

CITY OF ELLENSBURG
AGENDA
Council Conference Room
501 N. Anderson St.
Ellensburg, WA 98926
Tuesday, September 13, 2022
3:00 PM - Diversity Equity & Inclusion Commission

1. ROLL CALL

Approval of Agenda

Approval of Minutes

[August 9, 2022 Minutes Of Diversity, Equity & Inclusion Commission](#)
[8.9.22 DEI Commission Minutes.pdf](#)

Previous Meeting Motions And To-Do List Review

[Adopt New Meeting Agenda Format](#)

[Staff Keep Cumulative List Of Approved Motions Together With Due Dates And People Assigned To Action](#)

[Approve DEI Commission Goals As Outlined](#)

[To-do List Review](#)

Subcommittee Reports

Commission Member Reports

New Business

[Josephine Library Proposal](#)

[National Disability Employment Awareness Month Proclamation](#)

[Native American Heritage Month Proclamation](#)

Staff Report

Public Comment

Preview Next Meeting

October 11, 2022 at 3 p.m. in the City Council Chambers or via Zoom

Registration Link

https://us02web.zoom.us/webinar/register/WN_KTsaegpISfm1lqdTP0UVzw



AGENDA REPORT

Meeting Date: September 13, 2022

Agenda Subject: August 9, 2022 Minutes Of Diversity, Equity & Inclusion Commission

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Review and approve minutes.

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

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

CITY OF ELLENSBURG

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

Date of Meeting

August 9, 2022

Time of Meeting

3:00 PM

Place of Meeting

Council Chambers, 501 North Anderson St.

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present: Kandee Cleary, Tylene Carnell, Daniel Amos, Alex Mandujano, Mayra Colazo, and Nancy Goodloe (Chair)

Absent: Teresa Divine (excused)

Also present: Nicole Klauss, Public Information Officer (Recording Secretary); Terry Weiner, City Attorney; Phil Backlund, consultant for DEI Commission Retreat; Jinger Haberer, ESD Superintendent; Kelly Kronbauer, ESD Student Health Services; Jason White, ESD Board President; and 1 member of the public via Zoom.

Commissioner Amos moved to approve an excused absence for Commissioner Divine for August 9, 2022. **Motion Approved 5-0.**

2. Approval of Agenda

Commissioner Cleary moved to approve the agenda. **Motion Approved 5-0.**

3. Approval of Minutes from May 10, 2022 Meeting

Commissioner Carnell moved to approve the July 12, 2022 minutes. **Motion Approved 5-0.**

4. New Business: Review Hispanic Heritage Month Proclamation

Commission members reviewed the Hispanic Heritage Month Proclamation and made suggestions for updates.

Commissioner Mandujano will read the Spanish translation at the September 6 City Council Meeting and Commissioner Cleary will find someone to read the English one or will read it.

5. ESD Discussion

The Ellensburg School District (ESD) presented information about the ways the District is working to address safety/anti-bullying. The district discussed possible next steps in partnership with the City including co-hosting a World Café within the community, collaborating on a cultural diversity event within the community, a “pizza klatch” as a way to bring LGBTQ students together and potential use of Story Corp One Small Step.

The DEI Commission will discuss at their retreat on Friday. If doing a World Café they should discuss what topics to have conversations about and what questions they would use, and a smaller planning group could get together. November is a good time of year for ESD.

6. Subcommittee Reports

Commissioner Carnell said her committee met and talked about the grant process needing clarity and figuring out who the grant is meant to fund if it is something the commission proceeds with.

7. Commission Member Reports

Commissioner Carnell reported on meeting with the Kittitas County pride group for 2023.

Chair Goodloe reported there will be an overdose awareness day event on August 30 at the Methodist Church.

8. Staff Report

Klauss reminded the commission of the City Council vacancy and the application deadline.

Klauss reminded the commission of the Friday DEI Commission retreat from 8-1 at the Foundry and introduced facilitator Phil Backlund.

9. Public Comment

There was no correspondence or public comment.

10. Review Next Meeting/Adjournment

Meeting adjourned at 4:17 p.m.

Nicole Klauss

Drafted: 8/11/22

Approved:

DRAFT



AGENDA REPORT

Meeting Date: September 13, 2022

Agenda Subject: Adopt New Meeting Agenda Format

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: The Commission will discuss adopting the following new meeting agenda format as agreed upon during the August 12, 2022 retreat, and will be effective at the subsequent DEI Commission meeting.

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

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A



AGENDA REPORT

Meeting Date:	September 13, 2022
Agenda Subject:	Staff Keep Cumulative List Of Approved Motions Together With Due Dates And People Assigned To Action
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Approve that staff keep 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.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date: September 13, 2022

Agenda Subject: Approve DEI Commission Goals As Outlined

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Approve the Diversity, Equity & Inclusion Commission goals that were discussed at the retreat and are outlined below:

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 WW II heroes exhibit.
 - 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

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A



AGENDA REPORT

Meeting Date:	September 13, 2022
Agenda Subject:	To-do List Review
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Review the list and note change in status for items: • Daniel will finalize first collaboration with CWU and City library about the Japanese American WWII heroes event • Kandee will develop talking points to share when meeting with other commission member • Kandee and Nicole will determine what to communicate and what methods of distribution to use • Mayra will talk to contacts about plans for Cinco de Mayo • Nancy will collaborate with ESD and offer first community conversation event/World Cafe • 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 • Nicole needs to set up time for two commissioners to go to another commission meeting • Nicole will talk to Heidi about more in-depth minutes • Teresa and Mayra will set first meeting to plan participation in 2023 farmers market • Teresa will meet with CWU Day of Action Committee • Tylenne will finalize sponsorship of Pride 2023
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date:	September 13, 2022
Agenda Subject:	Josephine Library Proposal
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:	September 13, 2022
Agenda Subject:	National Disability Employment Awareness Month Proclamation
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Write National Disability Employment Awareness Month Proclamation and submit final version to Nicole by 9/22/22.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date:	September 13, 2022
Agenda Subject:	Native American Heritage Month Proclamation
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Native American Heritage Month proclamation must be submitted to Nicole by 10/20/22.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A