
27 back table for others to pick up or send to the city manager to disseminate to the  
28 group (7 present)  
29

30 IV. BUSINESS

31 A. Updates & Announcements

- 32 • Jessica provided updates from the recent council meeting and reviewed upcoming  
33 events.

34 B. Community Agreements

- 35 • Discussion around the terms confidentiality and permission; effectiveness of these  
36 types of agreements; value they bring to an organization; ability to enforce them; role  
37 they play as reminders to be kind.
- 38 • Rose expressed appreciation for the feedback and volunteered to edit and shorten  
39 them and bring something back to the committee for consideration.

40 C. Poverty in America Awareness Month social media post

- 41 • Rose reviewed the post information. Discussion about the use of the asterisk (\*) and  
42 agreement to remove it.
- 43 • Discussion around state and city poverty figures and agreement to leave it as is, but  
44 try to make future post more local/Philomath-related

45 D. Black History Month events and proclamation

- 46 • Jessica reviewed memo with recommended things the committee could do to provide  
47 additional support for the documentary event.
- 48 • Amanda volunteered to create a flier for the event. No live singer. Consensus to  
49 collect food for the food bank. Amanda volunteered to create a flier about the Shipley  
50 Historic Marker.
- 51 • Discussion to add information about the Black History Month events and add  
52 language about adding the proclaiming of the month. Christopher agreed to edit the  
53 proclamation and bring it back.

54 E. Heritage Celebration/Awareness Banners

- 1 • Discussion of how many banners to do each year and purpose of the banners.
- 2 • Agreement to avoid placing specific people on the banner but to use social media.
- 3 • Discussion of which banner to use and agreement to reach out to Corvallis NAACP
- 4 for their opinion.

5  
6 V. NEXT MEETING

7 A. December 26, 2023, at 5:30 PM (Note: Confirm quorum due to holiday weekend)

- 8 • Agreement to cancel the December meeting.
- 9 • Jane and Rose volunteered to draft a women’s history proclamation.
- 10 • Jane Volunteered to be co-chair for next three months.

11  
12 B. Agenda item topics – Black History Month events & proclamation, Heritage  
13 Celebration/Awareness Banners, Women’s History Month proclamation, discussion  
14 about supporting an age-friendly community?

15  
16 VI. ADJOURNMENT

17 Meeting adjourned at 7:25

18  
19 Minutes recorded by Chris Workman, City Manager