

AGENDA DIVERSITY EQUITY & INCLUSION COMMISSION

September 12, 2023

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/84468144745?pwd=N3diWE52aW1CVHlreDVQWWVFdURTZz09>

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**CITY OF ELLENSBURG
DIVERSITY EQUITY & INCLUSION COMMISSION AGENDA**

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

**Tuesday, September 12, 2023
3:00 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members** Nancy Goodloe Tylene Carnell Kandee Cleary Mayra Colazo Teresa Divine Amber Hoefer Alex Mandujano Olene Togiallua
 - 1.A Excused Absence For Teresa Divine
- 2. Approval of Agenda** Approve the agenda. (No Public Comment)
- 3. Approval of Minutes** Approval of Minutes from August 8, 2023 Meeting and the August 11, 2023 Commission Retreat
 - 3.A 8.8.23 Diversity, Equity & Inclusion Commission Meeting Minutes
 - 3.B 8.11.23 Diversity, Equity & Inclusion Commission Retreat Minutes
- 4. Previous Meeting Motions And To-Do List Review**
- 5. Liaison Reports**
- 6. Subcommittee Reports**
 - 6.A Recommendation Of New DEI Commission Member
- 7. Commission Member Reports**
- 8. New Business**
 - 8.A Discussion Regarding Pool Signage and Inclusivity
 - 8.B Discussion About Robert's Rules Vs. Other Models
 - 8.C Discuss Central Washington Equity Coalition
 - 8.D Recommendation To Remove Address Requirement From Public Comment At City Council Meetings
 - 8.E Adopt Goal List From Retreat
 - 8.F Approve Accomplishments List
- 9. Staff Report**
- 10. Public Comment**
- 11. Preview Next Meeting: October 10, 2023**



For more information on the Diversity, Equity and Inclusion Commission, contact Public Information Officer Nicole Klauss at 509-925-8657.



Meeting Date: September 12, 2023

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: 8.8.23 Diversity, Equity & Inclusion Commission Meeting Minutes

Submitted by:

Department: City Manager

Suggested Motion/Action:

Approve the minutes of the August 8, 2023 Diversity, Equity & Inclusion Commission Meeting.

Background/Summary:

The DEI Commission held a meeting on August 8, 2023.

Previous Council Action:

N/A

Analysis:

Review and approve the minutes.

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

1. 8.8.23 DEI Commission Minutes

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

August 8, 2023

3:00 PM

Zoom only

1. Call to Order and Roll Call

The Chair called the meeting to order at 3:05 p.m.

Roll Call Present: Nancy Goodloe, Mayra Colazo, Olene Togiallua, Alex Mandujano and Tylen Carnell

Also present: Nicole Klauss, Public Information Officer (Recording Secretary); Carolyn Thurston, Director of the DRC; Lucinda Carnell, CWU liaison; and 1 member of the public

Commissioner Carnell moved to approve an excused absence for Commissioner Cleary and Commissioner Hoefer. Commissioner Mandujano seconded the motion. **Motion approved 4-0.**

2. Approval of the Agenda

Commissioner Carnell moved to approve the agenda. Commissioner Colazo seconded the motion. **Motion approved 4-0.**

3. Approval of Minutes from July 11, 2023 Meeting

Commissioner Carnell moved to approve the July 11, 2023 meeting minutes. Commissioner Togiallua seconded the motion. **Motion approved 4-0.**

4. Previous Meeting Motions And To-Do List Review

- Nicole needs to set up time for two commissioners to go to another commission meeting. **Klauss to set one up for September.**
- DEI Commission will continue conversation about what is a safe community on agendas. **This will be added to retreat agenda.**

5. Liaison Reports

Lucinda Carnell: CWU Public Affairs is going to do a series of workshops over next year to train the community and public at being better at advertising and promotion, such as photography, writing, etc. They want to make sure the workshops are open to the community. If we have events we want to promote at CWU, email Dania Cochran. That goes to executive leadership team, they can put it out on Central Today, and it goes to student senate.

Draft

Lucinda will follow up with Chief of Staff to ask about Belonging In The Burg room space/event for fall.

6. Subcommittee Reports

Commissioner Colazo attended the Unity Park meeting and suggested a representative from the Native American community if talking about the Land Acknowledgement. They are still working on design, art, water theme, and associated costs.

