

**CITY OF ELLENSBURG
AGENDA
Council Conference Room
501 N. Anderson St.
Ellensburg, WA 98926
Tuesday, April 12, 2022
3:00 PM - Diversity Equity & Inclusion Commission**

1. Call to Order and Roll Call

2. Approval of Agenda

3. Approval of Minutes Review and approve minutes of March 8, 2022 Diversity, Equity & Inclusion Commission Meeting

- 3.a [Minutes of the March 8, 2022 Meeting](#)
[3.8.22 DEI Commission Minutes.pdf](#)

4. Proclamations

- 4.a [Review May 2022 Proclamations](#)

5. New Business

- 5.a [Select Representative To Serve On Unity Park Stakeholder Group](#)
- 5.b [Discuss DEI Commission Budget](#)
- 5.c [Ellensburg Make Music Day Call To Artists](#)
[Make Music Ellensburg Press Release final.docx](#)
- 5.d [Day of Action Report](#)
- 5.e [Discuss Work Plan](#)
[DEI Commission Work Plan .pdf](#)

6. Subcommittee Reports

- Provide updates if applicable
- Listening session updates

7. Commission Member Reports

8. Staff Report

9. Public Comment

Public comments are limited to three minutes per person, and no action will be taken on these comments at this meeting. Please raise your hand, "virtual hand," or press *9 on your phone. Once called upon: please state your first name, last name, and address for the record.

10. Review Next Meeting

Tuesday, May 10, 2022 at 3 p.m.

Zoom: https://us02web.zoom.us/webinar/register/WN_la6YHX3WTVKjGD0xBg5TMA

Zoom ID: 818 1287 7290 Password: 481128

For accommodation, email adacoordinator@ci.ellensburg.wa.us



AGENDA REPORT

Meeting Date: April 12, 2022

Agenda Subject: Minutes of the March 8, 2022 Meeting

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Review and approve the minutes of the March 8, 2022 Diversity, Equity & Inclusion Commission Meeting

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:
[3.8.22 DEI Commission Minutes.pdf](#)



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

March 8, 2022

3:00 PM

Council Conference Room, 501 North Anderson St.

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present: Sara Omrani, Daniel Amos, Teresa Divine, Mayra Colazo and Nancy Goodloe (Chair)

Absent: Kandee Cleary and Tylene Carnell

Also present remotely via Zoom: Nicole Klauss, Public Information Officer (Recording Secretary); and 4 members of the public.

Commissioner Amos moved to Approve excused absence for commissioner Cleary and commissioner Carnell. **Motion Approved 4-0.**

2. Approval of Minutes from February 8, 2022 Meeting

Commissioner Colazo moved to approve the February 8, 2022 minutes. **Motion Approved 4-0.**

3. Ellensburg Downtown Association Briefing

Ellensburg Downtown Director Brenda DeVore discussed EDA upcoming events. The commission discussed getting involved with the Ellensburg Make Music Day by sharing the event and opportunity to perform with their networks. The commission shared stories of how marginalized communities don't feel welcome in downtown businesses.

4. Proclamations

The Commission discussed upcoming May proclamations including Asian American Heritage Month and Jewish American Heritage Month. The Commission will send name suggestions to Goodloe.

The Commission will have a proclamation for Race Unity Day in May.

The Commission will continue discussion about proclamations naming community organizations at future meeting.

5. WWII Japanese Soldiers Museum Exhibit

Commissioner Amos provided an update on the WWII Japanese Soldiers Museum Exhibit.



6. Subcommittee Reports

Commissioner Amos provided an update on the Latter-Day Saints listening tour.

7. Commission Member Reports

Commissioner Colazo gave an update on the Race Unity Day Event.

8. Staff Report

Klauss provided the staff report:

- New members must go through OPMA/Public Records Training
- Do not reply all on emails
- New process for appointment, Commissioner Omrani will receive application for reappointment if interested, and will go through interview process.

9. Public Comment

Chair Goodloe called for public comment.

Paula McMinn, 2000 N. Alder St., provided public comment.

Jill Scheffer, 414, S. Willow St., provided public comment.

10. Adjournment

Meeting adjourned at 4:32 p.m.

Nicole Klauss

Drafted: 3/9/22

Approved:



AGENDA REPORT

Meeting Date:	April 12, 2022
Agenda Subject:	Review May 2022 Proclamations
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	N/A
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date:	April 12, 2022
Agenda Subject:	Select Representative To Serve On Unity Park Stakeholder Group
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Decide which commission member can represent the DEI Commission on the Unity Park Stakeholder Group. The time commitment will be approximately three hours. There will be at least two meetings that participants can attend in person or remotely, the meeting times will be during the work day.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date:	April 12, 2022
Agenda Subject:	Discuss DEI Commission Budget
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Brainstorm ideas on how the DEI Commission wants to use the \$10,000 budgeted for the commission.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date: April 12, 2022

Agenda Subject: Ellensburg Make Music Day Call To Artists

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Review and share with your networks in the community.

Background/Summary: The Ellensburg Downtown Association is making music on Tuesday, June 21 in celebration of International Music Day. International Music Day is the one day a year people around the world celebrate the importance of music in our lives through free, open and accessible events throughout the U.S. and world.

