

CITY OF ELLENSBURG
AGENDA
Council Chambers & Zoom
Tuesday, March 7, 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 by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAACoordinator@ellensburgwa.go

1. ROLL CALL Chair Nancy Goodloe

Tylene Carnell
Kandee Cleary
Mayra Colazo
Teresa Divine
Alex Mandujano

2. Approval of the Agenda Approve the agenda

3. Approval of the Minutes Approve the minutes from the February 14, 2023 meeting.

[Approve the February 14, 2023 Minutes](#)
[2.14.23 DEI Commission Minutes.pdf](#)

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

- Commissioner Cleary moved to approve the amended agenda. Commissioner Carnell seconded the motion. **Motion approved 5-0.**
- Commissioner Carnell moved to approve the January 10, 2023 meeting minutes. Commissioner Cleary seconded the motion. **Motion approved 5-0.**
- 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 expenses. Commissioner Carnell seconded. **Motion approved, 4-0, 1 abstention.**

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
- 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

5. Subcommittee Reports

[Listening Tour Updates](#)

6. Commission Member Reports

7. New Business

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

[Proposal to add seats to DEI Commission
DEI member request.docx](#)

[Begin safe community discussion](#)

8. Staff Report

[DEI Commission Vacancy](#)

[Ideas around celebration of Memorandum of Understanding between CWU, ESD and City](#)

9. Public Comment

10. Preview Next Meeting

The next meeting is scheduled for Tuesday, April 11 at 3 p.m. in the Council Chambers and via Zoom.

- Bathroom accessibility information from P&R



AGENDA REPORT

Meeting Date: March 7, 2023

Agenda Subject: Approve the February 14, 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:
[2.14.23 DEI Commission Minutes.pdf](#)

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 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:

DRAFT



AGENDA REPORT

Meeting Date:	March 7, 2023
Agenda Subject:	Listening Tour Updates
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	N/A
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date: March 7, 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: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

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:	March 7, 2023
Agenda Subject:	Proposal to add seats to DEI Commission
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Discuss proposal to add additional commission seats. Make a formal recommendation via vote so it can be sent to City Council.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A
Attachments:	DEI member request.docx

MEMO

To: Ellensburg City Council

From: DEI Commission

RE: Request to add two members to the Commission for a total of 8 community members and 1 Council member

Date: March 14, 2023

The DEI Commission is proposing increasing the number of commission members from 7 members to 9. Other than the Senior Citizens Advisory Commission, the DEI Commission is the only other commission that is focused directly on the diversity of residents in our city, and in its mission, focuses primarily on enhancing the sense of equity and inclusion of those members of our community who often feel on the outside. Current membership reflects representation from the Hispanic, Black, Native American and LGBTQ communities. Groups that could be represented include, but are not limited to, the Asian and Pacific Islander community, the Middle East and Southeast Asian communities, the Latin X community, our Senior Citizens community, and individuals with Intellectual and Developmental disabilities, such as autism, movement issues, hearing issues, ADHD, and other disabilities.

Beyond our work on the City Comprehensive plan and the creation of a Land Acknowledgement Statement for the City, we have extended our reach into the community in the following ways: hosted two World Café community discussions, one on Belonging in the Burg and a second on Building Bridges Together, both well-attended*. We reached out to and hosted 5 non-represented communities listening tour session, we have developed a plan for continued Listening Tour sessions, we are supporting Kittitas County Pride, Ellensburg Human Library, and visiting with all city departments about our work and how we may assist their efforts. In addition we have recreated a spending plan for the Commission that requires setting up a grant process for the Commission. Work has started on that task with a separate subcommittee of the members.

We are growing in our scope of reach and we are busy! Having two more members will expand our ability to coordinate efforts to partner with groups around the city to initiate activities and events that will bring the community together. It will also enable subcommittees to add one person to their roster to help carry the load without having to advertise a public meeting. We have developed one-year, three-year, and a list of 10-year goals to utilize strategically to guide our work reaching into the community.

We recently had a resignation from our Commission and will be advertising to fill that vacancy. With your approval of this request, we could advertise to fill three positions at the same time.

We appreciate your consideration of this request

Respectfully,

City of Ellensburg Diversity, Equity and Inclusion Commission

Nancy Goodloe, Chair, Council member
Tylenne Carnell, Vice-Chair

Mayra

Alex Mandujano

Kandee Cleary

Teresa Divine

*Note: By the time City Council gets this request, the second World Café gathering will have occurred.



AGENDA REPORT

Meeting Date:	March 7, 2023
Agenda Subject:	Begin safe community discussion
Submitted by:	Nicole Klauss
Recommended Action or Motion:	Start discussion of what is a safe community? This item is on the DEI Commission's one-year goal list.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date:	March 7, 2023
Agenda Subject:	DEI Commission Vacancy
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	N/A
Background/Summary:	DEI Commission Member Daniel Amos resigned. Staff will begin advertising the position and asks that you share with your networks. Applicants are required to attend a meeting of the board or commission they have applied for and participate in an interview prior to having their application forwarded to the City Council for consideration. A DEI Commission subcommittee will determine which applicant to recommend. Proposed timeline: Post position and recruit in March 2023. Send invitations to applicants to attend the April 11, 2023 Commission Meeting. Interviews in early April. Recommendation to Council by May 1, 2023 City Council Meeting. Action Item: Identify two members to serve on DEI selection subcommittee with Chair Goodloe.
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date:	March 7, 2023
Agenda Subject:	Ideas around celebration of Memorandum of Understanding between CWU, ESD and City
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Come up with ideas for a celebration of the signed Memorandum of Understanding between CWU, ESD and the City.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A