

**CITY OF ELLENSBURG
AGENDA
Council Conference Room
501 N. Anderson St.
Ellensburg, WA 98926
Tuesday, October 11, 2022
3:00 PM - Diversity Equity & Inclusion Commission**

1. ROLL CALL

Approval of Agenda

Approval of Minutes

[Minutes of the September 13, 2022 Meeting](#)
[9.13.22 DRAFT DEI Commission Minutes.pdf](#)

[Approval of Minutes from August 12, 2022 DEI Commission Retreat.](#)
[8.12.22 DEI Commission Retreat Minutes.pdf](#)

Previous Meeting Motions And To-Do List Review

Previous Meeting Motions

- Commissioner Carnell moved to eliminate the event subcommittee and keep the three standing committees – policy, proclamations, and listening tour. **Motion Approved 5-0.**
- Commissioner Amos moved to continue the work of the listening tour subcommittee and not wait until January to start them back up again. **Motion Approved 5-0.**
- Commissioner Amos moved for the listening tour subcommittee meet before the October commission meeting to discuss the listening tour structure with timelines, groups to talk with, and goals. **Motion Approved 5-0.**
- Commissioner Goodloe moved to set aside \$2,500 of the remaining DEI Commission budget to support the Ellensburg School District partnership to have a community conversation/World Café. **Motion Approved 5-0.**
- Commissioner Cleary moved to approve the National Disability Employment Awareness Month Proclamation and send it to City Council. **Motion Approved 5-0.**
- Commissioner Goodloe moved to bring the Native American Heritage Month Proclamation to the October meeting for the commission to approve. **Motion Approved 5-0.**
- Commissioner Amos moved to approve adoption of the new meeting agenda format as recommended by the facilitator at the DEI Commission's August retreat. **Motion Approved 5-0.**
- Commissioner Cleary moved to add a National Disability Awareness Month Proclamation to the City Council agenda for the October 3 meeting. **Motion Approved 5-0.**

To Do List

- Daniel will finalize first collaboration with CWU and City library about the Japanese American WWII heroes event.
- Kande will develop talking points to share when meeting with other commissions'

members.

- 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 Café.
- 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.
- Nicole will draft first annual report to City Council.
- Nicole needs to set up time for two commissioners to go to another commission meeting.
- 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.

Subcommittee Reports

Commission Member Reports

New Business

[Ellensburg Police Department Overview
2022 Department DEI Presentation.pdf](#)

[Approve the Native American Heritage Month proclamation.
Native American Heritage Month draft.docx](#)

[Review Proclamation Request In Celebration Of The Chaturmasya 2022
Proclamation Draft_06_2022.pdf](#)

[Finalize Talking Points For Meeting With Commissions
Draft of talking points for commission.docx](#)

[Approve the DEI Commission's Annual Report.
Annual Report DEI Commission.pdf](#)

Staff Report

Public Comment

Preview Next Meeting



AGENDA REPORT

Meeting Date: October 11, 2022

Agenda Subject: Minutes of the September 13, 2022 Meeting

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Review and approve

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

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

CITY OF ELLENSBURG

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

Date of Meeting

September 13, 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

The Chair called the meeting to order at 3:03 p.m.

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

Absent: Tylene Carnell (excused)

Also present: Nicole Klauss, Public Information Officer (Recording Secretary); Phil Backlund, consultant for DEI Commission Retreat; and Heidi Behrends Cerniwey, City Manager.

Commissioner Cleary moved to approve an excused absence for Commissioner Carnell for August 9, 2022. Commissioner Amos seconded the motion. There was no discussion. **Motion Approved 5-0.**

2. Approval of Agenda

Commissioner Cleary moved to approve the amended agenda. Commissioner Divine seconded the motion. The discussion was to remove the library proposal from the agenda and add a budget item under new business. **Motion Approved 5-0.**

3. Approval of Minutes from August 9, 2022 Meeting

Commissioner Divine moved to approve the August 9, 2022 minutes. Commissioner Colazo seconded the motion. There was no discussion. **Motion Approved 5-0.**

4. Previous Meeting Motions And To-Do List Review

Daniel will finalize first collaboration with CWU and City library about the Japanese American WWII heroes event. **Not complete – Daniel contacted Hope Amason with CWU Museum and hasn't heard further details.**

Kandee will develop talking points to share when meeting with other commissions' members. **Not complete. Kandee will share the draft with Nicole to share with the commission. This will be on the agenda for the next meeting to discuss and finalize.**

Kandee and Nicole will determine what to communicate and what methods of distribution to use. **Not complete. They will meet ahead of the October commission meeting.**

Mayra will talk to contacts about plans for Cinco de Mayo. **Not complete. Mayra will reach out to church and CWU contacts for SLICE (Amber Hoefer) and the DEC to talk about collaborations.**

Nancy will collaborate with ESD and offer first community conversation event/World Café. **Not complete. Nancy will meet with Jinger Haberer this week.**

Nancy will review subcommittees and individual responsibilities to commission. **Not complete. Will discuss further in agenda.**

Nancy will discuss what to do with remaining funding for 2022 or if we want to request to carry over. **Not complete. Will discuss further in agenda. Cannot carry over funds to 2023.**

Nancy will request city manager include permanent line item in budget for DEI Commission. **Complete.**

Nicole will draft first annual report to City Council. **Not complete. Nicole will bring a draft to the October meeting for approval.**

Nicole needs to set up time for two commissioners to go to another commission meeting. **Not complete. Nicole will set up a schedule by the October meeting with commission visits starting in 2023.**

Nicole will talk to Heidi about more in-depth minutes. **Complete. Heidi approved detailed minutes approved for Diversity, Equity & Inclusion Commission.**

Teresa and Mayra will set first meeting to plan participation in 2023 farmers market. **Not complete. Nicole to forward contact info for farmers market manager to Teresa.**

Teresa will meet with CWU Day of Action Committee. **Not complete. There has been turnover so Teresa needs to find the new key person for this event at CWU. Looks like it will be a week of action on campus and day of action downtown.**

Tylene will finalize sponsorship of Pride 2023. **Not complete. The DEI Commission will be sponsoring the event. The theme for Pride 2023 is Unity In Community and will kick off with a parade and festival the first weekend in June. Nicole will follow up with Hal Holmes to see if they can sponsor a meeting space for the Pride planning committee.**

5. Subcommittee Reports

Commissioner Carnell moved to eliminate the event subcommittee and keep the three standing committees – policy, proclamations, and listening tour. Commissioner Mandujano seconded the motion. During discussion Chair Goodloe said the work of the event subcommittee is now being done through the to-do list. The commission talked about whether to keep the policy committee or not, and decided to keep it because policy helps embed equity into institutions. **Motion Approved 5-0.**

Commissioner Amos moved to continue the work of the listening tour subcommittee and not wait until January to start them back up again. Commissioner Mandujano seconded the motion. During discussion the commission talked about the importance of continuing to hear voices. **Motion Approved 4-1.**

Commissioner Amos moved for the listening tour subcommittee meet before the October commission meeting to discuss the listening tour structure with timelines, groups to talk with, and goals. Commissioner Mandujano seconded the motion. Discussion included not being ready yet to develop a formal reporting format and Commissioner Mandujano will join the subcommittee. **Motion Approved 5-0.**

6. Commission Member Reports

Commissioner Colazo reported Central Washington Disability Resources will be holding a march to acknowledge Disability Awareness Month on Monday, October 3rd from 1-3 p.m. Colazo will forward the information to Klauss to share with the commission.