International Music Day is celebrated in over 450 cities and 100 countries when musicians of all ages and skill levels take to the streets, sidewalks, and parks to play. Entire communities come out to listen, dance, and join in making music. Each community organizes its own events, and each celebration has a distinct expression.

In Ellensburg, musicians are taking to the streets, playing in several outdoor stages and indoor venues.

Who can participate?

- This is an all ages, all ability, all play event. We are inviting anyone who plays an instrument from – school bands, wood shedders, garage bands, music students and solo musicians to come and play.
- **Musicians are not paid but can ask for tips and sell merchandise – t-shirts etc.**
- Musicians must sign up for a time slot dependent on availability and music must be approved for all age appropriate lyric content.
- **Submission Deadline – May 21st Venues**

assignments confirmed by email after May 30th

Please register at: <https://form.jotform.com/220796477400156>

Previous Council Action: N/A

Analysis: N/A

Financial Impact: None.

Attachments:

[Make Music Ellensburg Press Release final.docx](#)

For Information Contact:
Brenda DeVore, Executive Director
Ellensburg Downtown Association
119 W. 5th Ave, Suite 102, WA 98926
Director@EllensburgDowntown.org
509.962.6246



FOR IMMEDIATE RELEASE

Ellensburg Make Music Day

Tuesday, June 21st

4-8 PM

www.Ellensburgdowntown.org  @EllensburgDowntown

March 22, 2022– Ellensburg, WA. Ellensburg is making music on Tuesday, June 21 in celebration of International Music Day (Fete de la Musique). International Music Day is the one day a year people around the world celebrate the importance of music in our lives through free, open and accessible events throughout the U.S. and the world. International Music Day is celebrated in over 450 cities and 100 countries when musicians of all ages and skill levels take to the streets, sidewalks, and parks to play. Entire communities come out to listen, dance, and join in making music. Each community organizes its own events, and each celebration has a distinct expression.

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- **Submission Deadline – May 21st Venues assignments confirmed by email after May 30th**

Please register at: <https://form.jotform.com/220796477400156>

Questions? Want to see your company featured at this event? Interested in volunteering?

Email The Ellensburg Downtown Association [at Programs@EllensburgDowntown.org](mailto:at_Programs@EllensburgDowntown.org) or call (509) 962-6246.

Thank you to our sponsor: Make Music Ellensburg

This event is brought to you by The Ellensburg Downtown Association- the Center of Your Adventures with unique businesses, flavorful fare, welcoming events, vibrant arts and boundless opportunities.

Follow us on social media @EllensburgDowntown

The mission of The Ellensburg Downtown Association is to empower and preserve the community by amplifying our economy and creating a sense of place for all.



AGENDA REPORT

Meeting Date:	April 12, 2022
Agenda Subject:	Day of Action Report
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Commission Member Teresa Divine will provide background on Day of Action, May 12, 2022.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date: April 12, 2022

Agenda Subject: Discuss Work Plan

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: N/A

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:
[DEI Commission Work Plan .pdf](#)

DEI Commission Work Plan

Action Items for this Year

Tylene, Teresa, Mayra, Sara (Cannot have all four meeting because that's a quorum), should switch someone to another subcommittee

- **Develop community engagement plan for reaching out to community**
 - Develop liaison relationship with various cultural and underrepresented groups in our community
- **Explore avenues to encourage the creation of small community groups to read, meet, and discuss diversity issues, books, films, videos, etc**
 - Perhaps partner with library/Hal Holmes for monthly/quarterly movie nights/speakers/events
- **Complete the partnership list (organizations, people and contact info).**
 - See EDA signs beginning to show up in downtown business windows,
<https://pridefoundation.org/community-impact/initiatives/open-to-all/>,
<https://www.seattle.gov/spd-safe-place/the-safe-place-program-and-spd>,

Daniel, Tylene, Mayra

- **Continue listening tours (ongoing)**
 - Thinking also like the "Speak with the Mayor" opportunity at the farmer's market, "Speak with the DEI Commission."

Kandee & Nancy

- **Continue writing proclamations to celebrate heritage months (ongoing)**

Kandee & Nancy

- **Develop DEI toolkit to propose for use by City for certain policies, procedures, or projects.**
- **Develop a matrix for City Leadership and Elected Officials to utilize when reviewing proposals and projects and making decisions.**
- **Actively recruit community participation in planning and implementing special DEI events**
- **Implement new events and celebrations that highlight the variety of cultural traditions within the community.**

- Natural next steps following developed liaison relationships working toward Hal Holmes events (through the winter months then possibly an outdoor venue like parks perhaps through summer months)

- Produce annual report for Council.

Building the foundation

Adding structure

Finishing work and upgrades

Yearly Goals

- Yearly listening tour + report
- Yearly reevaluation of Comp Plan Goals/Policies/Narrative
- Yearly assessment/report of what the City/Commission has done related to DEI
- Identify and support community partners that are regularly celebrating cultural events in our community.
- Encourage an expansion of product selections and personal services for a variety of skin tones, hair textures, and cultural backgrounds.
- Encourage local businesses to provide diversity and gender equity training for employees.
- Ensure the commission is bringing marginalized voices to the work, empowering community voices into events, plans, and trainings.