

CITY OF ELLENSBURG
AGENDA
Council Conference Room & Zoom
Tuesday, February 14, 2023
3:00 PM - Diversity Equity & Inclusion Commission

1. ROLL CALL

2. Approval of the Agenda Approve the agenda

3. Approval of the Minutes Approve the minutes from the January 10, 2023 Meeting.

[Approve the January 10, 2023 Minutes](#)
[DRAFT 1.10.23 DEI Commission Minutes.pdf](#)

4. Previous Meeting Motions And To-Do List Review Previous Meeting Motions:

- Commissioner Divine moved to approve the agenda. Commissioner Mandujano seconded the motion. Motion approved.
- Commissioner Divine moved to amend the minutes to reflect an excused absence for Colazo for the December 13, 2022 meeting. Commissioner Cleary seconded the motion. Motion approved.
- Commissioner Divine moved to approve the amended minutes of the December 13, 2022 meeting. Commissioner Cleary seconded the motion. Motion approved.
- Commissioner Amos motioned to continue to use the current questions and incorporate an additional question for the cohort asking if there is anything to add specific to the group, which will be written up separately in the analysis. Commissioner Cleary seconded the motion. Motion approved.
- Commissioner Colazo moved to approve the previous 90-day accomplishment list. Commissioner Cleary seconded the motion. Motion approved.
- Commissioner Cleary moved to approve the 1-year, 3-year, and 10-year goal lists. Commissioner Carnell seconded the motion. Motion approved.
- Commissioner Carnell moved to approve the 90-day action steps and to-do list. Commissioner Amos seconded the motion. Motion approved.

To-Do List Review:

- 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
- Tylene will finalize sponsorship of Pride 2023
- Teresa and Mayra will set first meeting to plan participation in 2023 farmers market
- Nancy will review subcommittees and individual responsibilities to commission
- Teresa will meet with CWU Day of Action/Block Party Committee
- Mayra and Alex will talk to contacts about plans for Cinco de Mayo event
- Nancy will provide support to the Human Library event

- Mayra and Tylene will work on written request to ask Council to expand commission membership
- Nancy and Alex will meet with ESD & CWU to plan spring World Café event
- DEI Commission will start conversation about what is a safe community on agendas
- Nicole will work with DEI Commission members and IT to ensure access to City email
- Nancy will talk to city manager about including nonprofits in proclamations

5. Subcommittee Reports

[Listening Tour Update](#)
[LISTENING-TO-EBURG-2-8-23.docx](#)

6. Commission Member Reports

7. New Business

[EDA Comm"Unity" program](#)

[Budget Discussion](#)

[2023 Proclamations/Recognition Days](#)
[Proclamations recognitions.pdf](#)

8. Staff Report

[March Meeting Moved](#)

[Upcoming Board & Commission Visits](#)

9. Public Comment

10. Preview Next Meeting



AGENDA REPORT

Meeting Date: February 14, 2023

Agenda Subject: Approve the January 10, 2023 Minutes

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: N/A

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:
[DRAFT 1.10.23 DEI Commission Minutes.pdf](#)

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

January 10, 2022

3:00 PM

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, Teresa Divine, Mayra Colazo and Nancy Goodloe (Chair)

Also present: Nicole Klauss, Public Information Officer (Recording Secretary); Phil Backlund, commission retreat facilitator; and Pat Kelleher, member of the public.

2. Approval of Agenda

Commissioner Divine moved to approve the agenda. Commissioner Mandujano seconded the motion. **Motion approved 5-0** (1 commission member hadn't arrived yet)

3. Approval of Minutes from December 13, 2022 Meeting

Commissioner Carnell moved to approve the December 13, 2022 meeting minutes. Commissioner Cleary seconded the motion.

Commissioner Colazo asked for an excused absence for the December 13, 2022 meeting as she was having technical difficulties and staff was not available to assist with login. Commissioner Divine moved to amend the minutes to reflect an excused absence for Colazo for the December 13, 2022 meeting. Commissioner Cleary seconded the motion. **Motion approved 5-0.**

Commissioner Divine moved to approve the amended minutes of the December 13, 2022 meeting. Commissioner Cleary seconded the motion. **Motion approved 6-0** (other commission member joined).

4. Subcommittee Reports

Commissioner Amos reported the listening tour subcommittee met and discussed altering the questions to apply to the population they are meeting with. The commission discussed keeping all the same questions and adding one open-ended question to the end that would allow the community members to add anything else they want to share.

