

CITY OF ELLENSBURG AGENDA

**Tuesday, January 10, 2023
3:00 PM - Diversity Equity & Inclusion Commission**

AMERICANS WITH DISABILITIES ACT The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A Request for Accommodation form may be obtained on the first floor of City Hall or by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAcordinator@ci.ellensburg.wa.us

1. ROLL CALL

Approval of Agenda

Approval of Minutes

[Approval of December 13, 2022 Minutes](#)
[12.13.22 Draft DEI Commission Minutes.pdf](#)

Subcommittee Reports

Commission Member Reports

New Business

[Review And Update Commission's Goal List](#)
[DEI Commission Goals.docx](#)

[Budget Discussion](#)
[DEI Budget Request.xlsx](#)

[2023 Proclamations/Recognition Days](#)
[2023 ProclamationsRecognitions.docx](#)

Staff Report

[Upcoming Commission Visits](#)
[DEI Commission Talking Points.pdf](#)

[March Meeting](#)

Public Comment

Preview Next Meeting Preview items for the February 14 meeting.



AGENDA REPORT

Meeting Date: January 10, 2023

Agenda Subject: Approval of December 13, 2022 Minutes

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:
[12.13.22 Draft DEI Commission Minutes.pdf](#)

CITY OF ELLENSBURG

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

Date of Meeting

December 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 3:00 p.m.

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

Absent: Teresa Divine, Mayra Colazo

Commissioner Cleary moved to approve an excused absence for Commissioner Divine. Commissioner Amos seconded the motion. **Motion Approved 4-0.**

Also present: Nicole Klauss, Public Information Officer (Recording Secretary); David Schwan, CWU EthicsLab Director; Ramona Bryant, League of Women Voters; and Phil Backlund, commission retreat facilitator.

2. Approval of Agenda

Commissioner Carnell moved to approve the agenda. Commissioner Cleary seconded the motion. **Motion Approved 4-0.**

3. Approval of Minutes from November 8, 2022 Meeting

Commissioner Cleary moved to approve the November 8, 2022 meeting minutes. Commissioner Amos seconded the motion. There was no discussion. **Motion Approved 3-0. Commissioner Carnell abstained.**

4. Previous Meeting Motions And To-Do List Review

The Commission reviewed the previous meeting motions.

Daniel will finalize first collaboration with CWU and City library about the Japanese American WWII heroes event. **Daniel will work on contacting the library.**

Draft

Mayra will talk to contacts about plans for Cinco de Mayo. **No update.**

Nancy will collaborate with ESD and offer first community conversation event/World Café. **Complete.**

Nancy will review subcommittees and individual responsibilities to commission. **Will be reviewed at a future meeting.**

Nancy will discuss what to do with remaining funding for 2022. **Complete.**

Nicole needs to set up time for two commissioners to go to another commission meeting. **In progress. January visits are scheduled.**

Teresa and Mayra will set first meeting to plan participation in 2023 farmers market. **No update.**

Teresa will meet with CWU Day of Action Committee. **Nicole mentioned that the Day of Action organizers will meet with the City's Parks & Recreation Director.**

Tylene will finalize sponsorship of Pride 2023. **No update, committee meeting same day.**

6. Subcommittee Reports

Commissioner Amos and Mandujano are planning three listening tour sessions for 2023. They are also working on the policy document about the listening tours. They also hope to eventually analyze the report and session data to see if there are concrete recommendations.

7. Commission Member Reports

Chair Goodloe said the City Council is considering on a proclamation policy and we will hear updates on the requirements at the January meeting.

Chair Goodloe reported PBS has a new documentary "In A Different Key" coming out about people on the autism spectrum and how people can include them.

Chair Goodloe said the Belonging In The Burg subcommittee met and people overwhelmingly want to do it again.

8. New Business

The Commission heard from David Schwan with the CWU EthicsLab about the Human Library event. The concept is that local volunteers serve as human "books" that can be "checked out" for a 30-minute conversation on a specific topic. There are a couple areas where the commission could provide assistance: feedback on the event, help determine areas to recruit human books, promotion help, and/or budget for items for the volunteers or "books."

Commissioner Cleary made a motion to partner with the CWU EthicsLab in hosting The Human Library event. Commissioner Carnell seconded the motion. Discussion was that a funding request could be made at the January meeting. **Motion Approved 4-0.**

Chair Goodloe discussed the remaining 2022 funding.

Commissioner Carnell made a motion to approve spending 2022 funding on magnetic nametags for each commission member and paying for the printing of 100 business cards for each member. **Motion Approved 4-0.**

Chair Goodloe reviewed the commission's goal list and said updating the 30, 60, 90-day goals will be an agenda item at the January meeting.

9. Staff Report

Klauss reminded the Commission of the visiting schedule for 2023 commission visits. Klauss will send out calendar invites and reminders with the talking points.

