

AGENDA DIVERSITY EQUITY & INCLUSION COMMISSION October 8, 2024

Hybrid Meeting In-person and via Zoom



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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, October 8, 2024
3:00 PM - Regular Meeting

- 1. Call to Order and Roll Call of Members** Need excused absence for Commission Member Tylene Carnell.
- 2. Approval of Agenda** (No Public Comment)
- 3. Approval of Minutes**
 - 3.A Approval of Minutes from August 13, 2024 DEI Commission Meeting
 - 3.B Approval of Minutes from September 13, 2024 DEI Commission Retreat
- 4. New Business**
 - 4.A Ellensburg Academy
 - 4.B Retreat Debrief
 - 4.C Unity Park Celebration Recap
 - 4.D Annual Report to Council
- 5. Liaison Reports**
- 6. Subcommittee Reports**
 - 6.A Listening Tour Question Update
- 7. Commission Member Reports**
- 8. Staff Report**
 - 8.A Staff Report
- 9. Public Comment** PUBLIC COMMENT RULES FOR ALL MEETING PARTICIPANTS
 1. Each speaker's comments are to be limited to 3 MINUTES.
 2. Speakers are cautioned not to engage in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the DEI Commission meeting.
 3. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office or discuss or campaign for or against a ballot proposition.
- 10. Preview Next Meeting: November 12** Review draft annual report and draft spending plan. What else?



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



Meeting Date: October 8, 2024

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: Approval of Minutes from August 13, 2024 DEI Commission Meeting

Submitted by:

Department: City Manager

Suggested Motion/Action:

Review and approve the minutes from the August 13, 2024 Diversity, Equity & Inclusion Commission Meeting.

Background/Summary:

Review and approve the minutes from the August 13, 2024 Diversity, Equity & Inclusion Commission Meeting.

Previous Council Action:

N/A

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

1. 8.13.24 Draft DEI Commission Minutes

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

August 13, 2024

3:00 PM

Council Conference Room & Zoom

1. Call to Order and Roll Call

Chair Nancy Goodloe called the meeting to order at 3:00 p.m.

Roll Call Present: Nancy Goodloe, Phil Backlund, Tylene Carnell, Kandee Cleary, Teresa Divine, and Alex Mandujano, and Serena Turney.

Also present: Nicole Klauss, DEI Commission staff member; EDA Director Teresa Chanes; Katie Holm, EDA Director of Community Engagement; and Retreat Facilitator Sigrid Davison.

Commissioner Kandee Cleary moved to approve an excused absence for Commissioner Amber Hoefer and Commissioner M. Eliatamby-O'Brien. Commissioner Teresa Divine seconded the motion. There was no discussion.

Motion approved 6-0.

New Commission Member Serena Turney was introduced.

2. Approval of the Agenda

Commissioner Teresa Divine moved to approve the agenda. Commissioner Kandee Cleary seconded the motion. There was no discussion. **Motion approved 6-0.**

3. Approval of Minutes from July 9, 2024, Meeting

Commissioner Tylene Carnell moved to approve the minutes from the July 9, 2024, DEI Commission Meeting. Commissioner Serena Turney seconded the motion. There was no discussion. **Motion approved 6-0.**

4. New Business

A. Klauss introduced the retreat facilitator, Sigrid Davison. The commission discussed what it means to have a discussion about identities working together. The commission indicated an interest in tools to identify systems of harm and learn about systems of whiteness. Davison said there is an Okun article about systems of whiteness and Commissioner Backlund asked for it to be shared.

Commissioner Carnell said there is a limited connection with Council and asked how they can relay things to Council with a level of depth.

There was a general agreement to do homework ahead of the retreat. Commission members agreed for up to two hours of homework.

B. Klauss provided an update on the commission's 2024 spending plan.

Commissioner Divine reported that she and Commissioner Cleary connected with the Farmers Market manager and they will plan to have the Multicultural Day at the Market at the beginning of the market season next May. If you have ideas on vendors to invite, send them to Teresa. The budget won't be spent this year, so next year's budget should include funds to support the day to cover it. BIPOC business days is not going to happen this year either.