Commissioner Amos motioned to continue to use the current questions and incorporate an additional question for the cohort asking if there is anything to add specific to the

group, which will be written up separately in the analysis. Commissioner Cleary seconded the motion. **Motion approved 6-0.**

Commissioner Colazo asked if there is the possibility of incentive for people participating in the listening tour such as refreshments or lunch. The listening tour subcommittee could propose a budget line item for 2023 or can look at getting a local business to make a donation.

Commissioner Colazo asked whether subcommittees need a chair (yes) and if they need to record minutes (no). Verbal reports from subcommittee meetings can be provided to the DEI Commission at regularly scheduled meetings.

Chair Goodloe said the planning meeting for the World Café event met to discuss how the previous event went and is hoping to meet soon to plan a future event for late March or early April.

5. Commission Member Reports

Commissioner Carnell mentioned the possibility of a listening tour with the Pride 2023 board.

Commissioner Carnell applied to be a book with the Human Library event in Ellensburg. Chair Goodloe volunteered to be on the interview panel.

Commissioner Divine is working on an Ellensburg Bail Fund fundraiser and art auction for January 21 at Gallery One.

6. New Business

The Commission reviewed the current 90-day action steps and to-do list and moved completed items into a separate accomplishment list. The commission revisited the 1-year, 3-year, and 10-year goal list and amended it to add items and change priority level for other items.

Commissioner Colazo moved to approve the previous 90-day accomplishment list. Commissioner Cleary seconded the motion. **Motion approved 5-0** (1 commission member had stepped out of room).

Commissioner Cleary moved to approve the 1-year, 3-year, and 10-year goal lists. Commissioner Carnell seconded the motion. **Motion approved 5-0.**

Commissioner Carnell moved to approve the 90-day action steps and to-do list. Commissioner Amos seconded the motion. **Motion approved 5-0.**

Staff reviewed the budget requests that have been received for 2023 and discussed the availability of funding and that funding use should be tied to items on the DEI Commission's goal list.

Commissioner Divine provided information about the proposed budget and schedule of events for the 2023 CWU Day of Action and Block Party.

Commissioner Carnell provided information about the proposed budget for sponsorship of Pride 2023 and the schedule of events.

Due to being over on time, Chair Goodloe said the budget discussion and the proclamation/recognition days report will be carried over to the February 14 agenda. No formal action was taken on the budget discussion.

7. Staff Report

Klauss reminded the Commission of the visiting schedule for 2023 commission visits.

Klauss will not be present for the March 14 meeting. Commission needs to decide to keep meeting and have another staff member record it or cancel it.

8. Public Comment

Pat Kelleher provided public comment about restrooms in City parks.

9. Preview Next Meeting February 14, 2023

- Continue budget discussion
- 2023 proclamations/recognition days
- March 14 meeting status

Meeting adjourned.

Nicole Klauss

Drafted: 1/12/23

Approved:



AGENDA REPORT

Meeting Date: February 14, 2023

Agenda Subject: Listening Tour Update

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: N/A

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:
[LISTENING-TO-EBURG-2-8-23.docx](#)

INTRODUCTION

According to Ellensburg City Council Inclusion, Diversity and Equity report of December 2020:

The Ellensburg City Council discussed the creation of an ad hoc committee to address diversity, equity and inclusion at their regularly scheduled June 15, 2020, council meeting. A proposal to consider three areas was initiated by Mayor Bruce Tabb: 1) engaging the community; 2) making a lasting commitment to equity and diversity for the community, and 3) ensuring the city internalizes these principles. The first step was the formation of a subcommittee on Inclusion, Diversity and Equity (IDE) comprised of Mayor Tabb, and Councilmembers Nancy Lillquist and Nancy Goodloe. The subcommittee was charged with identifying opportunities to move the IDE initiative forward and to bring recommendations to the Council. To hear voices not normally heard, the idea of a listening tour was pursued. This format offered the best way to hear the issues of the affected community members and to listen to their concerns. Councilmembers have experience with listening to constituents through the hosting of Neighborhood Cafés during 2019. Using that experience as a guide, the subcommittee created an approach for each listening session within the comprehensive listening tour that allowed for in-person (not more than 10 people due to COVID restrictions) or virtual meetings.

LISTENING TO THE ELLENSBURG COMMUNITY

The underlying reason for continuing to use listening tours and various other methods to listen to community is so that the people and city government of Ellensburg become more aware of the diverse of populations which make up this rapidly growing and changing community. Although a relatively simple method, Listening Tour sessions help the city better understand and serve the diverse groups which form the Ellensburg.

