

CITY OF ELLENSBURG
AGENDA
Council Chambers & Zoom
Tuesday, April 11, 2023
3:00 PM - Diversity Equity & Inclusion Commission

1. ROLL CALL

Nancy Goodloe
Tylen Carnell
Kandee Cleary
Mayra Colazo
Teresa Divine
Alex Mandujano

Approval of the Agenda Approve the agenda

Approval of the Minutes Approve the minutes from the March 7, 2023 meeting.

[3.7.23 DEI Commission Minutes](#)

[3.7.23 DRAFT DEI Commission Minutes.pdf](#)

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

Chair Goodloe moved to add an additional item to the agenda to consider a liaison position for CWU and ESD under new business. Commissioner Carnell seconded the amendment. **Motion approved 5-0.**

Commissioner Cleary moved to approve the amended agenda. Commissioner Colazo seconded the motion. **Motion approved 5-0.**

Commissioner Carnell moved to approve sending the memo to City Council with the suggested edits. Commissioner Cleary seconded the motion. **Motion approved 5-0.**

Commissioner Cleary moved to add 1 non-voting liaison position for Central Washington University and 1 non-voting liaison position for the Ellensburg School District to the City's Diversity, Equity and Inclusion Commission. Commissioner Mandujano seconded the motion. **Motion approved 5-0.**

To-Do List Review

- 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
- Tylen 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 Tylen 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

Subcommittee Reports Listening Tour Updates

Commission Member Reports

New Business

[Park Restroom Winter Accessibility Information](#)
[Winter Park Restroom Closures throughout Central Washington.pdf](#)

[Listening Tour Document](#)
[Listening Tour policy&process.pdf](#)

[Review and Approve Grant Process](#)
[Grant Program.pdf](#)

[Review Commission Member Responsibilities](#)
[DEI Commission Member Responsibilities.pdf](#)

Staff Report - Belonging In The Burg: Building Bridges Together Recap
- Update on adding members to the commission
- DEI Commission seats open, need additional members for interview panel

Public Comment



AGENDA REPORT

Meeting Date: April 11, 2023

Agenda Subject: 3.7.23 DEI Commission Minutes

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Approve the minutes.

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

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

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

March 7, 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) and Ramona Bryant (League of Women Voters)

2. Approval of Agenda

Chair Goodloe moved to add an additional item to the agenda to consider a liaison position for CWU and ESD under new business. Commissioner Carnell seconded the amendment. **Motion approved 5-0.** Commissioner Cleary moved to approve the amended agenda. Commissioner Colazo seconded the motion. **Motion approved 5-0.**

3. Approval of Minutes from February 14, 2023 Meeting

Commissioner Cleary moved to approve the February 14, 2023 meeting minutes. Commissioner Carnell seconded the motion. **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. **Nancy sent a note of inquiry to the museum.**
- Nicole needs to set up time for two commissioners to go to another commission meeting. **Commissioner Colazo & Mandujano are set to visit PTAC in April.**
- Tylene will finalize sponsorship of Pride 2023. **None.**
- Nancy will review subcommittees and individual responsibilities to commission.
- Teresa will meet with CWU Day of Action/Block Party Committee. **Day of Action met. HopeSource & APOYO are holding a panel discussion on campus about food insecurity.**
- Mayra and Alex will talk to contacts about plans for Cinco de Mayo event. **None.**
- Nancy will provide support to the Human Library event. **Nancy is helping interview people to be books for the April 22 event.**
- Mayra and Tylene will work on written request to ask Council to expand commission membership. **On agenda today.**

- Nancy and Alex will meet with ESD & CWU to plan spring World Café event. **In progress. Event is scheduled for 2-5 p.m. April 8 at Hal Holmes.**
- DEI Commission will start conversation about what is a safe community on agendas. **On agenda today.**
- Nicole will work with DEI Commission members and IT to ensure access to City email. **None.**

6. Subcommittee Reports

Commissioner Carnell provided an update on the grant subcommittee's work and showed some draft questions. They looked at the first-year report and are using that information to set the groundwork. Ideally the application is three questions at most. Want a low barrier so it is accessible. Still working on it.