Motion: Commissioner Cleary motioned to move the money from BIPOC Business Days and the Multicultural Day At The Market to the Unity Park Opening. Commissioner Mandujano seconded the motion. In discussion, Commissioner Carnell brought up the idea of allocating some of the funds to the Pizza Klatch program at the high school for the fall. Pizza Klatch is a supportive program for LGBTQ+ youth and allies to connect at school. **The motion failed with two in favor, three opposed, and one abstention.**

Motion: Commissioner Cleary motioned to reallocate the money from BIPOC Business Days and the Multicultural Day At The Market to the Unity Park Opening in the amount of \$450 and to the Pizza Klatch program in the amount of \$600. Commissioner Mandujano seconded the motion. There was no discussion. **The motion passed with five in favor and one abstention.**

Goodloe said there will be a committee to develop next year's spending plan and people can join if interested.

5. Previous Meeting Motions and 90-Day To-Do List Review:

Chair Goodloe reported:

- She had a conversation with Dispute Resolution about the coalition partnership, but Dispute Resolution does not have capacity to do it at this point. **Removed from to-do list.**
- CWU city collaboration – Lucinda shared the resource manual with organizations on campus and that was her thought about doing that. We can consider that one done. **Removed from to-do list.**
- The next World Café conversation needs to happen soon. Rhonda will be involved since it will be held at ESD.
- The Unity Park celebration is underway, and the commission is supporting that financially.

6. Liaison Reports

Teresa Chanes is sharing the EDA liaison role with Katie Holm. The EDA is working on a Halloween event and needs help and feedback on getting the Hispanic community involved. They are working with the CWU DEC and Mal Stewman for resources to help the event be more inclusive. Commissioner Turney suggested reaching out to APOYO and Nuestros Unidos. CWU faculty Natalia Casales has students learning to be

translators that could possibly help. Commissioner Mandujano is willing to assist with translation.

7. Subcommittee Reports

Commissioner Backlund provided an update on the Listening Tour Committee. They will focus on the short-term through the fall and will do three listening sessions with: the Catholic Church, Helen House, and a group at CWU (the committee is working with Mal Stewman to identify a group). They will talk more about data analysis once they have additional data. Commissioner Turney indicated an interest in joining the Listening Tour Committee.

Commissioner Mandujano mentioned going to churches or to the soccer fields to reach the Spanish-speaking community. Commissioner Turney said there is a Special Olympics group in town that would be interested in a get together. Klauss suggested bringing these ideas to the retreat discussion about how we communicate.

8. Commission Member Reports

Commissioner Divine reported the Ellensburg Bail Fund will be having an auction/dance party fundraiser October 12 at Gallery One.

9. Staff Report

Klauss mentioned the agenda packet included correspondence from Troutwater Unlimited regarding the use of their 2024 grant. Goodloe suggested adding this to a report that Council sees.

10. Public Comment

Chair Goodloe asked if there was anyone online for public comment. There was none.

Next Meeting September 10, 2024

Meeting adjourned.

Nicole Klauss

Drafted: 8/19/24

Approved:



Meeting Date: October 8, 2024

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: Approval of Minutes from September 13, 2024 DEI
Commission Retreat

Submitted by:

Department: City Manager

Suggested Motion/Action:

Review and approve the minutes from the September 13, 2024 retreat.

Background/Summary:

The Commission held a retreat on September 13, 2024. No official action was taken.

Previous Council Action:

N/A

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

1. Draft 9.13.24 DEI Commission Retreat Minutes

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

September 13, 2024

8:00 AM – 1:00 PM

Council Chambers

1. Introductions

Present: Nancy Goodloe, Alex Mandujano, Teresa Divine, Tylene Carnell, Kandee Cleary, Amber Hoefer, Serena Turney, M. Eliatamby-O'Brien, and Phil Backlund.

Also present: Nicole Klauss, staff to the DEI Commission and Sigrid Davison, retreat facilitator.

2. Activities

The Commission did activities surrounding identity. The Commission looked at the work of Okun.

The Commission discussed better supporting the work of the subcommittees.

The Commission discussed revisiting goals at a regular meeting. The

Commission discussed wanting to stay better apprised of what's happening with the City Council.

Nicole Klauss

Drafted: 8/19/24

Approved:



Meeting Date: October 8, 2024

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: Ellensburg Academy
Submitted by:
Department: City Manager

Suggested Motion/Action:

Learn about the upcoming Ellensburg Academy.