7. New Business

Commissioner Goodloe moved to set aside \$2,500 of the remaining DEI Commission budget to support the Ellensburg School District partnership to have a community conversation/World Café. Commissioner Amos seconded the motion. During discussion, Goodloe said the funds would be used to support the facilitator or refreshments. Goodloe will meet with ESD Superintendent Jinger Haberer on September 14 to discuss the event, tentatively set for November. **Motion Approved 5-0.**

Commissioner Cleary moved to approve the National Disability Employment Awareness Month Proclamation and send it to City Council. Commissioner Divine seconded the motion. Discussion was that everyone was that it was well-written. **Motion Approved 5-0.**

Commissioner Goodloe moved to bring the Native American Heritage Month Proclamation to the October meeting for the commission to approve. Commissioner Cleary seconded the motion. There was no discussion. **Motion Approved 5-0.**

Commissioner Amos moved to approve adoption of the new meeting agenda format as recommended by the facilitator at the DEI Commission's August retreat. Commissioner Mandujano seconded the motion. **Motion Approved 5-0.**

Commissioner Cleary moved to add a National Disability Awareness Month Proclamation to the City Council agenda for the October 3 meeting. Commissioner Mandujano seconded the motion. Discussion was that Commissioner Colazo will work on the proclamation with Commissioner Cleary and Chair Goodloe with the deadline of Thursday, September 22. **Motion Approved 5-0.**

8. Staff Report

Klauss said the City Council selected Sarah Beauchamp as the new Councilmember.

9. Public Comment

Phil Backlund, the facilitator for the DEI Commission's August retreat, commented that the commission did a good job using the new agenda format.

10. Preview Next Meeting

Klauss reviewed items that will be on the next agenda:

- Approving the Native American Heritage Month proclamation
- Approving the DEI Annual Report
- Finalize talking points to use when meeting with other commissions

Meeting adjourned at 3:56 p.m.

Nicole Klauss

Drafted: 9/15/22

Approved:



AGENDA REPORT

Meeting Date: October 11, 2022

Agenda Subject: Approval of Minutes from August 12, 2022 DEI Commission Retreat.

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Approve the minutes of the retreat.

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

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

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:



AGENDA REPORT

Meeting Date:	October 11, 2022
Agenda Subject:	Ellensburg Police Department Overview
Submitted by:	Ken Wade Police
Recommended Action or Motion:	None requested
Background/Summary:	Law enforcement began in Ellensburg in 1889 with the appointment of Marshall J. R. Wallace, then becoming the Ellensburg Police Department in 1911. Over the last 111 years, the City of Ellensburg has grown in both population and geographical size. With this growth, the need for public safety and other services also grew. The department has worked hard these past 111 years to provide the best in police services for our community. The Ellensburg Police Department is one of 60 law enforcement agencies accredited by the Washington Association of Sheriffs and Police Chiefs (WASPC) and is the only agency in Kittitas County. The department is a general authority police department responsible for full police services, code enforcement and Animal Control within the City of Ellensburg.
Previous Council Action:	N/A
Analysis:	This presentation is being provided to assist the Diversity, Equity and Inclusion (DEI) Commission in the operations of the Ellensburg Police Department and the many duties and responsibilities they perform. As with any summary, this presentation just covers some of the basic information which the administration felt would be of most value to the group.
Financial Impact:	N/A
Attachments:	2022 Department DEI Presentation.pdf

Department Overview 2022



ELLENSBURG

POLICE DEPARTMENT

Ellensburg DEI Presentation
October 11, 2022

Presentation Content

- General Info
- Mission, Vision & Values
- Strategic Goals
- History
- The Department
- Employee Hiring
- Employee Training
- Department Accountability
- Demographic Tracking
- Response to Resistance
 - Oversight
- Complaints
 - Oversight
- Enforcement
- Hate Crime Reports
- Agency Comparison – County wide
- Partnerships
- Future
- DEI Assistance

MISSION, VISION & VALUES

MISSION:

The Ellensburg Police Department's mission is to provide our community with efficient, effective and ethical police services through relationships with our public, business and educational communities, and law enforcement partners.

VISION:

Our vision is to protect our citizens and improve the quality of life for all of those in our community by providing excellence in professional law enforcement through our commitment to transparency, compassion and honor of our service.

VALUES:

As a member of the Ellensburg Police Department, we demand:

Moral, Ethical and Compassionate service to our community.

Personal Accountability.

Respect for human life.

Transparency in our practices.

Commitment to all that we serve.

STRATEGIC GOALS & MOTTO

STRATEGIC GOALS:

Reduce crime and improve traffic safety within our community.
Provide quality community services.
Provide leadership and resources.
Build trust within our community.

MOTTO:

Serving with Pride, Compassion and Excellence.

General Info

- **Ellensburg law enforcement began in 1889, with the appointment of Marshall J. R. Wallace.**
- **In 1911, the Police Department was created.**
- **Two officers have died in the line of duty.**
- **EPD is 1 of 60 law enforcement agencies accredited by WASPC, out of nearly 300 agencies in the state and is the only agency in Kittitas County.**

The Department

- **Public Safety, Animal Control, Code Enforcement and Records Management.**
- **39 total staff approved.** 31 Commissioned (3 vacancies), 1 Animal Control, 2 Code Enforcement & 5 Records staff (1 vacancies).
- **2021 handled 16,350 calls, 16 complaints, and 2 reportable response-to-resistance investigations.**
- **2022 Budget of \$6,934,135.** \$5,426,223 General Fund, \$1,485,766 Criminal Justice fund.

Hiring

Hiring Process

- EPD contracts with Public Safety Testing (PST) for the written and physical testing of police officer candidates.
- PST provides statewide reach in locating and testing candidates from diverse communities.
- PST uses industry standard testing process with a focus on:
 - Cognitive Ability
 - Work style
 - Bio-data
 - Integrity
 - Situation based judgement
 - Intercultural Sensitivity

<https://www.publicsafetytesting.com/>

Legal Requirements

- RCW 43.101.095 – Peace officer certification
- Requires a detailed background check.
 - Criminal history
 - National Decertification index
 - Training commission records check
 - Prior agency complaints/discipline records (lateral officers)
 - Check with prosecutor for Potential Impeachment Disclosure (PID) info.
 - Check for past or present extremist organization affiliation.
 - Review applicant's social media accounts.
 - Verify immigration and citizenship status
 - Psychological examination by a licensed psychiatrist licensed in Washington
 - Polygraph examination
 - Medical exam

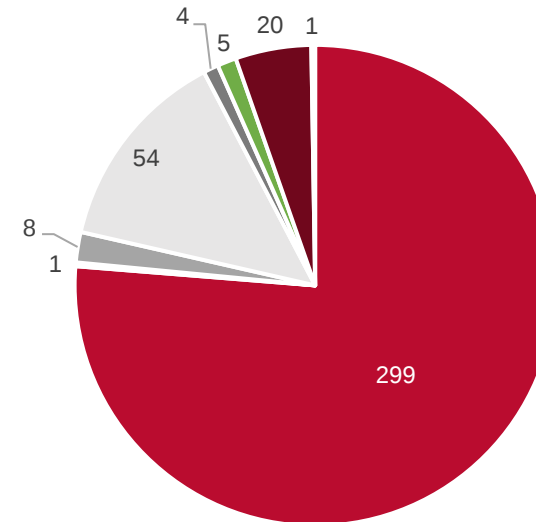
Hiring

Applicant List (Recent)

