

AGENDA DIVERSITY EQUITY & INCLUSION COMMISSION

February 11, 2025

Hybrid Meeting In-person and via Zoom



Zoom webinar ID: 897 3788 2563

Passcode: 717948

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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, February 11, 2025
3:00 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
- 2. Approval of Agenda** (No Public Comment)
- 3. Approval of Minutes**
 - 3.A Review & Approve Minutes From January 14, 2025 DEI Commission Meeting
- 4. New Business**
 - 4.A Review & Approve Grant Timeline And Application
 - 4.B Discuss Multicultural Day At The Market
 - 4.C Discussion On Our Commitment To Community
- 5. Previous Meeting Motions & To-Do List Review**
 - 5.A Previous Meeting Motions & To-Do List Review
- 6. Liaison Reports**
- 7. Subcommittee Reports**
- 8. Commission Member Reports**
- 9. Staff Report** Retreat date
- 10. Public Comment** Public Comment PUBLIC COMMENT RULES FOR ALL MEETING PARTICIPANTS 1. Each speaker's comments are to be limited to 3 MINUTES and must state their name and city of residence. 2. Speakers are cautioned not to engage in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the DEI Commission meeting. 3. Comments must be related to the commission's business or over which the Commission has control. 4. 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.
- 11. Preview Next Meeting: March 11, 2025**



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

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

January 14, 2025

3:00 PM

Council Chambers & Zoom

1. Call to Order and Roll Call

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

Roll Call Present: Tylene Carnell, Kandee Cleary, Nancy Goodloe, Amber Hoefer, M. Eliatamby-O'Brien, Alex Mandujano, and Serena Turney.

Commissioner Cleary requested an excused absence for Commissioner Phil Backlund and Commissioner Teresa Divine. Commissioner Mandujano seconded the motion. There was no discussion. **Motion approved 6-0.**

Also present: Nicole Klauss, DEI Commission staff member; Charlita Shelton, CWU liaison; Rhonda Schmidt, ESD liaison; Cyndi LaChappelle, Executive Assistant to the City Manager; and 3 members of the public (2 in person and 1 via Zoom).

2. Approval of the Agenda

Commissioner Tylene Carnell moved to approve the agenda. Commissioner Serena Turney seconded the motion. There was no discussion. **Motion approved 6-0.**

3. Approval of Minutes from December 10, 2024 Commission Meeting

Commissioner Serena Turney moved to approve the minutes from the December 10, 2024 DEI Commission Meeting. Commissioner Tylene Carnell seconded the motion. There was no discussion. **Motion approved 6-0.**

4. New Business

A. Elect Co-Vice Chairs

Commissioner Cleary nominated Commissioner Carnell to be a co-vice chair and Carnell accepted the nomination. Commissioner Eliatamby-O'Brien nominated Commissioner Hoefer to be a co-vice chair and Hoefer accepted the nomination.

Commissioner Cleary moved to elect Commissioner Carnell and Commissioner Hoefer as Co-Vice Chairs for 2025. Commissioner Eliatamby-O'Brien seconded the motion. There was no discussion. **Motion approved 6-0.**

B. Revisit Listening Tour Policy

The Commission reviewed the listening tour policy and pre-session script. There was a suggestion to remove the addendum drafted.

Commissioner Hoefer moved to approve the script and listening tour policy with the removal of the addendum. Commissioner Cleary seconded the motion. There was no additional discussion. **Motion approved 6-0.**

C. Review Commission Work Plan

The Commission reviewed the 2025 work plan.

The task “put data into a document for review, discuss how to use the data, and put a structure in place to be able to use data (e.g. listening tour data) is on the 90-day goal list and has a March 31, 2025 suggested deadline.

Chair Goodloe suggested splitting up the task: “Meet with the Farmer’s Market and Night Market organizers to discuss a multicultural day at the Farmer’s Market and possibly sponsoring vendors to get more diverse vendors/possibly combine with Multicultural Day at Unity Park” and the commission agreed. Commissioner Divine is already working on connecting with the Farmer’s Market organizers. Chair Goodloe formed a committee to work on a Multicultural Day at Unity Park, which includes these members: Goodloe, Mandujano, Eliatamby-O’Brien and Charlita Shelton.

Commissioner Carnell and Commissioner Turney agreed to work on ideas for the “Support Pride events every June” by March so there is time to loop in City Council.

For the “Begin engagement with citywide inclusive art in order to develop further representation,” Klauss will work with Arts Commission staff Kelle Vandenberg to schedule a time for Eliatamby-O’Brien and Hoefer to attend an Arts Commission meeting to discuss what opportunities might exist and what is already happening. The next Arts Commission meeting is February 13 at 4 p.m.

Eliatamby-O’Brien suggested that since one of the 3-year goals is “BIPOC business support,” the commission should attempt to start those discussions as they work on the multicultural day at the market and Unity Park events, which will involve business owners.

Chair Goodloe reported the Juneteenth Committee met and is planning a 2-day celebration with the EDA on June 18 and 19, 2025. The 18th will be a celebration at The Red Pickle in coordination with the Night Market and the 19th will be a celebration at Unity Park.

5. Liaison Reports

Commissioner Carnell asked liaisons if there are ways the DEI Commission Members can support their organizations.

ESD liaison Rhonda Schmidt reported on the Department of Justice’s summary report for the Ellensburg School District. The district is still planning to hold a Belonging in the Burg event about bullying, but the date has not been decided. Goodloe asked to be

added to their planning committee and Klauss commented that the City can help publicize the event.

CWU liaison Charlita Shelton reported: University diversity officers received a request from the State budget office to provide information on DEI-related expenses to the WA appropriations committee.