Background/Summary:

Join the Ellensburg Academy at 6 p.m. October 24, 2024 in the Hal Holmes Community Center, to learn about the City, the budget process, home safety from EPD, and to contribute to City solutions. The Ellensburg Academy is a series of civic education workshops designed to inform residents and community stakeholders about the operations of City government and what is involved in delivering and maintaining services to the residents of Ellensburg. RSVP at: www.ellensburgwa.gov/academy

Previous Council Action:

N/A

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

None



Meeting Date: October 8, 2024

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject:

Retreat Debrief

Submitted by:

Department:

City Manager

Suggested Motion/Action:

Hold retreat debrief discussion.

Background/Summary:

The DEI Commission had a retreat on September 13, 2024. Bring highlights to discuss.

Previous Council Action:

N/A

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

None



Meeting Date: October 8, 2024

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: Unity Park Celebration Recap
Submitted by:
Department: City Manager

Suggested Motion/Action:
Unity Park Celebration Recap

Background/Summary:
The Unity Park Grand Opening Celebration happened on Saturday, October 5. Staff and/or commission members to provide an update about how the celebration went.

Previous Council Action:
The DEI Commission previously contributed funding toward artists and interpretation costs.

Analysis:
N/A

Financial Impact:
N/A

Budget Adjustment: No

Attachments:
None



Meeting Date: October 8, 2024

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: Annual Report to Council
Submitted by:
Department: City Manager

Suggested Motion/Action:
Discuss annual report to Council.

Background/Summary:

The annual report to City Council will be presented at the December 2, 2024 City Council meeting. Staff would like to have a draft available for the commission to review at the November DEI Commission meeting. Is anyone on the commission interested in helping write the report? Klauss can provide the list of accomplishments and the 2023 report as a sample.

Previous Council Action:
N/A

Analysis:
N/A

Financial Impact:
N/A

Budget Adjustment: No

Attachments:
None



Meeting Date: October 8, 2024

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject:

Listening Tour Question Update

Submitted by:

Department:

City Manager

Suggested Motion/Action:

Review and approve the updated Listening Tour Policy & Process document.

Background/Summary:

The Listening Tour subcommittee recommended changing the questions for listening tours. The new questions proposed are in the attached document. Review and approve the updated Listening Tour Policy and Process document.

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

1. Listening Tour policy&process 2-12-20 draft 3

DEI Subcommittee Guidelines and Policy Recommendations
for
Conducting Listening Tours

Introduction

With the formation of the Diversity, Equity and Inclusion Commission (2021), the Ellensburg City Council validated the need for and the use of the Listening Tour format to continuously hear the priorities, concerns, needs, etc. of marginalized populations in Ellensburg. Persons from these groups bring invaluable talents, skills and perspectives to the workforce, the culture, and the economy of the city on a daily basis but have historically been omitted from city discussions and decisions where the future of this community is concerned. It is the desire of the City Council that these groups be heard, be involved, and be recognized as part of the city. Toward this end, the DEI Commission will continue to use listening tours and various other methods so that city government as well as the people of Ellensburg become more aware of the place and value of the diversity of populations that contribute to this rapidly growing and changing community.

This document outlines the policies, procedures and guidelines to be used by the DEI Commission Listening Tour subcommittee to continue to hear these voices, to ensure a connection between the city and the marginalized communities, and to provide written reports and recommendations from these listening sessions to guide the DEI work going forward. If done well, these sessions will help gauge the changes that are happening in the community as a result of our work as well as help us better understand how the needs of these populations are changing.

The DEI Listening Tour subcommittee will be responsible for conducting this work. The subcommittee will consist of three DEI Commission members, one of which will serve as chair and will be appointed by the members of the subcommittee. Other members of the DEI Commission may also participate in the listening sessions to support the work of the subcommittee. (See Implementing the Listening Tour sessions).

Responsibilities of the Chair

- *Call meetings of the subcommittee and keep the listening tour work moving forward.
- *Keep the DEI Commission updated and informed on the work of the subcommittee.
- *Coordinate with subcommittee members to an annual plan that will identify the number of Listening Sessions to be conducted each year, the schedule for the sessions, and the identification of the marginalized groups that will be invited to participate. Present this plan to the DEI Commission for approval.
- *Coordinate with staff in the development of this plan.
- *Assign tasks to subcommittee members to help organize listening tour sessions identified on the plan.
- *Coordinate with staff and subcommittee members on a strategy to contact and invite participants for each listening session.
- *Coordinate with staff to acquire meeting sites for the sessions. (Option: decide that sessions will be held at city hall. This makes it easier for staff to schedule the meeting places).
- *Ensure that written reports after each session are submitted to the chair in a timely fashion for chair review.
- *Format and develop the final listening session report from the subcommittee reports.
- *Submit the final report in a timely manner to staff for placement on a DEI Commission agenda for discussion.
- *Coordinate with staff to develop a method/process for tracking input from each listening tour group, that can be included in a DEI Commission final report to City Council each year. Utilize past reports to compare and contrast results.
- *Coordinate with staff when new members of the DEI Commission would like to observe a listening session and be trained to participate in this work. Report to staff when this training is complete.