The Listening Tour subcommittee needs to elect a chair for the subcommittee. Commissioner Mandujano will set up meeting.

7. Commission Member Reports

Chair Goodloe and Carnell met with LTAC last week.

Chair Goodloe met with new ESD superintendent who is on board with MOU and is looking for someone interested in liaison position. Hope to have a name in the next few months.

Sophie Wagner might be the EDA liaison. Waiting on official confirmation.

8. New Business

A. The Commission reviewed the grant subcommittee's recommendation for funding. Commissioner Carnell made the motion to approve the subcommittee's grant recommendations and forwarded them to the Ellensburg City Council for approval at the August 21 meeting. Commissioner Mandujano seconded the motion.

There was discussion about the process. The commission had more than \$13,000 in requests but only \$4,000 for funding. One application was ineligible as the event had passed. It might be good to put a limit on how much one organization can apply for in future.

Motion approved 4-0.

8.B Review partnership opportunity with Dispute Resolution Center
Carolyn Thurston from Dispute Resolution Center of Yakima & Kittitas Counties shared information about creating a Central Washington Equity Coalition.

The idea is that the DRC could serve the coalition by providing member recruitment, an organizational hub, facilitation of meetings, mentoring recruitment, development and modeling, and training in empathic listening, cross-cultural dialogue, and conflict resolution skills in English and Spanish.

Thurston asked the commission if it is a good idea. Mandujano said the idea of joining other groups is appealing.

CWU Liaison Lucinda Carnell said the initiative is great because CWU gets a lot of students from Yakima and locally there are a lot of new people in the community wanting to be engaged and do this kind of work.

Thurston said the Commission should have a conversation with each other and talk about where they'd like to see it go. She is willing to be involved in conversations in the future. Next steps starts with DEI Commission having a conversation without Thurston present to talk about what they like, don't like, and if they have bandwidth.

Carnell would be interested in hearing from people who were part of the North Central Washington Equity Coalition about what they've done, what worked, or didn't work.

There was positive feedback about the idea, but it will be added to the September agenda for additional discussion.

8.C Discuss Hispanic Heritage Month Proclamation

The commission continued conversation about terminology related to Hispanic Heritage Month.

Commissioner Mandujano said one of the biggest issues with terminology used nowadays is that it's been in place for so many years that people are just accepting it. Latino is not the same thing as Hispanic. If referring to language, they should be referred to as a Spanish-speaker. If referring as identity, the general term should be Latinos.

There was a suggestion to change the title to Hispanic/Latinx Heritage Month and then making sure the body of the proclamation includes information about the differences. Commissioner Mandujano will review the proclamation and propose changes to Klauss by the August 18 deadline. Need to update the population numbers in the proclamation too.

8.D Finalize list of Proclamations/Recognition Days to send to Council for approval

The Commission updated the proclamations list updated to reflect Hispanic/Latinx Heritage Month, remove National Day of Prayer, remove International Men's, and remove Patriot Day & National Day of Service. The Commission added El Dia De Los Muertos to the list of recognition days. There were comments about keeping the proclamations or days of recognition related to DEI and elevating awareness of marginalized communities.

Commissioner Colazo motioned to send the list to the City Council. Commissioner Togiallua seconded the motion. **Motion approved 4-0.**

8.E Review Recommendation On Public Comment Requirements

Commissioner Carnell sent it to Cleary and Hoefer to review for editing.

9. Staff Report

Draft

Klauss reported the retreat is from 8 a.m. to 1 p.m. at City Hall.

The commission still has one vacancy.

10. Public Comment

Chair Goodloe called for public comment; there was none.

11. Preview Next Meeting September , 2023

- Robert's Rules vs consensus model (discussion led by City Manager)
- Review recommendation on public comment requirements
- Adopt completed to-do list item list, adopt new goals from retreat
- Discussion about coalition, direction we see this going
 - Feedback on the idea, if support idea of DRC facilitating project, what comes out of discussions, ideas for next steps

Meeting adjourned at 4:35 p.m.

Nicole Klauss

Drafted: 8/9/23

Approved:



Meeting Date: September 12, 2023
City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: 8.11.23 Diversity, Equity & Inclusion Commission Retreat Minutes

Submitted by:

Department: City Manager

Suggested Motion/Action:
Approve the minutes from the August 11, 2023 DEI Commission Retreat.