Klauss provided a report about the Belonging In The Burg event.

10. Public Comment

Commissioner Carnell said it seems like Safe Space trainings would fit in with the events the DEI Commission is partnering with so the commission should consider creating a library of ongoing Safe Spaces training.

11. Preview Next Meeting

Goodloe reviewed items that will be on the next agenda:

- Review Board & Commission handbook, subcommittee responsibilities, and individual responsibilities
- 2023 Funding Proposals
- 2023 Proclamations Policy
- 30, 60, & 90-day Goal Discussion

Meeting adjourned at 3:56 p.m.

Nicole Klauss
Drafted: 12/14/22
Approved:

Draft



AGENDA REPORT

Meeting Date:	January 10, 2023
Agenda Subject:	Review And Update Commission's Goal List
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Review and edit the goal lists. If budget will be requested for an item it should be included on the Commission's goal list.
Background/Summary:	1. Review the 90-day goal list and move completed items to an accomplishment list. Ones that are not completed will be rolled over into new 90-day goal list. Need a motion to approve previous 90-day accomplishments. 2. Review 1-year, 3-year, 10-year goal lists. Need a motion to approve the new lists. 3. Assign a person and timeline to the items on the 90-day goal list. Need a motion to approve the 90-day action items that came out of the discussion.
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A
Attachments:	DEI Commission Goals.docx

Diversity, Equity & Inclusion Commission 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



AGENDA REPORT

Meeting Date:	January 10, 2023
Agenda Subject:	Budget Discussion
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Make budget recommendations for 2023.
Background/Summary:	The DEI Commission has a budget of \$10,000 for 2023. The Commission should discuss what to allocate the funds toward for the year. Funding should be tied to items on the DEI Commission's goal list. Some preliminary requests have been attached to the budget worksheet. A formal motion is needed to approve suggested expenditures.
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A
Attachments:	
	DEI Budget Request.xlsx

Project	Amount Requested	Amount Approved
Day of Action	\$ 950.00	
Belonging In The Burg #1	\$ 1,500.00	
Belonging In The Burg #2	\$ 1,500.00	
Kittitas County Pride 2023 Parade & Festival	\$ 2,500.00	
	Total	
	\$ 6,450.00	

Remaining Balance

\$ 3,550.00

Other Projects DEI Commission is supporting that may need funds

Human Library

Japanese American World War II heroes exhibit

Cinco De Mayo Celebration

Farmers Market (\$35 application fee, plus \$30 for a 10x10 booth request)

Day of Action 2023 May 11, 2023: 12:00-1:00pm

Item

88.1 The Burg
Snacks & Water
Decorations and Sign
Making Supplies
Participation Incentives

SURC 137 Fees
SURC Pit fees
SURC West patio fees

PER DIEM RATES

Breakfast (7 to 8am):

Lunch (12 to 1pm):

Dinner (6 to 7pm):

Light Refreshments

Totals:

23 Budget

-5 pm

Description (include links if applicable)

DJ for 2 hours
Water bottles, chips, etc...

squishmellows, etc...

A/V set up, table rounds
A/V , mic, speaker, etc...
A/V , mic, speaker, etc...

Non High Cost Meals Ellensburg Rates

\$14.00

\$17.00

\$28.00

\$9.00

\$59.00

Cost	Category
\$200	Music
\$300	Food
\$200	Supplies
\$100	Supplies
\$50	SURC
\$50	SURC
\$50	SURC

GRAND TOTAL: \$950



AGENDA REPORT

Meeting Date: January 10, 2023

Agenda Subject: 2023 Proclamations/Recognition Days

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Discuss 2023 proclamations/recognition days to forward to the City Council.

Background/Summary: Proclamations go through a new process now with 30 days of lead time required. Chair Goodloe suggested developing content to further recognize special days of the year to be posted on City social media. Commission members will share responsibility for writing these pieces. The days will go to the City Council for approval prior to posting on City social media.

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:
[2023 ProclamationsRecognitions.docx](#)

2023 Proclamations/Recognition Days

Proposal for discussion

What we do now:

Black American History Month	February 1
Irish American History Month/St. Patrick's Day	March 1
National Women's History Month	April
National Day of Prayer	May 4
Jewish American Heritage Month	May 1
Asian-Pacific-American Heritage Month	May 1
Pride Month	June 1
Hispanic Heritage Month	Sept. 15 – Oct. 15
National Disability Employment Month	October 1
Native American Heritage Month	November

Things we Could Post on City Facebook page to further recognize special days of the year:
Develop a tribute to the persons/s and submit to Nicole to submit on the day of the recognition. Commission members will share responsibility for writing these pieces.

