

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

February 14, 2023

3:00 PM

Council Conference Room

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

Also present: Nicole Klauss, Public Information Officer (Recording Secretary); Heidi Behrends Cerniwey, City Manager; Ramona Bryant, League of Women Voters; and Brenda DeVore, Ellensburg Downtown Association Director.

Absent: Daniel Amos

2. Approval of Agenda

Chair Goodloe offered an amendment to agenda, to move Brenda DeVore up on the agenda. Commissioner Cleary moved to approve the amended agenda. Commissioner Carnell seconded the motion. **Motion approved 5-0.**

3. Approval of Minutes from January 10, 2023 Meeting

Commissioner Carnell moved to approve the January 10, 2023 meeting minutes. Commissioner Cleary seconded the motion. **Motion approved 5-0.**

4. CommUNITY Presentation - EDA

Brenda DeVore from the Ellensburg Downtown Association talked about the EDA's CommUNITY Campaign, a citywide campaign focused on bringing the community together, which includes branding business can use to show a focus on unity. Campaign set to launch March 1, 2023.

5. 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. **No updates.**
- Nicole needs to set up time for two commissioners to go to another commission meeting. **In progress.**
- Tylene will finalize sponsorship of Pride 2023. **Tylene is not on committee anymore, will relay updates.**

- Teresa and Mayra will set first meeting to plan participation in 2023 farmers market. **Going to wait on this event due to market manager's lack of availability to discuss. Move to 1-year goal.**
- Nancy will review subcommittees and individual responsibilities to commission **In progress.**
- Teresa will meet with CWU Day of Action/Block Party Committee. **Committee had an updated budget request.**
- Mayra and Alex will talk to contacts about plans for Cinco de Mayo event. **In progress, Catholic Church is planning to host event in parking lot.**
- Nancy will provide support to the Human Library event. **In progress, interviews are ongoing. Share opportunity to be a book with people you know.**
- Mayra and Tylene will work on written request to ask Council to expand commission membership. **In progress, add document to March meeting to discuss.**
- Nancy and Alex will meet with ESD & CWU to plan spring World Café event. **In progress, April 8 event being planned.**
- DEI Commission will start conversation about what is a safe community on agendas. **Not started, add to March agenda.**
- Nicole will work with DEI Commission members and IT to ensure access to City email. **Not done.**
- Nancy will talk to city manager about including nonprofits in proclamations. **Done.**

6. Subcommittee Reports

Listening Tour subcommittee sent a copy of their recommendations for standard work for the listening tours. Chair Goodloe reviewed prior to meeting and drafted suggested edits for consideration. Document with edits was reviewed at the meeting.

There was discussion about where meetings should take place (City Hall can be an option), consistent reporting format so all reports look the same, possibility of adding a virtual reporting form option, and whether questions should be separated.

Chair Goodloe sent the edited document back to the subcommittee for review, and it will come before the Commission at the March meeting.

7. Commission Member Reports

N/A

8. New Business

A. Budget Discussion

Klauss presented an update on budget recommendation from City Manager and finance team to create a spending plan to present to City Council.

Recommendation is to create a grant program to provide transparency about smaller budget requests and equitable access to funds since they are public

dollars. Smaller budget items previously being considered will go have to go through the grant process once developed.

Commissioner Divine withdrew request for funding for Day of Action event.

Commissioner Cleary motioned to split the budget 50/50 with 50% going to grants and 50% going to DEI hosted events. Commissioner Colazo seconded the motion. During discussion, Commissioner Carnell said we have a long year ahead of us and would like to have incidental funding set aside in case anything comes up. **Motion failed with 4 against and 1 abstention.**

Commissioner Cleary motioned to develop a spending plan for 2023 that allocates 50% of funds to programming (events hosted by DEI commission), 40% to grants, 10% set aside for operational or incidental expenses. Commissioner Carnell seconded. **Motion approved, 4-0, 1 abstention.**

The commission discussed lumping sponsorship opportunities in with grants for consideration. Chair Goodloe assigned Commissioner Carnell and Cleary to work on the grant subcommittee process. Klauss will put together the spending plan report to present to City Council.

- B. 2023 Proclamations/Recognition Days – Chair Goodloe briefly talked about list she created to give recognition to days without doing a proclamation. Once list is approved by City Council, the City can post celebratory posts on website and social media pages. Writing responsibilities for short posts would be shared by the commission members. Chair Goodloe asked members to review and bring suggestions to next meeting.

7. Staff Report

The March meeting is being moved to Tuesday, March 7 at 3 p.m. in the Council Chambers & Zoom.

Commissioner Cleary reported she and Commissioner Divine attended the Landmarks & Design as part of the commission visit task.

8. Public Comment

N/A

9. Preview Next Meeting March 7, 2023

- Listening Tour Subcommittee Document Updates
- Proclamations/Recognition Days
- Discuss Council request to expand commission
- Park bathroom accessibility discussion
- Begin safe community discussion

Meeting adjourned at 4:41 p.m.

Nicole Klauss

Drafted: 2/15/23

Approved: 3/7/23