It is likely that the no one, let alone the Ellensburg city government, is aware of all the diverse, self-identified sociocultural cohorts that make up the city's population. Certainly, these cohorts are not captured by the narrow bureaucratic categories of the U.S. Census Bureau. The current listening methods, such as the listening tours and world café have been useful, but it is clear, for example, that the many diverse Hispanic-Latina/o cohorts in Ellensburg that are under-represented in the records gained from these two qualitative methods. These and other cohorts need to be continuously explored and listened to. Generally, the local sociocultural cohorts that have been studied by the commission have been known by one or more commission member.

CURRENT PRACTICES

Local community members developed the current listening tour questions that have been used repeatedly in the Ellensburg. During recent listening tour sessions copies of the questions were handed out to the participants for their reference and response. These questions are as follows:

1. Do you feel welcome in Ellensburg? Why or why not? Are there people, places or events that stand out to you? What things could make you feel more welcome? (ex. A multicultural festival)?
2. Please describe any situation or event in Ellensburg that made you feel unwelcome or even unsafe here.
3. The number of people in our community is growing and becoming more diverse. What would you like to see the city do to be better prepared today for the changing demographics happening now and in the future?
4. Not everyone in Ellensburg has access to what they need to reach their full potential. How can we as a city, as a community, do better at being a place where everyone has the chance to flourish?
5. **One open-ended question at the end of the listening tour session allows each specific, self-identified community cohort to add anything else they want to share which is specific to their group.** The DEI commission approved this addition during the January 2023 meeting, with the provision that the responses be written up separately during the session analysis.

In recent years two non-qualitative questions have been asked at the end of each session. Limited use has been made of the information gained from these questions. The DEI commission may or may not decide to continue using them.

1. What is the best way for us to get information to you?
 - a. Email
 - b. Social media
 - c. U.S. mail
 - d. Meetings
 - e. Website
 - f. Other (please specify)
2. What is the best way for you to share information with us?
 - a. Email
 - b. Social media
 - c. U.S. mail
 - d. Meetings
 - e. Website
 - f. Other (please specify)

The DEI commission may or may not want to ask one or more of the following two questions at the end of a listening session, indicating on the question sheet how long the participants have lived in the area, and what their sources of information have been for local, national and international news.

3. How long have you lived in Ellensburg and or Kittitas County? (Please specify years or months). _____
4. What are your main sources of information for gaining knowledge of local, national and international news?

- a. Newspapers
- b. Television
- c. Magazines
- d. Online social media
- e. Friends and/or family members
- f. Other _____

IMPLEMENTING LISTENING TOURS

Following standards that have been developed in the various social sciences which use qualitative research, especially methods related to Focus Groups, at least four members of a **self-identified community cohort** and no more than about ten or twelve members of a specific cohort, should participate in each listening session. That is, members of each Listening Tour session should consist of **self-identified members of a specific socio-cultural cohort, but not too few or too many.**

Members of the subcommittee are trained by other members of the commission who have experience in doing Listening Tours and/or other qualitative methods. They use the locally created tour questions to sample the opinions and views of self-selected, socio-cultural cohorts within the community.

The commissioners of the listening tour subcommittee read the listening tour questions but do not actively direct the conversation of the cohort participants they are working with. Participants generally have been willing to collectively discuss their challenges, opinions and insights experienced by their cohort in Ellensburg. Commissioners continuously take notes on what is discussed, and these sessions usually involve 45 to 90 minutes of active conversation.

After each Listening Tour session, the notes taken by subcommittee members are analyzed by two or more subcommittee members. The subcommittee meets to determine the shared observations and differences in the notes, which can then be reported to the commission as a whole.

Listening tours should be conducted under standards used to protect individual privacy rights. Such standards are supported by the Washington State Human Subjects Review Board which currently exists within the Washington State Department of Social and Health Services <https://www.dshs.wa.gov/ffa/human-research-review-section>. The methods of the subcommittee should be influenced by those of the state human subject board, and also be vetted and approved by the Ellensburg City Attorney.

Unless special arrangements have been made to have parents understand and sign parental permission forms, the participants of listening tours should be 18 years of age and older. During listening tour sessions, before the tour questions are asked the subcommittee commissioners orally explain Human Subject privacy rights, which are focused on protecting the personal information of participants. Along these lines, Listening Tour Sessions in recent years have

NOT been recorded with recording devices. Participants have **NOT** been identified, and written notes that would tend to identify an individual have **NOT** been written down, shared or publicly presented.

The current members of the subcommittee originally did not designate a subcommittee chair and did not understand the merit of appointing one, as it is a small subcommittee which has effectively worked together without the need for a chair. However, one commissioner has agreed to serve as temporary chair of the subcommittee until his term as a DEI commissioner expires in May 2023.