Starting 2023	Posted -- January (starting 2024)
Martin Luther King Day	Third Monday of January
Race Unity Day	June 19
Columbus Day/Indigenous People's Day	October 9
International Day of Peace "End Racism Build Peace"	September 21
Patriot Day	September 11
World Aids Day Putting Ourselves to the Test: Achieving Equity Against Aids	Nov. 1
International Men's Day	November 19
Transgender Day of Remembrance "Honor Their Memory"	November 20

Discussion:

Are their other proclamations you would like to add to this list?
Are the Facebook posts recommendations suitable to you?
Are their other "days" you would like to add to the Facebook list?
Are you willing to write at least one of the Facebook posts and get to Nicole before the deadline?

If consensus is reached on this proposal, we will have a motion/second/final discussion/vote to forward this proposal to City Council for approval.



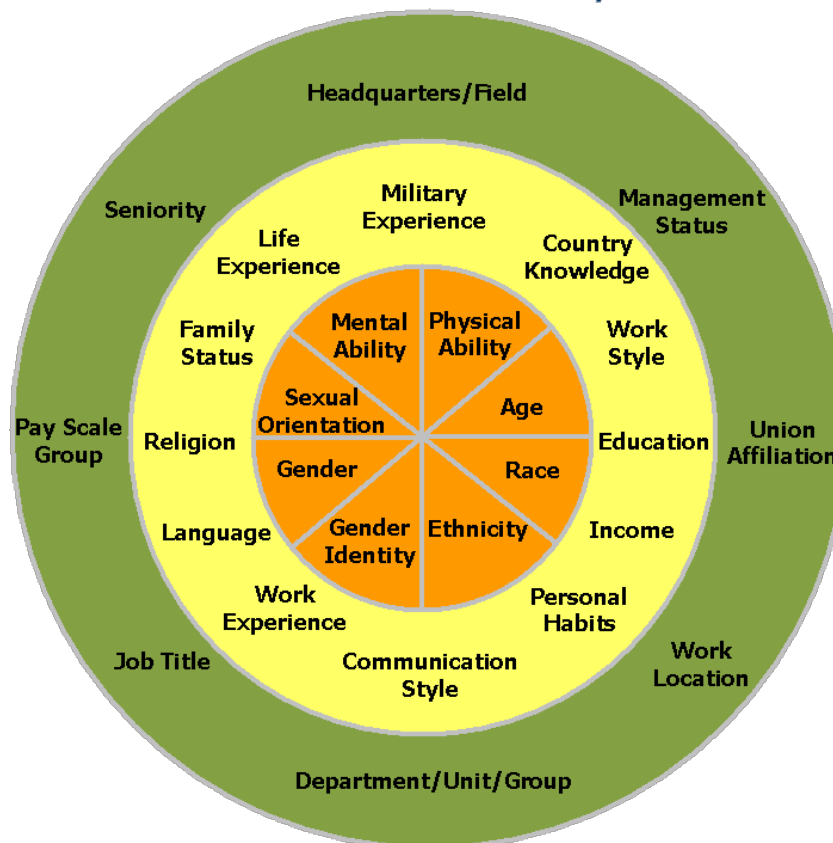
AGENDA REPORT

Meeting Date:	January 10, 2023
Agenda Subject:	Upcoming Commission Visits
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Parks & Recreation Commission January 11, 2023 5:30-6:30 p.m. Commission Members: Nancy Goodloe + Tylenne Carnell Location: Council Conference Room Public Transit Advisory Committee January 17, 2023 3:30-5 p.m. Commission Members: Mayra Colazo + Alex Mandujano Location: Council Conference Room Landmarks & Design Commission - does this new date work? February 7, 2023 5:45 p.m. Commission members: Kande Cleary & Teresa Divine Location: Council Chambers Senior Citizens Advisory Committee February 14, 2023 1:00 p.m. Commission members: Daniel Amos + TBD Location: Council Conference Room
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A
Attachments:	DEI Commission Talking Points.pdf

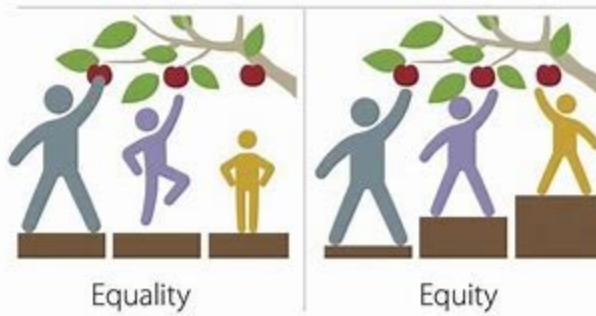
DEI Commission City of Ellensburg

1. Vision: The purpose of the DEI commission is to assist the city council in promoting diversity, equity and inclusion in the city of Ellensburg through action, education, and guidance. The commission will seek 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 well-being and vitality.
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:	January 10, 2023
Agenda Subject:	March Meeting
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Discuss whether to cancel March meeting, move, or keep as is. Staff will be out of the office but can ask IT to record meeting if preferred to keep on calendar.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A