

AGENDA DIVERSITY EQUITY & INCLUSION COMMISSION

November 11, 2025

Hybrid Meeting In-person and via Zoom



Accessibility

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

- 1. Call to Order and Roll Call of Members**
 - 1.A DEI Commission Meeting Grounding
- 2. Approval of Agenda (No Public Comment)**
- 3. Approval of Minutes**
 - 3.A Approval of Minutes from September 9, 2025
 - 3.B Approval of Minutes from October 17, 2025 Retreat
- 4. New Business**
 - 4.A Review 2025 Annual Report Draft
 - 4.B Discussion about 2026 Commission Goals
 - 4.C Upcoming Planning Commission Meeting Nov. 13
- 5. Previous Meeting Motions & To-Do List Review**
 - 5.A Previous Meeting Motions & To-Do List Review
- 6. Liaison Reports** Teresa Chanes and Katie Holm - Ellensburg Downtown Association; Dr. Elvin Delgado and Ruben Cardenas - CWU; and Rhonda Schmidt - Ellensburg School District
- 7. Subcommittee Reports**
- 8. Commission Member Reports**
- 9. Staff Report**
 - 9.A Staff Report
- 10. Public Comments 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. **Executive Session** Per RCW 42.30.110(1)(i)(iii), To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.
12. **Adjournment & Next Meeting: December 9, 2025**



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

DEI Commission Meeting Grounding: What We Mean by DEI

Diversity: We recognize and celebrate the wide range of backgrounds, experiences, identities, and perspectives that make our city unique.

- For example: Unity Park's grand opening included a variety of performances that reflected the cultural richness of our community.

Equity: We understand that not everyone starts from the same place, and acknowledge the unique needs of different groups and residents. We strive to identify and help remove barriers that prevent people from having full and complete access to opportunities and resources, so everyone has the ability and self-determination to thrive.

- For example: DEI grants have supported small, local businesses and events that center underrepresented voices.

Inclusion: We strive to create spaces where people from all walks of life feel welcomed, safe, respected, and invited to be an active part of the community.

- For example: Conversations with Parks & Rec have led to more inclusive restroom options for different families and visitors.

Accessibility: Everyone deserves the opportunity to take part in community life, so we work to address and remove barriers (ex. physical, language, social, and communicative) so everyone can fully take part in community life.

- For example: We've encouraged the city to use interpretation services and listening devices in meetings so more people can engage.

Belonging: We all want to feel like we're part of where we live and make our home—seen, valued, respected—and that our contributions are welcome. Belonging is at the heart of a healthy community.

- For example: We've supported heritage month proclamations, Juneteenth celebrations, and partnerships that build bridges between groups.

CITY OF ELLENSBURG
Date of Meeting
Time of Meeting
Place of Meeting

Minutes of Diversity, Equity & Inclusion
Commission Meeting
September 9, 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: Phil Backlund, Kandee Cleary, Nancy Goodloe, Amber Hoefler, M. Eliatamby-O'Brien, and Serena Turney.

Also present: Nicole Klauss, DEI Commission staff member; Ruben Cardenas, CWU Associate Vice President liaison; and 4 members of the public (2 in person and 2 online).

Commissioner Kandee Cleary moved to approve an excused absence for Commissioner Tylene Carnell. Commissioner Serena Turney seconded the motion.

Motion approved 5-0

The Commission read the grounding statement.

2. Approval of the Agenda

Commissioner Kandee Cleary moved to approve the agenda. Commissioner Eliatamby-O'Brien seconded the motion. There was no discussion. **Motion approved 5-0.**

3. Approval of Minutes from July 8, 2025 and August 12, 2025 Commission Meetings

Commissioner Kandee Cleary moved to approve the meeting minutes from the July 8, 2025 and August 12, 2025 DEI Commission. Commissioner Hoefler seconded the motion. There was no discussion. **Motion approved 5-0.**

4. New Business

A. Select Representative To Review City Staff 1st Comp Plan Update Based On 10/4 Workshop Feedback

Chair Goodloe asked if anyone would be working with City staff ahead of the 10/17 retreat to review the results from the 10/4 Common Ground Workshop to help guide the retreat conversation.

Commissioner Cleary nominated Commissioner Hoefler and Commissioner Eliatamby-O'Brien as the representatives to work with City staff on reviewing the results of the 10/4 Common Ground Workshop. Commissioner Serena Turney seconded the motion. There was no discussion. **Motion approved 5-0.**

B. Retreat Planning

The Commission reviewed the October 17 retreat agenda. No public comment and no formal action will be taken at the retreat.