Applicant List - Scores Received from PST 10/4/21 through 2/28/22					
App No.	City	State	PST Written Test Date	Status	
1	Lynnwood	WA	11/30/2021	didn't return app by cut-off	
2	Kennewick	WA	12/4/2021	failed OB	
3	Issaquah	WA	1/20/2022	failed OB	
4	Ridgefield	WA	8/21/2021	didn't return app by cut-off	
5	Mount Vernon	WA	1/25/2022	didn't return app by cut-off	
6	auburn	WA	1/10/2022	didn't return app by cut-off	
7	Wapato	WA	10/20/2021	failed OB	
8	Ellensburg	WA	2/24/2022	didn't return app by cut-off	
9	Ellensburg	WA	12/18/2021	Passed OB, w/drew - accepted	
10	Woodinville	WA	1/13/2022	didn't return app by cut-off	
11	Oak Harbor	WA	10/8/2021	didn't return app by cut-off	
12	yakima	WA	2/28/2022	didn't return app by cut-off	
13	Kirkland	WA	8/27/2021	didn't return app by cut-off	
14	Grandview	WA	8/10/2021	didn't return app by cut-off	
15	Ellensburg	WA	12/18/2021	failed OB	
16	Woodinville	WA	1/13/2022	didn't return app by cut-off	
17	East Wenatchee	WA	11/19/2021	didn't return app by cut-off	
18	Waterville	WA	12/4/2021	failed OB	
19	yakima	WA	1/5/2022	failed OB	
20	Montesano	WA	12/7/2021	didn't return app by cut-off	
21	Fredericksburg	VA	11/19/2021	in VA, couldn't attend OB, requ	
22	Quincy	WA	7/30/2021	didn't return app by cut-off	
23	Stanwood	WA	11/15/2021	w/drew before filling out app.	
24	Granger	WA	2/17/2022	failed OB	
25	Wapato	WA	11/13/2021	failed OB	
26	Othello	WA	1/20/2022	didn't return app by cut-off	

Candidate Demographics 2017 to 2022.

393 total



White Indigenous Asian Hispanic Pacific Isl Black 2 or more unknown

Female – 48

Male – 344

Unk - 1

Hiring

Additional Requirements

- Pass the physical, academic and situational requirements of the basic law enforcement academy.
- Qualify with lethal and non-lethal weapons
- Successfully complete the pursuit driver's training
- Complete a 14-week FTO program where they are scrutinized daily by their field training officer. If a weakness is observed, they receive immediate corrective training.
- Approximately 8 months after hire, they are assigned a squad and able to go on solo patrol.
- New officers are on probation for 18 months, where they receive bi-monthly performance evaluations.

Department Demographics (Currently)

Commissioned Officers - 28

Black – 1

Hispanic – 2

Asian – 1

White – 24

Male - 26

Female – 2

Non-Commissioned Staff - 7

White – 7

Female – 7

Male - 0

Training & Education

Specialized Training

- CIT (Crisis Intervention Training)
- Bias Policing – Reverend Dr. Marks (2019)
- LGBTQ+ & Hate Crimes - Ret. SPD Officer Jim Ritter (2021)
- Hispanic/Latin Culture – David Pena-Alfaro PhD. (CWU) (2022)
- Mental Health – Comp Mental Health (Yearly)
- Homelessness – HopeSource (Yearly)
- Substance Abuse Disorder – David Douglas PhD. (CWU) (Yearly)

Commissioned Officer Education

- Master Degree – 4
- Bachelor Degree – 19
- Associates Degree – 5
- High School – 3
- FBI National Academy – 2
- Washington State Command College - 5

Department Accountability Tools

Quality Service Reviews (QSR)

All reports are reviewed by supervisors

Body-worn and in-car camera video (Audited)

Citizen Connect / Arrest tracking data (New)

Complaint investigation and reporting

Computerized Early Warning Detection program

Response-to-Resistance investigation & reporting (Since 2004)

Demographic Tracking (Daily)

Monthly report to City Manager

Annual Report to Council

Annual Report to state attorney general

Accreditation yearly audits

Response-to-Resistance

- The Legislature created a standardized reporting process for instances where force is used by law enforcement officers during their duties. This report consists of 14 categories encompassing officer's response-to-resistance and vehicular pursuits.
- In addition to the state's reporting requirements, the department has used its own more stringent reporting system that accounts for any level of force or display of force used by an officer, since 2004.
- Of the 14 categories of force, we reported in 2021 that in two categories for an overall total of 2 incidents. Of the force used, one involved applying a Taser and another instances where officers used a part of their body to physically strike a person.
- To put this into context, of the 16,350 calls we responded to in 2021, we used reportable force 2 times (.012%). It's important to note that same time period, officers were assaulted 5 times, one requiring medical attention. In all incidents there were no serious injuries, hospitalizations or deaths.
- All response-to-resistance requires a shift supervisor to fully investigate each incident. The investigation is entered into a software program called Smartforce. This reporting system meets state and federal use of force reporting standards, provides data analysis, and includes an early warning matrix.
- Each individual incident is reviewed by a captain before coming to me for a final determination.



Response-to-Resistance

- **Officer involved use of force involving serious injury or death (I-940):**
 - Independent Investigation by regional teams.
 - Washington State Audit of the investigation (RCW 43.101.460)
 - Creates a community representative group. Review de-confliction/media and investigative results
 - Includes a de-confliction requirement for investigators.
 - Columbia Basin Investigative Team (CBIT)
- **Office of Independent Investigations (RCW 43.102)**
 - New State Agency tasked with investigating police response-to-resistance
 - Director selected and currently staffing positions

Response-to-Resistance

- **Department Oversight**

- All incidents of force are investigated and reviewed by the chief.
 - Reviewed for violation of policy or law.
 - Reviewed for training assessment.
 - Entered and tracked in computer program for analysis.
 - Annual report submitted to the Washington Attorney General's Office
- All incidents involving serious injury or death are:
 - Reported to the Criminal Justice Training Commission and the Office of Independent Investigations.
 - Are investigated by an outside team of investigator with no department involvement.
 - Are referred to the Prosecuting attorney's office for criminal review.
 - Washington State Auditor's Office reviews all investigations for compliance.
 - Reviewed by the City Attorney.
 - Reviewed by the City Manager and shared with council.
 - Reviewed by the City's Insurance carrier.
 - Data included in department's annual report to the council and public
 - Reported to the FBI use-of-force tracking system

Complaints

- The Ellensburg Police Department accepts all complaints involving any member of the department and complaints about the department itself.
- During 2021, the department received 16 complaints, which included three (3) driving, three (3) response to resistance and 10 job performance complaints.
- Of those complaints filed in 2021, there was one (1) sustained driving complaint, two (2) sustained job performance (Courtesy) complaints, and the remaining 13 complaints were either exonerated or unfounded. One job performance complaint alleged bias policing which was investigated and determined to be unfounded.
- Each complaint is shared with the involved employee, investigated and reviewed by the administration for violations of policy or law. (Note- criminal complaints are referred to an outside agency for investigation)
- At the conclusion of each investigation, the findings are shared with the complainant and employee. All complaint investigations are reviewed by the City Attorney and County Prosecutor.
- We learn from every contact, and we make adjustments to better serve our community.

Complaints

- **Department Oversight.**

- Reviewed by command staff and assigned to a supervisor to investigate
- Complaints involving Discipline, suspension, criminal charges or force causing serious injury or death are reported to CJTC. Finding may result in de-certification.
- Completed investigations are reviewed by command.
- Investigations include witness statements, officer's reports, body camera footage, surveillance video, if any, and any physical evidence.
- Chief determines the finding and notifies the involved officer, the complainant, the union representative, and if applicable, CJTC, in writing.
- Investigation reviewed by the city attorney
- Reviewed by the county prosecutor
- Entered and tracked in computer program for trend analysis and or future training needs.
- Data compiled and shared with Council and the Public in department's annual report.