Responsibilities of the Subcommittee members

- *Assist the chair in developing the annual work plan for the Subcommittee.
- *Attend listening sessions and take notes to capture the important ideas, needs, recommendations and suggestions that you hear during the listening session.

*Develop a report on what you heard at the listening session and present it to the chair within the timelines indicated below.

*Assist the Chair in developing the final report that will go to the DEI Commission.

Implementing the Listening Tour sessions

*At least two Commission members will be present at each listening session (three is preferred). The Chair of the Listening Tour subcommittee will coordinate with staff to identify who will conduct the session, where the session will be held, and the timeframe for the session. (Subcommittee chair will not always be able to attend a listening session and will assign a chair for the session).

*Members of the DEI Commission are trained by members of the Subcommittee who have experience in doing listening sessions. Before a Commission member may actively participate in a listening session, they shall have observed Subcommittee members conducting at least one listening session.

*The recommended length for a Listening Tour Session is one hour; depending on number of participants, this time could go longer. It is highly recommended that sessions not exceed 1.5 hours in length.

*At least four members of the public are required as participants in each listening tour session, with 10 members being the maximum number.

Protecting the Confidentiality and Anonymity of the Participants

*Listening tours should be conducted under standards used to protect individual privacy rights. Such standards are supported by the Washington State Human Subjects Review Board which currently exists within the Washington State Department of Social and Health Services <https://www.dshs.wa.gov/ffa/human-research-review-section>. The methods of the subcommittee should be influenced by those of the state human subject board, and also be vetted and approved by the Ellensburg City Attorney. **This needs discussion.**

*Only participant first names will be used in the session.

*Subcommittee members will not record participant names and will not share participants names with anyone outside of the listening tour sessions

*Unless special arrangements have been made to have parents understand and sign parental permission forms, the participants of listening tours should be 18 years of age and older. During listening tour sessions, before the tour questions are asked the subcommittee commissioners orally explain Human Subject privacy rights, which are focused on protecting the personal information of participants. Along these lines, Listening Tour Sessions in recent years have **NOT** been recorded with recording devices. Participants have **NOT** been identified, and written notes that would tend to identify an individual have **NOT** been written down, shared or publicly presented.

Conducting the Sessions:

*One subcommittee member will be in charge of asking the questions in the session. This subcommittee person will also develop an introductory script to be read to the participants once all are in place. The script should:

- a. Introduce the members of the subcommittee,
- b. Explain the purpose of the listening session,
- c. How the questions will be asked, that each subcommittee member will take notes during the session, and that this is a listening session, not a discussion session.
- d. Participants should feel free to share their observations, concerns, issues, feelings, and recommendations honestly and sincerely.
- e. Inform participants of their rights not to answer or participate and the confidentiality with which their comments will be kept.

* Members listen but do not actively direct the conversation of the cohort participants. On rare occasions, a clarifying question may be asked by a commissioner. Participants generally have been willing to collectively discuss their lived challenges, opinions and insights being part of the Ellensburg community.

*Commissioners continuously take notes on what is discussed. These sessions usually involve 45 to 90 minutes of active conversation.

*After each Listening Tour session, the notes taken by each subcommittee member are compiled into a report for that member. Members will then meet to determine the shared observations and differences in the notes. A report combining the members' observations and comments will be drafted and submitted to the Chair.

*These report discussions should be held within a week of the listening session and rough drafts to the Chair developed and submitted during this time.

*The Chair is responsible for finalizing the report and forwarding to staff.

*A final report to staff should be completed by the Chair and submitted to staff within two weeks of the listening session.

Staff will include the report on a forthcoming DEI Commission meeting.

(Note: process may vary depending on whether or not the Chair participates in the listening session).

The Questions, in order of ask:

1. What support networks or resources do you have in our community that support or affirm your identity? What kind of support, spaces, or resources would you like to see, or like to see more of?