Background/Summary:
The DEI Commission held a retreat on August 11, 2023.

Previous Council Action:
N/A

Analysis:
Review and approve the minutes.

Financial Impact:
N/A

Budget Adjustment: No

Attachments:
1. Retreat Minutes

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Retreat

August 11, 2023

3:00 PM

Council Chambers & Zoom

1. Introductions & Icebreaker

Present: Nancy Goodloe, Mayra Colazo, Kandee Cleary, Teresa Divine, Olene Togiallua, Alex Mandujano, and Tylene Carnell

Also present: Nicole Klauss, Public Information Officer (Recording Secretary) and Heidi Behrends Cerniwey, City Manager

2. Activities

The Commission reviewed commission accomplishments from the last year.

The Commission reviewed their core focus list and discussed what is missing and what they do.

The Commission did an exercise to discuss what a safe community would look like in 20 years.

The Commission discussed their 10-year and 3-year goals. The Commission discussed their 90-day goals.

Nicole Klauss

Drafted: 8/11/23

Approved:



Meeting Date: September 12, 2023
City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: Recommendation Of New DEI Commission Member
Submitted by:
Department: City Manager

Suggested Motion/Action:
None.

Background/Summary:
A subcommittee consisting of Chair Nancy Goodloe, members Kandee Cleary and Amber Hoefer, and staff Nicole Klauss conducted commission member interviews on Thursday, September 7, 2023. Two applicants went through the interview process. Both were eligible to apply and had attended a commission meeting. The subcommittee is forwarding Phil Backlund's name to the City Council for appointment at the October 2, 2023 meeting. We will keep the other applicant's information on file should another vacancy come up.

Previous Council Action:
N/A

Analysis:
The City Council previously expanded the commission from 7 members to 9 at the request of the commission. If the City Council approves the recommendation for appointment, the commission will have no vacancies.

Financial Impact:
None.

Budget Adjustment: No

Attachments:
1. Phil Backlund Application

Print

Application for Appointment - Submission #6639

Date Submitted: 8/27/2023

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions*

Diversity, Equity, and Inclusion

Have you attended a meeting for the board or commission you are applying to?*

Yes

Name of Applicant:*

Phil Backlimd

Address*

[REDACTED]

Mailing Address (If Different)

[REDACTED]

City*

Ellensburg

State*

WA

Zip*

98926

Email Address*

[REDACTED]

Phone Number*

[REDACTED]

Length of Residency in Kittitas County*

44 years

Do you live within the city limits?*

☒ Yes

☐ No

ECC 1.12.120 Residency qualification. Except where a commission, board or committee specifically requires city residency as a condition of appointment, members of all other commissions, boards and committees shall maintain residency within the Kittitas County limits. "Residency," as used herein, means residing within the city or county limits, as applicable, both at the time of appointment and for at least 270 days within each calendar year for the duration of the member's term, but shall not include any period for which a member is absent due to military service.

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age?

☐ Yes

☐ No

Occupation Status and Background:*

I retired from Central Washington University after 36 years as a professor of Communication Studies.

Organization Affiliations:*

I am a member and past president of Ellensburg Morning Rotary club. I am a certified mediator with the Dispute Resolution Center of Yakima and Kittitas County and treasurer of the local Methodist Church. I am secretary and member of the FISH Board of Directors.

Why are you seeking appointment?*

I have a long-standing interest in working with other cultures beginning in the 1980s when my wife and I ran a local foreign exchange student program. At CWU. I taught intercultural communication. However, I didn't want to teach that class until I had lived in another culture. In 2001, we moved to Hong Kong to teach there. Over the next fifteen years, we lived in Hong Kong and Macau China for about three years. In addition, we taught in Pakistan, South Sudan, and Tanzania. While those experiences have given me some insight to working with diverse people, my primary motivation for seeking appointment to do what I can to support the community of Ellensburg. I have been a resident of Ellensburg for forty-four years and very much appreciate our community. I want everyone to feel welcome and appreciated. I believe I have the background, skills, and drive to be a positive addition to the Commission.