Demographic Tracking

- Tracked daily
- Monitors Criminal data
- Age, gender, contact type, residence, and other factors.
- Reported monthly to the city manager and city attorney.
- YTD crime trends are included in the report and shared with council.



2021 vs 2022 Criminal Contacts Comparison

	White	Black	Indig	Asian	Hisp	Other	Total		White	Black	Indig	Asian	Hisp	Other	Total
January	61	7	2	3	9	0	82		45	3	1	2	6	0	57
February	34	1	0	0	12	0	47		49	5	2	0	9	0	65
March	35	6	2	0	8	0	51		64	2	2	0	12	0	80
April	43	3	0	2	11	1	60		64	5	0	1	13	3	86
May	60	4	0	1	15	1	81		95	18	2	0	17	0	132
June	52	3	1	2	6	0	64		82	10	0	0	9	0	101
July	42	2	2	0	5	1	52		76	20	4	1	12	1	114
August	42	3	1	0	9	0	55		32	1	1	0	6	0	40
September	50	6	1	0	8	1	66		0	0	0	0	0	0	0
October	62	7	1	0	13	0	83		0	0	0	0	0	0	0
November	68	5	1	1	13	1	89		0	0	0	0	0	0	0
December	74	5	2	1	13	1	96		0	0	0	0	0	0	0
Total	623	52	13	10	122	6	826		507	64	12	4	84	4	675
Monthly Avg	51.9	4.3	1.1	0.8	10.2	0.5		% of	45%	142%	57%	-50%	20%	100%	1-Aug
Comp	2021	2022		diff	%		Juvenile	2021	2022		change				
Jan	61	57		4	-6.6		Jan	3	0						
Feb	95	122		27	28.4		Feb	2	5						
Mar	180	202		22	12.2		Mar	1	11						
Apr	240	288		48	20.0		Apr	6	8						
May	321	420		99	30.8		May	2	7						
Jun	385	521		136	35.3		Jun	3	8						
Jul	437	635		198	45.3		Jul	6	9		108%				
Aug	492	675		183	37.2		Aug	3							
Sep	558						Sep	2							
Oct	641						Oct	12							
Nov	730						Nov	9							
Dec	826						Dec	10							
							total	59	48						

Enforcement

2021 Criminal Enforcement Stats

	White	Hispanic	Black	Asian	Indigenous	Other	totals
Criminal enforcement	623	122	52	10	13	6	826
Total Individuals	468	88	39	7	11	6	619
Repeat offenders (2 or more)	80	13	6	2	2	0	103
Repeat offender's criminal enforce	248	38	18	5	4	0	313
Local offenders	297	51	22	6	7	4	387
non-local	171	37	17	1	4	2	232
Traffic violation involved	168	47	12	1	3	3	234
Mandatory Arrest crime (dv/wrnt)	157	24	19	3	4	1	208
Avg. Age	35	30	27	30	30	31	
Youngest	12	13	13	15	16	21	
Oldest	83	66	68	48	49	39	
Total Juv off	29	17	3	1	1	0	51
Total CWU off	12	1	3	0	0	0	16
Traffic viol %	26.97%	38.52%	23.08%	10.00%	23.08%	50.00%	28.33%
Mandatory arrest %	25.20%	19.67%	36.54%	30.00%	30.77%	16.67%	25.18%
Avg Offender to enfor total	1.33	1.39	1.33	1.43	1.18	1.00	1.33
Avg Repeat offenders to enfor total	3.10	2.92	3.00	2.50	2.00	0.00	3.04
Repeat offenders %	17.09%	14.77%	15.38%	28.57%	18.18%	0.00%	16.64%
Repeat offender's criminal enf	39.81%	31.15%	34.62%	50.00%	30.77%	0.00%	37.89%

2021 Offender Residency & Top 15

	White	Hispanic	Black	Asian	Indigenous	Other	Total
Offender residence @ time of contact							
Cle Elum/Roslyn offenders	21	0	0	0	1	0	22
King County offenders	34	4	4	1	1	1	45
Yakima County offenders	45	19	1	0	1	0	66
Grant County offenders	5	3	0	0	0	0	8
Out of State offenders	14	1	3	0	1	0	19
Top 15 Offenders	12	2	1	0	0	0	15
Total criminal enf	74	10	8	0	0	0	92

1 offender with 14

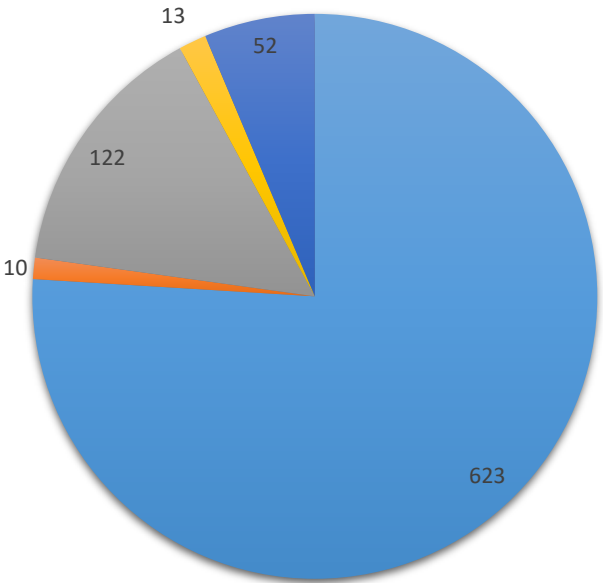
2 offenders with 8

2 offenders with 6

10 offenders with 5

Enforcement Data

2021 Criminal Contacts Demographics

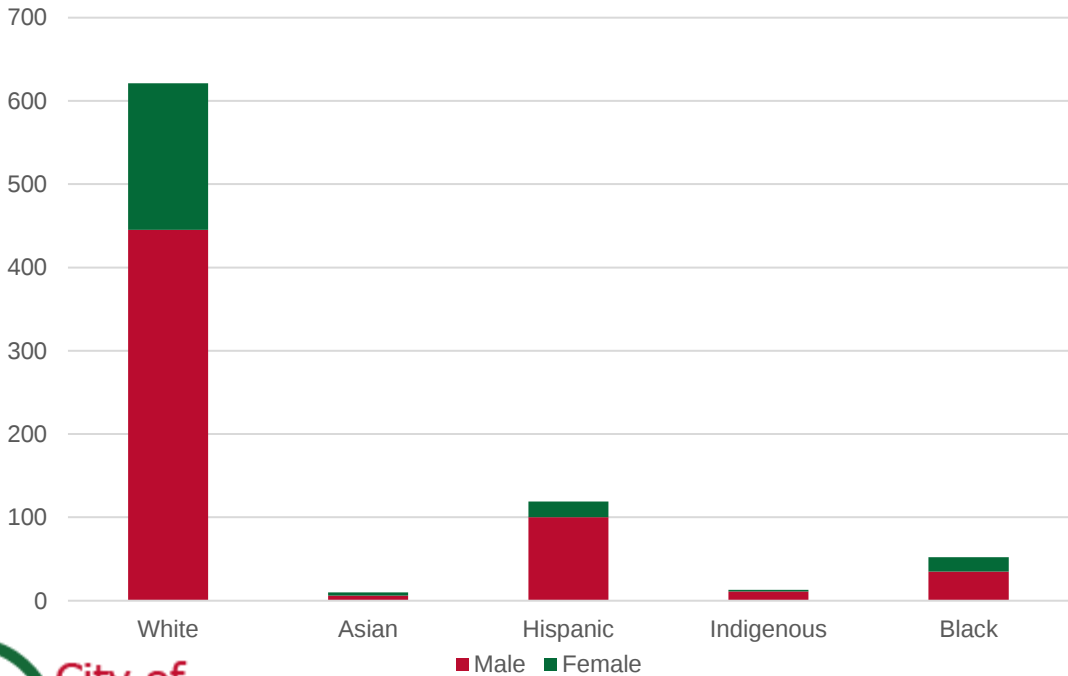


Race	#	%
White	623	76.0%
Asian	10	1.2%
Hispanic	122	14.9%
Indigenous	13	1.6%
Black	52	6.3%
Total	820	