2. Could you share an example of feeling included in our community?

3. Given the growing diversity of our community, many experience challenges due to their identities. Would you be willing to share some examples of feeling excluded, or facing bias or discrimination, in our community?

4. Beyond your own experiences, are you aware of challenges those with identities similar to yours have experienced? Would you be willing to share some examples?

5. What changes would you like to see in the community to make it more inclusive and welcoming?

6. Is there anything else that you'd be willing to share that we didn't cover in our questions?

7. Have you previously participated in a Listening Tour?

Newly suggested addition to questions:

1. Is there anything you would like to add to what you have already shared today?

Approved by the City of Ellensburg DEI Commission

Date:

Addendum

ANALYSIS, RECOMMENDATIONS, CONCRETE ACTION

One of the essential tasks of the subcommittee and the larger DEI commission should be to analyze the findings of over twenty listening tours, including the three recent sessions done in 2022 and those done in 2023. The Ellensburg City Council Inclusion, Diversity and Equity report of December 2020, has already made many useful findings and suggestions. These can be further developed and directed towards proposals for practical, concrete action.

DISCUSS LISTENING TO THOSE WHO **OPPOSE** DIVERSITY, EQUITY AND INCLUSION WORK?

Although it is critically important to arrange Listening Tour sessions in Ellensburg with marginalized groups, the sessions need not necessarily be limited to people who are marginalized. **It is essential to hear diverse voices, and particularly to understand the views of those who oppose DEI work.** As was repeatedly stated by participants of the recent World Café, for example, self-identified cohorts of people in Ellensburg who generally oppose programs which emphasize and promote diversity, equity and inclusion, generally do not participate in community activities and gatherings which support diversity. It is important to understand their views as well. Those of us who belong to the DEI commission may believe that we already understand local anti-DEI forces, but there may likely be issues that are unique to people who belong to specific local anti-DEI cohorts that the commission needs to understand. Talking to these folks within the context of listening tour sessions may possibly serve to lessen a bit of tension within the community. (Possibly an overly optimistic thought!) Perhaps, this could be a topic of discussion if the DEI commission believes that it merits consideration

USING ADDITIONAL METHODS FOR LISTENING TO COMMUNITY MEMBERS

Listening Tours use relatively simple methods, which require less skill and training than other qualitative research methods such as Focus Groups, Ethnographic Interviews and Key Informant Interviews. It is clear, however, that Listening Tours do provide useful information. When experienced social science researchers serve as members of the DEI Commission, other qualitative research methods could be used to gather greater depths of information and insights that listening tours cannot gain. At some point, future DEI commissions may want to use more intense qualitative methods to gather the thoughts and insights of members of the Ellensburg Community. Until that time, listening tours serve as a useful means to gather knowledge about the numerous and unique sociocultural cohorts which make up the town.

It should be noted that more complex qualitative methods are similar to the methods used by the listening tours in that they do not generate results that are statistically valid. Unlike quantitative methods, such as survey research, where it is essential to use the same questions over time in order to develop results and analyses which are longitudinally valid, the same is not true of qualitative methods.

If future commission members with training in qualitative methods want to use new sets of qualitative questions other than those currently used in the listening tours, or if they are even more ambitious and desire to utilize other more complex qualitative methods, they should be encouraged to do so, after their new proposed methodology has been vetted and approved by the City Attorney.

Further, it should be noted that qualitative methods are frequently used to develop useful and appropriate surveys, which can be statistically valid if done correctly. Future DEI commissions may want to use mixed methods, both qualitative and quantitative, to develop surveys that could be used to understand the growing and increasingly diverse community that is Ellensburg.



Meeting Date: October 8, 2024

City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: Staff Report
Submitted by:
Department: City Manager

Suggested Motion/Action:

Listen to the staff report

Background/Summary:

Staff Report:

- Reminder: Please check your email regularly. Stick to using email communications for public records retention.
- There are currently vacancies on the: Environmental Commission (1), Landmarks & Design Commission - (1 - professional), LEOFF 1 Disability Board (2), Library Board (1), Parks and Recreation Commission (2), Planning Commission (1), Public Transit Advisory Committee (1), and Utility Advisory Committee (1 - telecommunications utility customer). Encourage your networks to consider applying.
- Save the date for the Human Library: Saturday, October 19, 2024 from 2-6 p.m. at the Hal Holmes Community Center. Applications are currently being accepted for "books."

Previous Council Action:

N/A

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

None