Will you be able to attend meetings regularly if appointed?*

☒ Yes

☐ No

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions

Parks and Recreation Commission

Boards & Commissions

Landmarks and Design Commission



Meeting Date: September 12, 2023

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject:

Discussion Regarding Pool Signage and Inclusivity

Submitted by:

Department:

City Manager

Suggested Motion/Action:

Listen to the presentation and provide feedback.

Background/Summary:

Jodi Hctor from the City Pool will be attending to discuss a recent incident, as well as how to improve inclusivity at the City Pool bathrooms.

Previous Council Action:

N/A

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

None



Meeting Date: September 12, 2023

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject:

Discussion About Robert's Rules Vs. Other Models

Submitted by:

Department:

City Manager

Suggested Motion/Action:

Listen to the City Manager's presentation and discuss.

Background/Summary:

There was a request to discuss Robert's Rules and other meeting decision making models.

Previous Council Action:

N/A

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

None



Meeting Date: September 12, 2023
City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: Discuss Central Washington Equity Coalition
Submitted by:
Department: City Manager

Suggested Motion/Action:
Motion to join the DRC in creating a Central Washington Equity Coalition.

Background/Summary:
At the August 8, 2023 commission meeting, Carolyn Thurston, Director of the Dispute Resolution Center of Yakima & Kittitas Counties gave a presentation about forming a Central Washington Equity Coalition. The Commission asked for an agenda item to discuss this proposal and whether the commission would like to participate.

Previous Council Action:
No formal action was taken at the August meeting.

Analysis:
Hold a discussion.

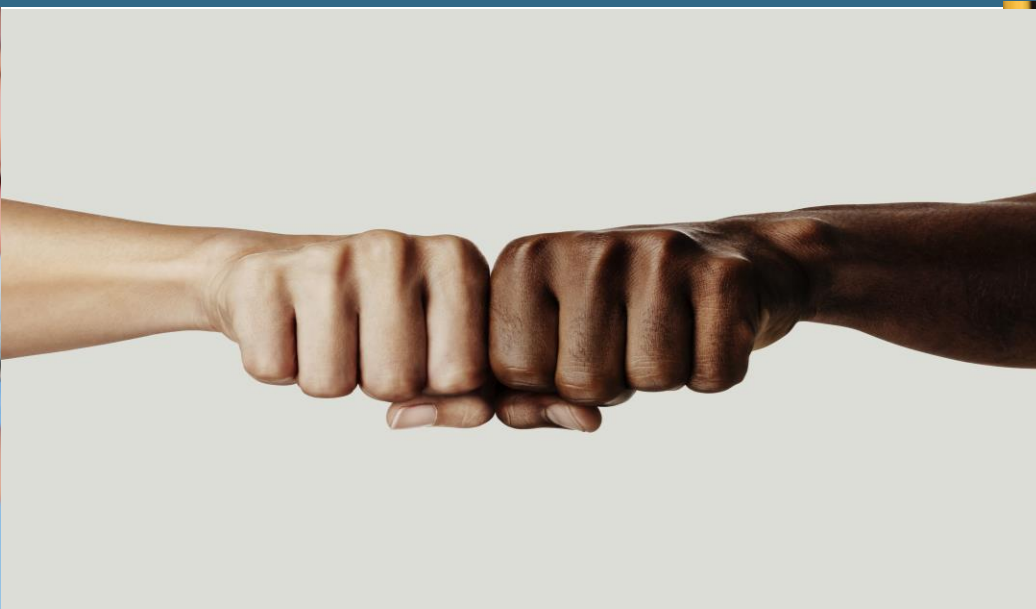
Financial Impact:
N/A

Budget Adjustment: No

Attachments:
1. Central Washington Equity Coalition



Advancing Equity and Belonging in our Communities





THE DREAM:

A Central Washington Equity Coalition (CWECC)

August 8, 2023

Presented by: Carolyn Thurston
Executive Director
Dispute Resolution Center of
Yakima & Kittitas Counties



Invite stakeholders—
regional agencies, non-
profits, businesses, and
other organizations--to
join in the development of
a coalition committed to
advancing diversity,
equity, inclusion, and
belonging in the
communities of Central
Washington.