* Note: 6 subject's race is unknown

Enforcement Data

2021 Criminal Contacts Demographics - Gender

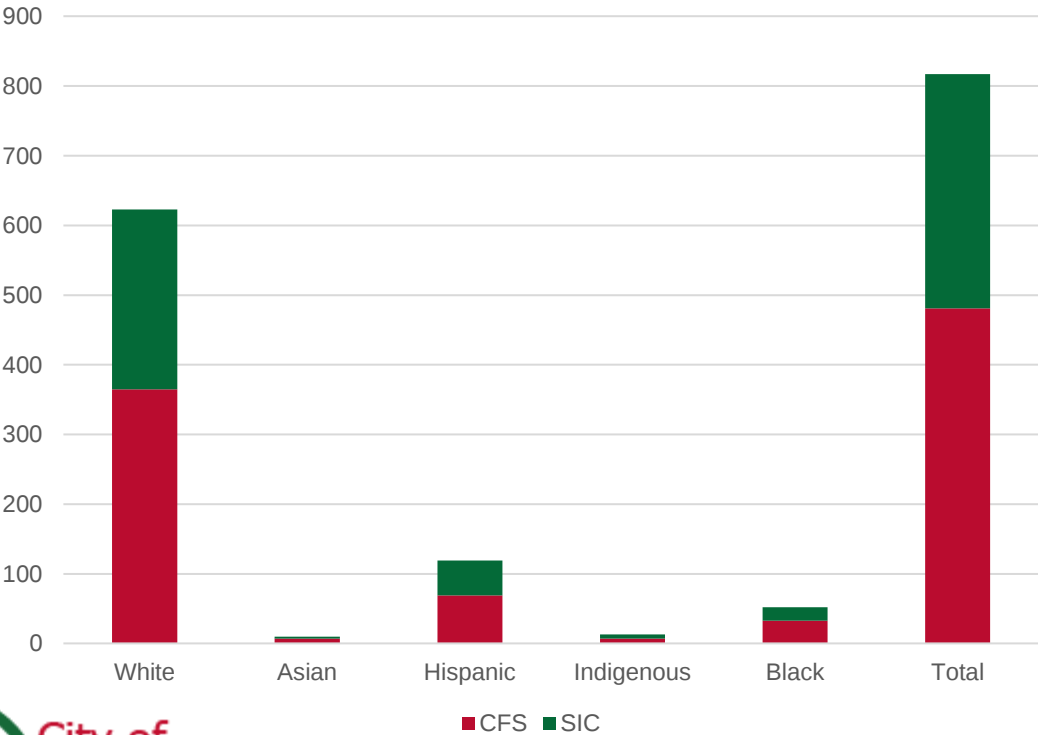


Gender	Male	Female
White	445	176
Asian	6	4
Hispanic	100	19
Indigenous	11	2
Black	35	17
Total	597	218



Enforcement Data

2021 Criminal Contacts Demographics Call type

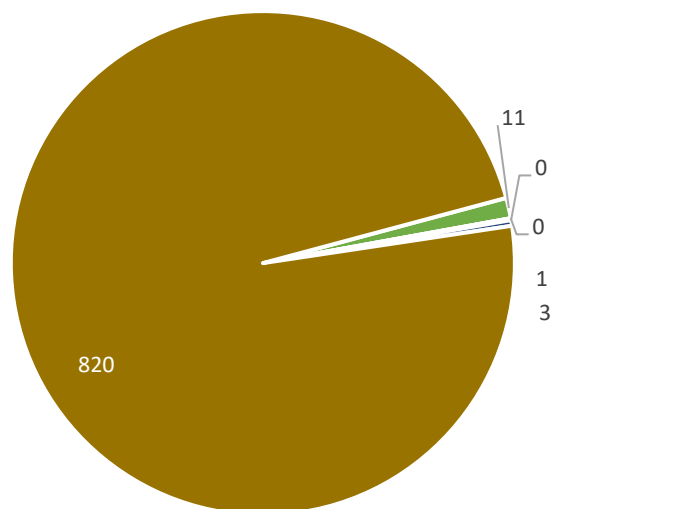


Call Type	CFS	SIC
White	365	258
Asian	7	3
Hispanic	69	50
Indigenous	7	6
Black	33	19
Total	481	336
	59%	41%

SIC= Self Initiated Contact
CFS = Calls for Service

Enforcement Data

2021 Criminal Contacts Demographics - CWU Student



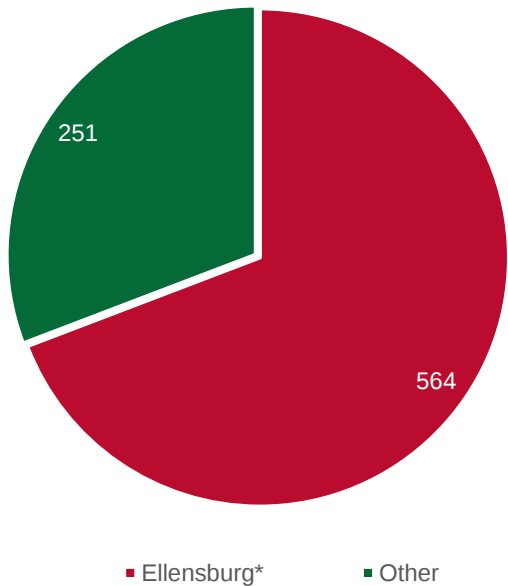
CWU v. Total Criminal Contacts

White	11	1.3%
Asian	0	0.0%
Hispanic	1	0.1%
Indigenous	0	0.0%
Black	3	0.4%
Total CWU	15	2%

