

CITY OF ELLENSBURG

**Minutes of Diversity, Equity & Inclusion
Commission Meeting Retreat**

Date of Meeting

August 12, 2022

Time of Meeting

8:00 AM - 1:00 PM

Place of Meeting

Ellensburg, WA 98926

And remotely via Zoom

Present: Kandee Cleary, Tylene Carnell, Teresa Divine, Daniel Amos, Mayra Colazo, and Nancy Goodloe (Chair)

Absent: Alex Mandujano (excused)

Also present: Nicole Klauss, Public Information Officer (Recording Secretary); and Phil Backlund, retreat facilitator.

Two motions were approved by the group regarding the agenda for the Commission's monthly meetings. These motions will most likely need formal approval at the next regular commission meeting.

Tylene Carnell moved and Kandee Cleary seconded a motion that the Commission adopt the following as its meeting agenda, effective with September 1, 2022.

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
4. PREVIOUS MEETING MOTIONS AND TO-DO LIST REVIEW
5. SUBCOMMITTEE REPORTS
6. COMMISSION MEMBER REPORTS
7. NEW BUSINESS
8. STAFF REPORT
9. PUBLIC COMMENT
10. PREVIEW NEXT MEETING

Daniel Amos moved and Kandee Cleary seconded a motion that staff keep a cumulative list of approved motions together with any due date and people assigned to the action. Incomplete actions will remain on the agenda review list until completed. Completed actions will be moved to a Completed Action List.

The Commission approved the following goals.

1. Core focus (what does this group no one else does?)
 - Collaborate to advance DEI issues

- Promote belonging and inclusion
 - Educate around DEI issues through an equity lens
 - Facilitate community conversations around lived experiences
 - Know where the gaps are
 - Bring broad view of community
 - Assess and monitor pulse of community
 - Awareness of DEI issues
 - Hold mirror to community
2. Ten year (infinity) goals
- Engagement by diverse groups of people and different activities
 - All people in Ellensburg feel represented in all City spaces
 - More diverse community reflection in places where decisions are made
 - All city boards and commissions have accessibility component
 - Increased accessibility in community
 - Community businesses have accessibility and meet ADA standards
 - Commission becomes size to reflect diversity in community
 - City commissions have liaisons to DEI Commission
 - Full-time City staff member working on DEI
 - Workshops for small businesses for business owners of color
 - Full spectrum community center for inexpensive activities
 - A safe community
 - Add blue light safety stations throughout community
 - A more diverse police
 - More diverse shopping/businesses
 - A broader range of community celebrations, concerts, art, and other cultural events
 - Increased community participation/engagement in cultural events
 - Pride event every June
 - Juneteenth celebration
 - A method to report bias/hate crime incidents
 - Developing an effective communication plan to support commission activities
 - Day of Action is well-attended
 - Businesses will acknowledge Black History Month downtown
3. Three year goals
- DEI commissioners should visit each City commission to build relationships
 - Plan Juneteenth event
 - Full-time staff support/event planning for DEI Commission
 - Black History Month celebration by the City
 - City will recognize Trans Day of Visibility
4. One year goals
- Commissioner Carnell continue acting as liaison to Pride 2023 Committee
 - Commission web page is up to date, informative, and accessible

- Commission will establish relationship with City and CWU libraries to host discussions about cultural issues
 - We can include community nonprofits in proclamations as applicable
 - Develop stronger way to communicate internally
 - Collaborate on Day of Action event
 - Cinco de Mayo celebration
 - Ask Council to expand commission membership
5. Ninety day goals and to-do list
- Daniel will finalize first collaboration with CWU and City library about the Japanese American WWII heroes event
 - Nicole needs to set up time for two commissioners to go to another commission meeting
 - Kandee will develop talking points to share when meeting with other commission members
 - Tylenne will finalize sponsorship of Pride 2023
 - Nancy will collaborate with ESD and offer first community conversation event/World Cafe
 - Teresa and Mayra will set first meeting to plan participation in 2023 farmers market
 - Kandee and Nicole will determine what to communicate and what methods of distribution to use
 - Nancy will review subcommittees and individual responsibilities to commission
 - Nancy will discuss what to do with remaining funding for 2022 or if we want to request to carry over
 - Nancy will request city manager include permanent line item in budget for DEI Commission
 - Nicole will draft first annual report to City Council
 - Teresa will meet with CWU Day of Action Committee
 - Mayra will talk to contacts about plans for Cinco de Mayo
 - Nicole will talk to Heidi about more in-depth minutes

Nicole Klauss

Drafted: 9/15/22

Approved: 10/11/22