Some Models and Inspiration:

<https://www.ncwequityalliance.org/>

and

<https://www.drcghp.org/trainings>

THE ROLE OF THE DRC



The DRC would serve the Coalition by providing:

- Member recruitment from Kittitas & Yakima Counties
- An organizational hub
- Facilitation of meetings
- Training in empathic listening, cross-cultural dialogue, and conflict resolution skills (in both English and Spanish)
- Mentoring recruitment, development, and modeling



DISCUSSION



Next Steps?

- Who's in?
- Where do we begin?
- Establish a timeline?
- Invite partners?



SÍ SE PUEDE!



Meeting Date: September 12, 2023

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject:

Recommendation To Remove Address Requirement From
Public Comment At City Council Meetings

Submitted by:

Department:

City Manager

Suggested Motion/Action:

Approve the recommendation

Background/Summary:

Previous Council Action:

None.

Analysis:

N/A

Financial Impact:

None.

Budget Adjustment: No

Attachments:

1. Recommendation

In consideration of Section 7 of 2022-45 Council Rules and Procedures-Providing Name and Address at City Council (and related) Meetings.

Section 7, paragraph c. (Currently reads)

“Prior to speaking, members of the public shall first obtain recognition by the presiding officer by raising their hand for in person attendance and “virtual hand” if remotely attending the meeting, and once recognized shall state their name and address, and whether they are speaking in an individual or representative capacity.”

Given there is currently no requirement for any individual participating in City of Ellensburg public meetings to be a resident of the city or county,

And the city does not deny any individual who is not a resident of the city or county the opportunity to speak at any City of Ellensburg public meetings,

Recognizing also that individuals who have interest in City of Ellensburg discussions and decisions, such as business franchise owners, property owners, rental property owners etc. and may live outside our city’s boundaries,

And in the safety of all community members, individually and collectively, as some may not feel comfortable sharing their address given they rent,

Or may feel unsafe for fear of being targeted for their stance on any particular topic, or content of their statements,

Or because of their race, ethnicity, gender identity, sexual orientation, religion, or any other identifier that places them in any current or historically marginalized community.

Therefore, we propose the following amendment to Section 7, Duties and Privileges of Citizens policy to read:

“Prior to speaking, members of the public shall first obtain recognition by the presiding officer by raising their hand for in person attendance and “virtual hand” if remotely attending the meeting, and once recognized shall state their name and comment whether they are speaking as an individual or representative capacity.” (Removing the requirement or sense of obligation to also share their address)



Meeting Date: September 12, 2023

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: Adopt Goal List From Retreat
Submitted by:
Department: City Manager

Suggested Motion/Action:

Adopt the new attached goal list from the August 11, 2023 DEI Commission Retreat.

Background/Summary:

The DEI Commission held a retreat on August 11, 2023 with the City Manager as the facilitator. City Manager Heidi Behrends Cerniwey developed the attached list of goals based on the commission's discussion and activities at the retreat.

Previous Council Action:

The DEI Commission adopted goals at the 2022 retreat and then approved updated lists at the January 10, 2023 meeting. New goals were needed.

Analysis:

Goals will be included as part of the Commission's annual report to City Council.

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

1. New Goals From Retreat

RETREAT PLANNING OUTCOMES

Core focus of DEI Commission (in our own words)

- Expand collaboration to advance DEI issues with a broad view and definition of community
- Educate and engage around DEI issues through an equity lens
- Facilitate community conversations around lived experiences to enhance belonging
- Identify where the gaps are and facilitate action for greater inclusion
- Hold mirror to community to provide awareness of DEI issues
- Assess and monitor pulse of the community and use data to understand

NEW 10 Year (infinity) Goals

- Engagement by diverse groups of people and different activities
- All people in Ellensburg feel represented in City spaces
- Full spectrum community center for inexpensive activities; multi-cultural center
- Community oversight committee
- Enhanced education and tools to report bias/hate crime incidents with services and support for victims and targeted populations
- More diverse community reflection in places where decisions are made
- Diversity is celebrated; businesses will acknowledge Black History Month, accessibility and Black, Indigenous, and People of Color (BIPOC) celebrations downtown