6. Subcommittee Reports

Klauss reported the remaining grant reports from 2024 were attached to the agenda packet. The grant subcommittee will schedule a time to discuss the 2025 grant timeline and update the application.

7. Commission Member Reports

There were no commission member reports.

8. Staff Report

Klauss sent out the calendar for the year via email and will update the contacts list with new staff information. A doodle poll will be sent out soon for fall retreat dates.

9. Public Comments

Chair Goodloe called for public comment online and in person. There was no public comment.

Next Meeting February 11, 2025

Topics: Review 2025 grant documents and timeline & have discussion about commission becomes size to reflect diversity in community (listed on work plan)

Meeting adjourned at 4:27 p.m.

Nicole Klauss

Drafted: 1/15/2025

Approved:



2025 Diversity, Equity & Inclusion Commission Grant Application

The City of Ellensburg is committed to creating a community with a lived and built environment that improves lives, supports all people, and provides residents with opportunities to flourish. It is important for the Ellensburg community to be inclusive, to celebrate diversity, and to provide equitable opportunities to all. Doing so can help create a thriving local economy, and environment in which individuals achieve their full potential.

Who Can Apply

Applicants **MUST**:

- Be an individual and/or organization operating within the City of Ellensburg
- Be 18 years of age or older at the time of application
- Organizations that were funded the previous year may apply. New applications will take first consideration.

The Diversity, Equity & Inclusion Commission acknowledges that commissioners are often active community volunteers. Current Diversity, Equity & Inclusion Commission members and organizations of which they serve as board members or principals may apply for grant funding under the following conditions:

- They may not apply during their first year of service
- They may only apply every other year while in service

2025 Grant Timeline

Grant information will be posted on the City of Ellensburg website and social media channels on **March 3, 2025**. Completed grant applications (submitted as a Word document or PDF) should be sent to DEI Commission staff Nicole Klauss at klaussn@ellensburgwa.gov. Up to \$5,000 is available for grants in 2025.

The grant application period will close at **5 p.m. April 18, 2025**. The DEI Commission grant subcommittee will review applications and make a recommendation for funding at the May 13, 2025 DEI Commission meeting. All recommended grants will be forwarded to the Ellensburg City Council for review and approval. Awarded grant funds must be spent in the 2025 calendar year. Documentation is required for reimbursement from the City. A grant agreement must be signed before funds can be spent, which may require liability or other insurance be in place depending on the proposed use of the grant funds.

Applications will be scored on clarity and quality of project proposal, feasibility of project completion within the proposed timeline, community impact of project, and inclusivity and collaboration.



Grant Guidelines

What does this all mean? Supporting diversity, equity, and inclusion related educational opportunities, social gathering opportunities, and supporting access to community resources to create a sense of belonging within the community. Please answer the following questions in your application:

1. Overview of project proposal (maximum of 200 words):

Briefly describe the project proposal and its objectives and how the project or program aligns with the goal to create belonging in the Ellensburg community.

2. Budget and funding:

How much funding are you requesting from the City of Ellensburg's Diversity, Equity & Inclusion Commission for the project in total? Would your project work with partial funding?

3. Additional requests/needs (Optional)

Are there any additional requests you might have of the City for your project? For example, special permits?

4. Have you previously received funding from the DEI Commission? If so, what year(s)?

5. Additional information: (Optional)

Are there any other factors you would like to highlight as part of your application?
How do you hope the project will serve the wider community?

Contact Name & Organization (if applicable):

Contact Email:

Contact Phone Number:

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Meeting Date: February 11, 2025
City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: Previous Meeting Motions & To-Do List Review
Submitted by:
Department: City Manager

Suggested Motion/Action:

Review previous meeting motions and provide updates on to-do list items if updates are available.

Background/Summary:

January 14, 2025 Previous Meeting Motions:

- Commissioner Cleary requested an excused absence for Commissioner Phil Backlund and Commissioner Teresa Divine. Commissioner Mandujano seconded the motion. There was no discussion. **Motion approved 6-0.**
- Commissioner Tylen Carnell moved to approve the agenda. Commissioner Serena Turney seconded the motion. There was no discussion. **Motion approved 6-0.**
- Commissioner Serena Turney moved to approve the minutes from the December 10, 2024 DEI Commission Meeting. Commissioner Tylen Carnell seconded the motion. There was no discussion. **Motion approved 6-0.**
- Commissioner Cleary moved to elect Commissioner Carnell and Commissioner Hoefer as Co-Vice Chairs for 2025. Commissioner Eliatamby-O'Brien seconded the motion. There was no discussion. **Motion approved 6-0.**
- Commissioner Hoefer moved to approve the script and listening tour policy with the removal of the addendum. Commissioner Cleary seconded the motion. There was no additional discussion. **Motion approved 6-0.**

To-Do List Review:

1 Year Goals

- Put data into a document for review, discuss how to use the data, and put a structure in place to be able to use data (e.g. listening tour data)
- Meet with the Farmer's Market and Night Market organizers to discuss a multicultural day at the Farmers Market and possibly sponsoring vendors to get more diverse vendors/possibly combine with Multicultural Day at Unity Park

- Support Pride events every June
- Begin engagement with citywide inclusive art in order to develop further representation
- Commission becomes size to reflect diversity in community (*Have discussion*)

90-Day Goals

- Put data into a document for review, discuss how to use the data, and put a structure in place to be able to use data (e.g. listening tour data) *End of March 2025*
- Invite Farmers Market organizer to upcoming meeting to discuss 2025 event *End of March 2025*

Previous Council Action:

The to-do list and goals were discussed at the January 14, 2025 meeting.

Analysis:

N/A

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

None