Commissioner Backlund volunteered to facilitate the morning icebreaker activity. Commissioner Serena Turney volunteered to help if needed.

Staff requested a supply list if there are specific items that are required.

5. Previous Meeting Motions And To-Do List Review

The Commission reviewed the previous meeting motions and provided updates.

Staff noted that the request for a study session was sent to the City Manager and Mayor for consideration; staff has not heard back.

Commissioner Eliatamby-O'Brien said there is a unity event happening in Ellensburg this fall, so there may be a way to connect with vendors at this event to start building relationships for the multicultural event. With the resignation of Divine from the commission, the subcommittee is looking for another volunteer to aid in planning efforts. The commission recommended pushing the event to spring. This item has been moved off the 90-day to-do list.

Commissioner Eliatamby-O'Brien nominated Commissioner Cleary to help Goodloe with the 90-day goal item of putting data in a document for review.

6. Liaison Reports

CWU liaison Ruben Cardenas reported CWU is ramping up for fall quarter, which starts September 25, and is looking for ways to invite the community to attend campus events. Commission members suggested community calendars, flyer locations, and emailing info to City staff to share with Council and commission members. The multicultural center opening on CWU's campus will have a soft opening this year. The Kittitas County Veterans Program will be doing a resource fair on campus in 2026 for veterans.

7. Subcommittee Reports

None.

8. Commission Member Reports

Chair Goodloe reported the Community Conversation on Sept. 6 was well attended and had new faces on both sides.

Commissioner Backlund reported it was nice to have The Wall That Heals in Ellensburg and over 400 middle school and high school students visited.

9. Staff Report

Staff reported:

- Coffee With City Council is Sept.10 from 4-6p.m. at the Ellensburg Public Library with Councilmembers Elliott and Beauchamp.
- Poet Laureate application period is open. Submissions due by September 15.
- Public Input workshop for the Clean Energy Implementation Plan is September 23 from 5:30-7 p.m.at City Hall.
- Ellensburg Academy on September 24 at 6 p.m. at Hal Holmes Community Center.
- Transit Survey closes September 26: www.ellensburgwa.gov/transitsurvey
- Common Ground Workshop is October 4, 2025.
- Parks, Recreation, Open Space, and Sustainable Funding Plan survey and information at www.ellensburgwa.gov/prosplan.

10. Public Comments

Chair Goodloe called for public comment.

William Coleman, Kittitas, provided public comment. There was no online comment.

11. Preview Next Meeting October 14, 2025

- The October 14 meeting has been cancelled due to lack of agenda items and the retreat being the same week.

Meeting adjourned at 3:41 p.m.

Nicole Klauss

Drafted: 9/9/2025

Approved:

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Retreat

October 17, 2025

8:00 AM – 2:00 PM

Council Chambers

Present: Commission members Phil Backlund, Kandee Cleary, Nancy Goodloe, Amber Hofer, M. Elitamby-O'Brien, Tylene Carnell, Serena Turney; DEI Commission staff member Nicole Klauss; City Planning Manager Stacey Henderson; Community Development Director Dan Carlson; Rhonda Schmidt, Ellensburg School District liaison; and two members of the public.

1. ICEBREAKER

Commissioner Phil Backlund led icebreaker activities.

2. 2025 COMPREHENSIVE PLAN AMENDMENT 25-02 UPDATE AND NEXT STEPS

City Planning Manager Stacey Henderson and Community Development Director Dan Carlson provided an update on the 2025 Comprehensive Plan Amendment 25-02 process. They reviewed the background, results of the Common Ground Workshop, and six options that will be brought forward to the City Council on October 20, 2025.

Discussion around feasibility of a combination of options and wording of revise versus repeal and replace; reviewing the role of City government in relation to these chapters; public comment at the upcoming City Council meeting; questions about virtual comments between Community Conversations and Common Ground Workshop; other parts of the Comprehensive Plan 2026 update that the DEI Commission might be interested in such as affordable housing; language changes to clarify terminology since there were agreements from the workshop; metrics and annual reports compared to other City boards and commissions; doing a better job of showing what the DEI Commission does every year; challenges with Commerce timelines; Planning Commission will have to review something in November (that is an opportunity for the DEI Commission to provide written or verbal feedback) and Council will have to review something in December; commission interest in helping write chapter updates if work moves into 2026; measurability of goals; how the commission is able to provide Council with an opinion; and questions about the cost of the process.

The Commission discussed providing feedback on the options to City Council.