Enforcement Data

2021 Criminal Contacts Demographics

Residence Comparison

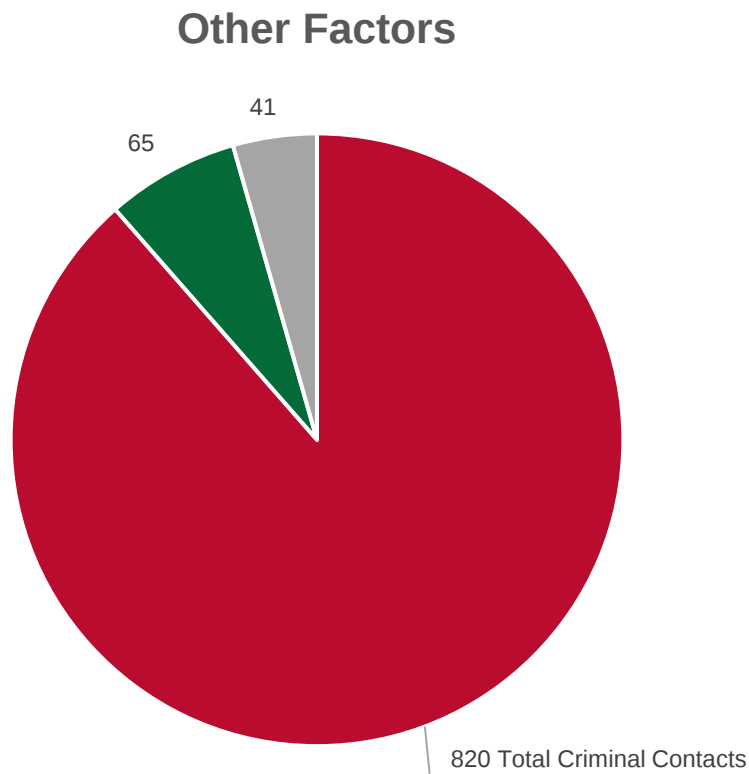


Residence	#	%
Ellensburg*	564	69%
Other	251	31%
Total	815	

Note – 5 are unknown

*CWU residents included

Enforcement Data

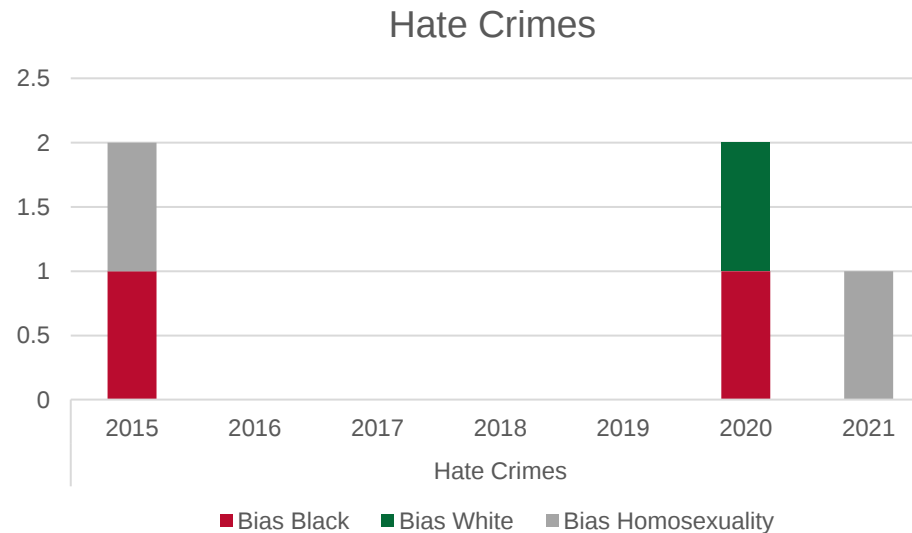


Other Factors

	Homeless	Mental Health
White	58	31
Asian	0	2
Hispanic	2	2
Indigenous	1	2
Black	4	4
Total	65	41
% of total	8%	5%

Hate Crime Reports

- **Definition: A criminal offense committed against a person or property which is motivated in whole or in part, by the offender's bias against a race/national origin, religion, sexual orientation, mental/physical/sensory disability, gender or ethnicity.**



Four of the five reported Hate crimes led to arrest

Kittitas County Law Enforcement

- **Jurisdictions & Responsibilities**

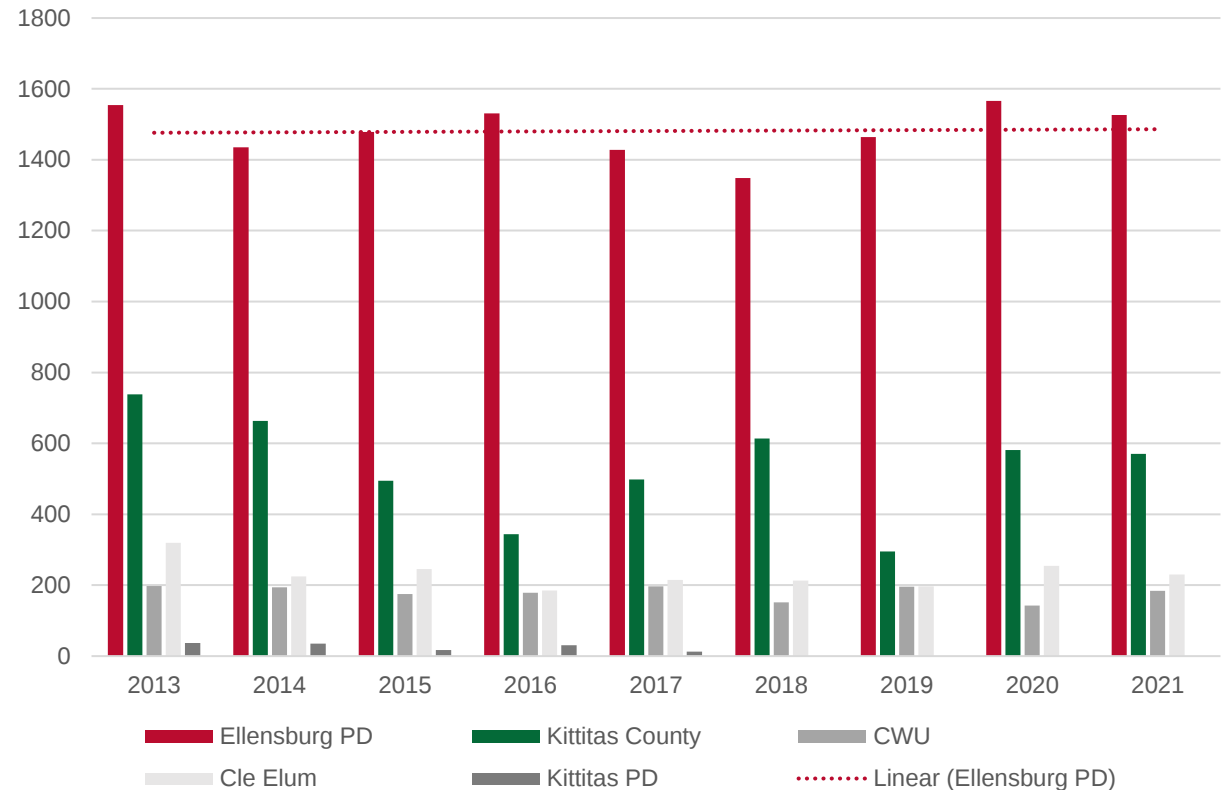
- **Police Departments** – Crime reduction, public safety, code enforcement & ACO
- **University Police** – Student safety, crime reduction, parking, facility support
- **Sheriff's Office** – Public Safety, crime reduction, search and rescue, civil responsibilities, jail operations, courthouse security.
- **WSP** – Traffic safety focused
- **Federal LE** – DEA, Homeland Security, ATF, Secret Service, ETC... – Federal violations.
- **Other** – DOL, DNR, LCB, Gambling Department, Forest Service, Game Department,

Agency Comparison

Part A & B NIBRS Arrest Total



NIBRS Offense total



In 2021 - EPD handled 61% of all reported crimes
EPD made 78% of all arrests

Partnerships

- **Federal, state and local LE agencies.**
- **First Responder agencies**
- **Victim Advocacy groups (CASA, ASPEN)**
- **Mental Health Organizations**
- **Substance Abuse Organizations**
- **Homelessness and Basic needs organizations**
- **Ellensburg School District**
- **CWU**
- **Public Health and KVH**
- **Federal, State and Local Government**

Future

- **Data Driven focus on crimes and criminals.**
- **Victim centered services.**
- **Continued support for mental health, substance abuse and homelessness.**
- **Improved efficiencies and services.**
- **Increased community engagement.**

DEI Assistance

- **Recruitment**
- **Advocate for Substance Abuse Disorder and Mental Health programs.**
- **Advocate for victim support and services.**

Thank you for your time

Questions?