ANALYSIS, RECOMMENDATIONS, CONCRETE ACTION

One of the essential tasks of the subcommittee and the larger DEI commission should be to analyze the findings of over twenty listening tours, including the three recent sessions done in 2022 and those done in 2023. The Ellensburg City Council Inclusion, Diversity and Equity report of December 2020, has already made many useful findings and suggestions. These can be further developed and directed towards proposals for practical, concrete action.

DISCUSS LISTENING TO THOSE WHO **OPPOSE** DIVERSITY, EQUITY AND INCLUSION WORK?

Although it is critically important to arrange Listening Tour sessions in Ellensburg with marginalized groups, the sessions need not necessarily be limited to people who are marginalized. **It is essential to hear diverse voices, and particularly to understand the views of those who oppose DEI work.** As was repeatedly stated by participants of the recent World Café, for example, self-identified cohorts of people in Ellensburg who generally oppose programs which emphasize and promote diversity, equity and inclusion, generally do not participate in community activities and gatherings which support diversity. It is important to understand their views as well. Those of us who belong to the DEI commission may believe that we already understand local anti-DEI forces, but there may likely be issues that are unique to people who belong to specific local anti-DEI cohorts that the commission needs to understand. Talking to these folks within the context of listening tour sessions may possibly serve to lessen a bit of tension within the community. (Possibly an overly optimistic thought!) Perhaps, this could be a topic of discussion if the DEI commission believes that it merits consideration.

USING ADDITIONAL METHODS FOR LISTENING TO COMMUNITY MEMBERS

Listening Tours use relatively simple methods, which require less skill and training than other qualitative research methods such as Focus Groups, Ethnographic Interviews and Key Informant Interviews. It is clear, however, that Listening Tours do provide useful information. When experienced social science researchers serve as members of the DEI Commission, other qualitative research methods could be used to gather greater depths of information and insights that listening tours cannot gain. At some point, future DEI commissions may want to use more intense qualitative methods to gather the thoughts and insights of members of the Ellensburg Community. Until that time, listening tours serve as a useful means to gather knowledge about the numerous and unique sociocultural cohorts which make up the town.

It should be noted that more complex qualitative methods are similar to the methods used by the listening tours in that they do not generate results that are statistically valid. Unlike quantitative methods, such as survey research, where it is essential to use the same questions over time in order to develop results and analyses which are longitudinally valid, the same is not true of qualitative methods.

If future commission members with training in qualitative methods want to use new sets of qualitative questions other than those currently used in the listening tours, or if they are even more ambitious and desire to utilize other more complex qualitative methods, they should be encouraged to do so, after their new proposed methodology has been vetted and approved by the City Attorney.

Further, it should be noted that qualitative methods are frequently used to develop useful and appropriate surveys, which can be statistically valid if done correctly. Future DEI commissions may want to use mixed methods, both qualitative and quantitative, to develop surveys that could be used to understand the growing and increasingly diverse community that is Ellensburg.



AGENDA REPORT

Meeting Date:	February 14, 2023
Agenda Subject:	EDA Comm"Unity" program
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	EDA Director Brenda DeVore will discuss the EDA's new Comm"Unity" program.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date: February 14, 2023

Agenda Subject: Budget Discussion

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Make budget recommendations for 2023.

Background/Summary:

Since our last budget discussion, staff has received further guidance from the City Manager and finance team. The DEI Commission has been tasked with creating a spending plan to present to City Council for approval. This helps with transparency and provides Council support to projects.

The spending plan can include purchases toward DEI Commission-hosted events. For example, we could allocate \$4,000 for two World Café events in 2023 in spending plan because that is a DEI Commission-hosted event.

The Commission can choose to sponsor an event, but it must be an event where the organization allows other organizations to also sponsor as well. Sponsorship must follow all public procurement guidelines (ex. cannot be used for alcohol/drink tickets, etc.) and the value of the sponsorship must be demonstrated.

The Commission should consider creating a grant program. There needs to be a fair and equitable way for the community to provide options for partnership and support of events because we are spending public dollars. Staff is recommending the DEI Commission create a grant program to review funding requests for support of non-DEI hosted events. The DEI Commission has a \$10,000 budget for 2023.

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A



AGENDA REPORT

Meeting Date:	February 14, 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 for approval.
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:	None.
Attachments:	Proclamations recognitions.pdf

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:	February 14, 2023
Agenda Subject:	March Meeting Moved
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	March meeting will be moved to Tuesday, March 7 at 3 p.m. in the Council Chambers. If no business is needed between this meeting and March 7, it will be cancelled.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date:	February 14, 2023
Agenda Subject:	Upcoming Board & Commission Visits
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