3. REVIEW OF COUNCIL'S STRATEGIC VISION & PRIORITIES

Chair Nancy Goodloe reviewed the City Council's strategic vision and priorities, and the commission discussed the topics.

4. WORKSHOP/GOALS DISCUSSION

The Commission talked through updating their goals list but did not finish the discussion. It will be added to a future commission agenda.

5. BUDGET DISCUSSION

The Commission ran out of time to have this discussion.

6. SPECIAL PLANNING/PROJECTS

Work With Liaisons: Ellensburg School District liaison Rhonda Schmidt provided an update on the changes ESD has made in relation to the previous DOJ investigation (e.g. ESD updated website to make form to report complaints of harassment more visible) as well as highlights such as the new heritage language elementary program and Spanish literacy with students. The Ellensburg School District was not able to do a Belonging In The Burg this year. The group discussed what kind of information the commission would like to see from the school district. The commission is interested in seeing uptick of trends in schools and areas where there are opportunities for collaboration.

Retreat adjourned at 2 p.m.

Nicole Klauss

Drafted: 10/17/2025

Approved:



Diversity, Equity & Inclusion Commission 2025 Annual Report

The Diversity, Equity and Inclusion Commission operates under the authority of Chapter 1.88 of the City Code and is responsible for advising the City Council on diversity, equity and inclusion matters with the mission to support Ellensburg in celebrating a diverse, equitable, and inclusive community that welcomes and is supportive to all residents and visitors because doing so enriches each individual's life and the community's wellbeing and vitality.

Membership

The Diversity, Equity & Inclusion Commission is a nine-member commission. Current commission members are:

- Phil Backlund, term expires 5/31/2026
- Tylene Carnell, term expires 5/31/2027
- Kande Cleary, term expires 5/31/2026
- Amber Hoefer, term expires 5/31/2026
- Serena Turney, term expires 5/31/2026
- M. Eliatamby-O'Brien, term expires 5/31/2027
- VACANT, term expires 5/31/2028
- VACANT, term expires 5/31/2028
- Nancy Goodloe, City Council Member & Commission Chair

2025 Accomplishments

- The Commission developed the following proclamations that were included in the City Council agenda packets:
 - National Black History Month
 - National Women's History Month & International Women's Day
 - Irish American Heritage Month
 - National Developmental Disabilities Awareness Month
 - Transgender Day of Visibility
 - Asian American/Native Hawaiian Pacific Islander Heritage Month
 - Jewish American Heritage Month
 - LGBTQ Pride Month
 - Juneteenth Day of Observance
 - Hispanic/LatinX Heritage Month
 - National Disability Employment Awareness Month
 - National Native American Heritage Month **upcoming*
- The Commission participated in a joint study session with the Ellensburg City Council in June 2025.



- The Commission launched its annual grant process for 2025 grant funds, reviewed applications, and awarded \$5,000 total in grant funds to five projects (with City Council approval).
- The Commission updated their Listening Tour policy and pre-session script.
- The Commission held 4 Listening Tours in 2025. (CWU, Filipino American Student Association, MEChA, and EQuAI)
- Commission members met with the City Arts & Economic Development Manager to discuss opportunities to begin engagement with citywide inclusive art.
- The Commission heard from City staff about the 2025 Comprehensive Plan Updates process and some members participated individually in the Community Conversation Workshops.
- Members of the DEI Commission participated on the Juneteenth event subcommittee.
- The Commission created a grounding statement to open meetings with that includes the definitions of diversity, equity, inclusion, accessibility, and belonging along with examples of relevant commission work in those categories.
- The Commission reached out to organizers of multicultural events in other communities to start building relationships and develop ideas for a multicultural event in Ellensburg.
- The Commission continued to work to build relationships with the liaisons at the Ellensburg School District, Ellensburg Downtown Association, and Central Washington University.
- The Commission provided an advisory recommendation to City Council on the options for moving forward with the docketed Comprehensive Plan process.



Meeting Date: November 11, 2025
City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

Agenda Subject: Discussion about 2026 Commission Goals
Submitted by:
Department: City Manager

Suggested Motion/Action:

Continue discussing 2026 goals list and once finalized, make a motion to forward to City Council as the commission's annual work plan.

Background/Summary:

The DEI Commission started a discussion about 2026 commission goals while at their retreat. However, due to time constraints, the discussion was not finished. The commission should continue the discussion and, once finalized, make a motion to forward to City Council as the commission's annual work plan. If not finalized at this meeting, it can be added to a future meeting for consideration and adoption. The goals list is submitted to the City Council as the commission's work plan, and the City Council may provide directions for changes.