AGENDA REPORT

Meeting Date:	October 11, 2022
Agenda Subject:	Approve the Native American Heritage Month proclamation.
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Review and approve sending the Native American Heritage Month proclamation to the Ellensburg City Council.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A
Attachments:	Native American Heritage Month draft.docx



City of Ellensburg

PROCLAMATION

Native American Heritage Month
November 2022

Whereas, in 1990, President George H. W. Bush declared the month of November as National Native American Heritage Month; and

Whereas, the United States currently recognizes 574 American Indian and Alaska Native tribes, of which twenty-nine are located in Washington State; and

Whereas, as the first to live on this land, Native Americans and their traditions and values inspired-and continue to inspire - the ideals of self-governance, determination, and care for the earth; and

Whereas, the Confederated Tribes and Bands of the Yakama Nation settled on approximately ten million acres of land forming what is now known as Central Washington State; and

Whereas, the City of Ellensburg recognizes and honors the descendants, living or not, of all Native Nations residing herein and contributing to the strength and vibrance of a diverse community; and

Whereas, the City of Ellensburg adopted a "Land Acknowledgment Statement" in 2021 recognizing the land on which we are located as ceded land of the Yakama Nation.

Now, Therefore, the City Council of the City of Ellensburg does hereby proclaim November 2022 as Native American Heritage Month in Ellensburg and asks all residents to join in this observance by building bridges of understanding and friendship with members of the Yakama Nation and all of our Native American neighbors.

Signed this 7th day of November, 2022.

Nancy Lillquist, Mayor

Attest: _____
City Clerk



AGENDA REPORT

Meeting Date: October 11, 2022

Agenda Subject: Review Proclamation Request In Celebration Of The Chaturmasya 2022

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Determine whether to recommend this proclamation to City Council.

Background/Summary: The City of Ellensburg received the following email message requesting a proclamation:

It is with great pleasure that our community is reaching out to you to request a Proclamation commemorating the contributions of The Supreme Pontiff of Hinduism (SPH) Nithyananda Paramashivam throughout Washington, on the most auspicious occasion of the Chaturmasya 2022.

Our Hindu calendar has many auspicious festivals, holidays, and seasons, such as the Chaturmasya, which is the Hindu Holy Season for Austere/Spiritual Observances & Meditation and which commenced on July 10th and will end on November 5th this year.

Every year, we receive support from various dignitaries, government officials, and personalities such as yourself from across the world in the form of proclamations and/or simple letters of appreciation and gratitude in honor of The SPH's contributions to humanity.

This proclamation commemorates the achievements thus far of The SPH Nithyananda Paramashivam who is the Sovereign of the Sovereign State of SHRIKAILASA, and this Chaturmasya 2022 marks the 42nd celebrations of the revival of SHRIKAILASA, a peaceful, sovereign, service-oriented Hindu indigenous Nation and the First Nation of Hindus, rooted in the fundamental principle of Oneness and non-violence.

Honoree title: The Supreme Pontiff of Hinduism (SPH)

Honoree First Name: Bhagavan Nithyananda

Last Name: Paramashivam

ABOUT KAILASA USA:

KAILASA has a presence in nearly all 50 states through a network of institutions, NGOs, temples, youth centers, spiritual healing centers, online presence, extended campuses of the largest Hindu University in the world, Nithyananda Hindu University, food banks, and libraries with major hubs and cities such as Los Angeles, San Jose, Houston, Dallas, Austin, San Antonio, Miami, Pittsburgh, Jersey City, Edison, Phoenix, Seattle, Oklahoma City, St. Louis, Columbus, Charlotte, New York City, Atlanta, Bethesda, and Washington D.C.

KAILASA USA has been serving Americans nationwide since 2003. We are a vibrant, diverse and inclusive community whose primary purpose is to serve our fellow Americans through holistic life solutions from authentic Hinduism and growing. During the pandemic, our volunteers mobilized to donate thousands of pounds of food to our local food banks and provided free online services and support through free yoga, meditation, prayer events, and classes, to help our fellow citizens to sail through the pandemic.

Date requested by:

September 15th (flexible)

If issued, we kindly request a PDF (digital) version sent to this email address and the physical copy mailed to:

Ms. Vijayapriya Nithyananda

9720 Central Ave, Montclair,

CA 91763

Previous Council Action:

The Mayor has indicated that it would be her intent to deny this request because it appears to have no local connection. That being said, she would consider a more general proclamation celebrating Hinduism in Ellensburg if the Commission were to

draft one. The City Council has not previously approved proclamations from groups or individuals outside of Kittitas County.

Analysis: N/A

Financial Impact: None.

Attachments:
[Proclamation Draft_06_2022.pdf](#)



A Proclamation

WHEREAS, The Sovereign State of SHRIKAILASA is a peaceful, sovereign, service-oriented Hindu indigenous Nation and the First Nation of Hindus, rooted in the fundamental principle of Oneness and non-violence - the idea that all beings can live in peace and harmony, and that all human beings are equal and divine, and can reach their highest potential irrespective of their color, nationality, religion, gender or race; and

WHEREAS, The Supreme Pontiff of Hinduism (SPH) Nithyananda Paramashivam, the founder and Sovereign of the Sovereign State of SHRIKAILASA, the 293rd Guru Mahasannidhanam (Pontiff) of Madurai Adheenam, the 203rd Emperor of Suryavamsa Surangi Samrajyam, the spiritual Guru of millions, and the spiritual leader of the 2-billion Hindu diaspora worldwide, has, for the past 27 years and continuing, dedicated His life to the improvement of human condition worldwide and bring a superconscious breakthrough to humanity, through the revival of Hinduism - a religion of peace and co-existence and the establishment of various humanitarian initiatives, including the 108 SHRIKAILASA Uniting Nations (SKUN) initiatives, providing international assistance and protection across over one hundred countries; and

WHEREAS, through its thousands of enlightenment ecosystems, including temples, monasteries, universities, Gurukuls (schools), libraries, food banks, animal shelters and more; SHRIKAILASA has, to this day, under the guidance of The SPH, served over one billion of free meals globally, implemented sustainable food systems and distribution chains globally in the midst of the pandemic, and provided free education and holistic health services to millions worldwide, and more; and

WHEREAS, The SPH, a persecuted religious leader since more than one decade, has taken the responsibility to safeguard the freedom, cultural heritage, and civilization of the indigenous marginalized Hindu peoples who have endured thousands of years of persecution, and to revive the 10,000 ancient non-violent indigenous traditions of Hinduism - The SPH having successfully brought the plight of persecuted Hindus to the United Nations through the representation of the Sovereign State of SHRIKAILASA; and

WHEREAS, It is clear that the current global challenges require global cooperation, and that SHRIKAILASA, along with its international partners, is determined to tirelessly work to maintain global peace, advance human rights, promote health and well-being, provide free

education for all, protect the vulnerable and marginalized, and more;

THEREFORE, I, [INSERT NAME] as [INSERT POSITION] of [INSERT City, State/Province] on [INSERT DATE] do hereby congratulate The Supreme Pontiff of Hinduism Nithyananda Paramashivam, Head of the Sovereign State of SHRIKAILASA, on His 42nd Chaturmasya and commend, appreciate and celebrate the achievements of The SPH Nithyananda Paramashivam globally and in [INSERT City, State/Province]. On this auspicious occasion for Hindus all over the world, I, [INSERT NAME] do proclaim the 2022 Chaturmasya (Hindu Holy Season for Austere/Spiritual Observances & Meditation) as the 42nd Celebrations of the Revival of KAILASA, the ancient enlightened Hindu civilizational nation, and look forward to building an enduring friendship with the Sovereign State of SHRIKAILASA and to collaborate in mutually benefiting ways, for a peaceful and sustainable future for all beings.