NEW 3 Year Goals

- Commission becomes size to reflect diversity in community
- BIPOC business support, workshops, and more diverse shopping/businesses
- More diverse vendors at the Ellensburg Farmers Market and Night Market
- A broader range of community celebrations, concerts, art, and other cultural ethnic events and increased community participation/engagement in cultural events
- Juneteenth celebration
- Develop an effective communication plan to support commission activities
- DEI Commission fosters ongoing relationships with other City commissions
- Support Pride event every June
- Full-time staff support/event planning for DEI Commission
- Use data in decision making
- Black History Month celebration by the City

NEW 1 Year Goals

- Plan Juneteenth event
- City will recognize Trans Day of Visibility: Highlight trans folks in our community and their contribution to Ellensburg
- Begin to use data in decision making

- Continue listening tours and create feedback loop for participants
- Continue writing approved proclamations and recognition posts
- Continue visits with other City boards and commissions to build partnerships
- Continue grant program
- Building a relationship with Liaisons
- Continue to support proclamations and recognitions
- Continue to support the Human Library
- Develop an accessible onboarding program for new commission members (within first six months)
- Develop a BIPOC Business Day
- Hold another Belonging In The Burg event in partnership with ESD & CWU
- Expand BIPOC participation in civic education programs (Ellensburg Academy)

90-Day Goals

- CWU/City collaboration to engage students with off-campus resources
- Continue World Café conversations and expand topics of discussion
- Plan a multicultural event to celebrate the opening of Unity Park that focuses on music, food, dance, etc.
- Schedule a date for a Juneteenth celebration and form a planning committee with community volunteers
- Explore coalition partnership idea with the Dispute Resolution Center and others
- Meet with the Farmer's Market and Night Market organizers to discuss a multicultural day at the Farmers Market and possibly sponsoring vendors
- Encourage diverse members to apply to City boards to better reflect our diverse community
- Develop a spending plan, ask Council for additional, sustained funding
- Put listening tour data into a document for review, and discuss how to use the data



Meeting Date: September 12, 2023

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject:

Approve Accomplishments List

Submitted by:

Department:

City Manager

Suggested Motion/Action:

Approve the 2022-2023 Accomplishments List.

Background/Summary:

The Commission reviewed 2022-2023 accomplishments at the August 11, 2023 DEI Commission Retreat. It is recommended to approve the accomplishments list. Staff will include it as part of the annual commission report to City Council.

Previous Council Action:

The Commission reviewed 2022-2023 accomplishments at the August 11, 2023 DEI Commission Retreat.

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

1. DEI Accomplishments List

DEI Commission Accomplishments from 2022 Retreat to 2023 Retreat

- The Commission developed a proposal asking the City Council to expand the Commission to nine seats instead of seven and it was approved by City Council.
- The Commission adopted a 2023 spending plan.
- The Commission visited the following City boards and commissions to introduce the commission and start to build relationships:
 - Landmarks & Design Commission
 - Public Transit Advisory Committee
 - Parks and Recreation Commission
 - Senior Citizens Advisory Commission
 - Lodging Tax Advisory Committee
- The Commission developed a Listening Tour procedures document and a form for submitting notes after listening sessions.
- The Commission developed a non-voting liaison position to the commission and approved liaison positions for Central Washington University, Ellensburg School District, and the Ellensburg Downtown Association.
- The Commission developed a grant process for 2023 grant funds and awarded \$4,000.
- The Commission developed proclamations for the following months (aligned with the Library of Congress observances):
 - National Black History Month
 - National Women's History Month
 - Irish American Heritage Month
 - Developmental Disabilities Awareness Month
 - Asian American/Native Hawaiian Pacific Islander Heritage Month
 - Jewish American Heritage Month
 - LGBTQ Pride Month
 - Juneteenth Observance
 - Hispanic Heritage Month
 - National Disability Employment Awareness Month
 - National Native American Heritage Day
- The Commission conducted interviews and onboarded two new members in 2023.
- The Commission hosted Belonging In The Burg: Building Bridges Together, a community building discussion in partnership with Central Washington University and the Ellensburg School District. An MOU was signed in February 2023 between the City, ESD, and CWU concerning the relationship around Diversity, Equity, Inclusion and Belonging in Ellensburg, outlining a commitment to work together on future events.
- The Commission provided support to the spring Human Library event at Hal Holmes in partnership with the CWU EthicsLab with volunteer support in

screening the books. The Human Library is an event where humans can be checked out to share their stories with other community members.

- A Commission member served on the Unity Park subcommittee.