Previous Council Action:

The City Council approved the 2025 work plan in December 2024.

Analysis:

Additional conversation is needed.

Financial Impact:

The DEI Commission has \$10,000 in the 2026 budget. Some goals may be tied to the budget. The spending plan will require City Council approval.

Budget Adjustment: No

Attachments:

1. Updated DEI Goals - Retreat

Updated DEI Commission Goals 2025

Guiding Principles of DEI Commission (in our own words)

1. Through listening opportunities and intergroup dialogues, understand community member experiences with an emphasis on minoritized communities
2. Identify opportunities where we can increase inclusion and belonging at X # of experiences or throughout community
3. Expand collaboration with liaisons, community members, and organizations to advance equity and belonging
4. Resources and education about equity and inclusion and their benefits to building community
5. Enhance belonging and inclusion through facilitating community conversations about lived experiences
6. Assess community needs and data and develop measures to guide programming and actions
7. Advise and support Council, City boards and commissions, and local community groups/organizations about issues related to equity and belonging

10 Year (infinity) Goals

1. Engagement by diverse groups of people and different activities
2. Ellensburg City spaces reflect the cultures of the community
3. Advise on development of City-operated facilities and programming to ensure a full spectrum of community representation in their planning
4. Monitor community incidents and engage with community leaders
5. More diverse community engagement and reflection in places where decisions are made
6. Celebrate cultural diversity and history of Ellensburg

3 Year Goals

1. Advise and engage with economic development leadership to raise awareness of the need for resources and pathways for minoritized business owners
2. Increase community participation and engagement while expanding cultural events and experiences
3. Develop an effective communication plan to share out the commission's work while fostering relationships with other City commissions
4. Retain and grow existing cultural celebrations, intergroup dialogues, and educational opportunities
5. Expand minoritized residents' participation in civic education programs (e.g. BIPOC engagement with Ellensburg Academy)

1 Year Goals

1. Identify and analyze trends within reports related to equity, belonging, community needs, and diversity (example is create an Ellensburg community profile based on equity surveys)

2. Begin engagement with citywide inclusive art in order to develop further representation
3. Commission becomes size to reflect diversity in community (*Have discussion*)
4. Multicultural Day at Unity Park **Goodloe, Eliatamby-O'Brien (lead), & Carnell** (*have in spring!*)

90-Day Goals (90 days from Nov. 9 meeting)

- Identify the instruments needed for data gathering
- Identify how to measure the listening tours moving forward

Ongoing (Activities that are ongoing annually)

- Continue grant program
- Building a relationship with Liaisons
- Continue to support proclamations and recognitions
- Hold another Belonging In The Burg event in partnership with ESD & CWU
- Juneteenth celebration
- Continue listening tours and create feedback loop for participants
- Support Pride events every June

Parking Lot

Identify resources and educational opportunities



Meeting Date: November 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 & To-Do List Review

Background/Summary:
Previous Meeting Motions

- Commissioner Kandee Cleary moved to approve the agenda. Commissioner Eliatamby-O'Brien seconded the motion. There was no discussion. Motion approved 5-0.
- Commissioner Kandee Cleary moved to approve the meeting minutes from the July 8, 2025 and August 12, 2025 DEI Commission. Commissioner Hoefer seconded the motion. There was no discussion. Motion approved 5-0.
- Commissioner Cleary nominated Commissioner Hoefer and Commissioner Eliatamby-O'Brien as the representatives to work with City staff on reviewing the results of the 10/4 Common Ground Workshop. Commissioner Serena Turney seconded the motion. There was no discussion. Motion approved 5-0.

To-Do List Review

The only item on the 90-day to-do list (due 11/10) was putting data in a document for review. At the retreat, commission members suggested this goal needs to be changed. Discuss during new business.

Previous Council Action:
N/A

Analysis:
N/A

Financial Impact:
N/A

Budget Adjustment: No

Attachments:
None



Meeting Date: November 11, 2025
City of Ellensburg

Diversity Equity & Inclusion Commission Agenda Report

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

Suggested Motion/Action:
Listen to staff updates.

Background/Summary:
City events/activities that are free and open to all:

- Community Thanksgiving Dinner on Wednesday, November 26, 2025 from 3-6 p.m. at the Kittitas Valley Event Center Armory, 901 E. 7th Ave., Ellensburg, WA 98926. Everyone is welcome. Please enjoy the meal on-site and leave pets at home.

Previous Council Action:
N/A

Analysis:
N/A

Financial Impact:
N/A

Budget Adjustment: No

Attachments:
None