Signed on this [DAY] day of [MONTH, YEAR].

In Witness Whereof I have set my hand and caused the Seal of the [CITY/STATE/NATION] of [LOCATION] to be affixed.

[NAME]

[TITLE]

[CITY/STATE/NATION of LOCATION]



AGENDA REPORT

Meeting Date: October 11, 2022

Agenda Subject: Finalize Talking Points For Meeting With Commissions

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Review and approve the talking points to use when meeting with other commissions.

Background/Summary: N/A

Previous Council Action: N/A

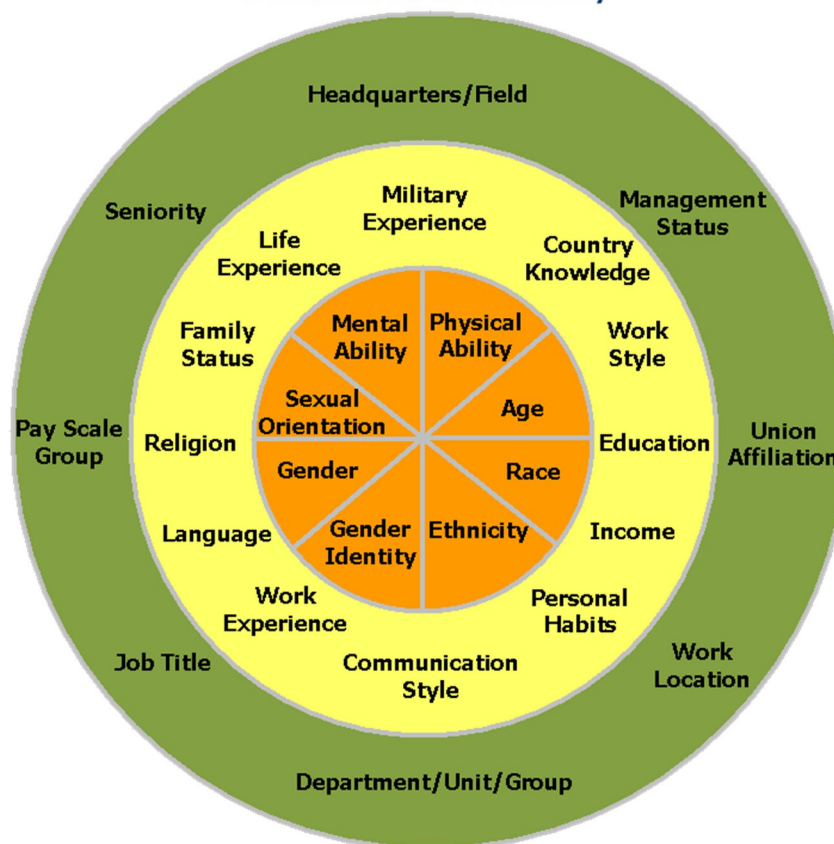
Analysis: N/A

Financial Impact: N/A

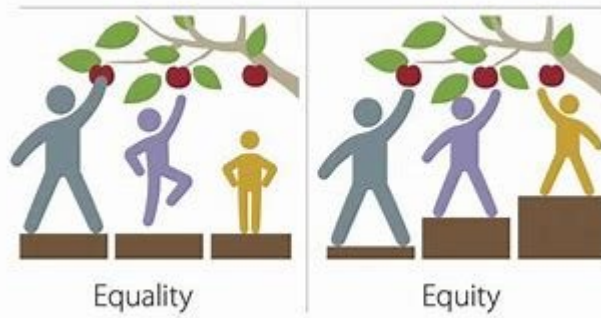
Attachments:
[Draft of talking points for commission.docx](#)

1. Vision
2. Values
 - a. Equity
 - b. Belonging
 - c. Hope
 - d. Compassion
3. Definitions
 - a. All similarities and differences that define human beings

Dimensions of Diversity



- b.
- c. Inclusion is the sense of belonging, climate to help organizations and individuals to benefit from diversity
- d. Equity: describes something deeper and more complex than diversity and inclusion. It is about each of us getting what we need to survive or succeed—access to opportunity, networks, resources, and supports—based on where we are and where we want to go.



Diversity is a fact
Equity is a choice
Inclusion is an action
Belonging is an outcome

Impact on organizational performance

Increases talent pool
Strengthens customer orientation and satisfaction
Reduces conflict
Improves decision making
Creates community

- Increasing diversity of Ellensburg community 20 % of those who live in Ellensburg come from underserved racial/ethnic groups, increasing LGBTQIA+ (SOGI) Community; ** those living with disability.
- This is a natural element of our culture in Ellensburg

What we need from you as a commission

- Identify what voices are missing from your committee – fill those missing voids
- What are the potential challenges regarding equity
- How does equity fit into your decision making



AGENDA REPORT

Meeting Date:	October 11, 2022
Agenda Subject:	Approve the DEI Commission's Annual Report.
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Review and approve sending the DEI Commission's annual report to the Ellensburg City Council in December.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A
Attachments:	Annual Report DEI Commission.pdf

Diversity, Equity & Inclusion Commission Annual Report 2021-2022

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 seven-member commission. Current Commission members are:

- Mayra Colazo, term expires 5/31/2024
- Tylene Carnell, term expires 5/31/2024
- Kandee Cleary, term expires 5/31/2023
- Daniel Amos, term expires 5/31/2023
- Teresa Divine, term expires 5/31/2025
- Alex Mandujano, term expires 5/31/2025
- Nancy Goodloe, City Council Member & Commission Chair

Accomplishments

The Diversity, Equity and Inclusion Commission met twice a month for the first six months to meet Comprehensive Plan deadlines and familiarize the Commission members with the City. Much of what the Diversity, Equity and Inclusion Commission has accomplished in 2021-2022 has been building the framework for the Commission's future work. Here are some accomplishments:

- The Commission developed proclamations for the following months (aligned with the Library of Congress observances):
 - African American History Month
 - Asian Pacific American Heritage Month
 - Hispanic Heritage Month
 - Irish American Heritage Month
 - Jewish American Heritage Month
 - LGBTQ Pride Month
 - National Disability Employment Awareness Month
 - National Native American Heritage Day
 - National Women's History Month
- The Commission spent 9 meetings assisting with the development of the Diversity, Equity and Inclusion Chapter of the City's Comprehensive Plan.
- The Commission presented to the Ellensburg Morning Rotary Club about the Commission's purpose and 2020 listening tour report.

- The Commission conducted listening tours with the following groups and made a list of additional groups to schedule:
 - LGBTQ
 - Asian and Asian American Student Listening Tour
 - Church of Latter-day Saints
- The Commission developed a land acknowledgment statement for the City of Ellensburg, which the City Council adopted on February 22, 2022.
- The Commission onboarded three new members in 2022.
- The Commission received 4 briefings from City staff (Library, Parks and Recreation, Human Resources, and Ellensburg Police Department) and two from community organizations (EDA and APOYO Food Bank)

Goals

In August 2022 the DEI Commission held a retreat to develop goals and a work plan for the Commission. At the September 2022 meeting, the DEI Commission adopted the following list of 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 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