Commissioner Carnell said commission is experiencing growing pains and is the only commission focused on the human experience. Commissioner Colazo suggested making it fair so organizations can apply in different years so it is not the same projects getting funded every year and there is equal opportunity.

There was discussion about the grant process not being ready in time for some of the community events that are coming up. Chair Goodloe said those could be reviewed and considered at the April meeting.

There was a question about whether Council did sponsorships, and Klauss said they usually refer people to the Council community grant program that opens in June.

Chair Goodloe shared draft questions for Belonging In The Burg and asked that anyone who has ideas for questions send them to herself, Alex, or Kandee before March 17. The theme is Building Bridges Together. Commissioner Colazo is going to review questions and suggest language that might help with translating and accessibility.

The Listening Tour Subcommittee is working on creating a draft document to address the reporting process after a listening tour so there is a consistent reporting process and timeline.

7. Commission Member Reports

Chair Goodloe reported the Episcopal Church is starting a series about community issues, held at the Palace Cafe every Wednesday at 6 p.m. starting March 8. They want to participate in difficult topics in the City.

Commissioner Colazo said Governor Inslee signed a new law requiring the Department of Licensing to have an equity, inclusion and diversity committee and she will be a representative on that State committee.

Commissioner Carnell said she is looking forward to the Human Library event and also mentioned there is a private Facebook group called "Out In Ellensburg" for SOGIE (sexual orientation, gender identity, and gender expression) folks and allies. The group

has 20- to 30-year-olds looking for things to do in Ellensburg, so Helen House is considering adding an event to their calendar for adults.

8. New Business

A. 2023 Proclamations/Recognition Days

The commission is considering a list of recognition days to put before City Council for approval. The commission would write posts to go out on the City's social media pages. The commission recommended adding a question to BeHeardEburg asking what days people would like to see recognized by the City of Ellensburg and then considering those at a future meeting. Juneteenth and Trans Visibility Day were suggested as additions to the draft list. Commission members will review their calendars and send additional suggestions to Klauss. The topic will be revisited in May.

B. Proposal to add seats to DEI Commission

Commissioner Carnell and Colazo worked on a memo requesting the City Council add two more positions to the Diversity, Equity and Inclusion Commission for a total of 8 community members and 1 Council Chair. There were minor edits to the memo of changing event names to "community events" and adding Colazo's last name to the signature line.

Commissioner Carnell moved to approve sending the memo to City Council with the suggested edits. Commissioner Cleary seconded the motion. **Motion approved 5-0.**

C. Discuss adding CWU/ESD liaison positions to Commission

Chair Goodloe said there was a request from the CWU administration to be more involved in the work the DEI Commission is doing and to share a voice moving forward in addition to celebrating the newly signed Memorandum of Understanding with the City and Ellensburg School District. CWU wants to come up with some way to celebrate the MOU.

Motion: Commissioner Cleary moved to add 1 non-voting liaison position for Central Washington University and 1 non-voting liaison position for the Ellensburg School District to the City's Diversity, Equity and Inclusion Commission. Commissioner Mandujano seconded the motion.

Discussion included mention of this opening the door to expand liaison seats to other organizations in the future, thoughts that the liaison should represent an impacted community in our community, allowing the organizations to choose who to represent them because it is better to have someone with a direct line to power and money, and making sure impacted communities continue to have a voice on commission. **Motion approved 5-0.**

- D. The Commission started the safe community discussion, which is on the work plan. Commissioner Carnell said Helen House is partnering with KCHN to do safe space trainings. Focus on SOGI communities, some topics include microaggressions. There are 20-25 people going through train the trainer. As that grows more people can be brought into the conversation.

Commissioner Colazo said for her, a safe community is about where she fits in. She doesn't go to places where she doesn't feel like she fits in or doesn't see other people like her.

Commissioner Mandujano said safety is relative.

Chair Goodloe said everything the commission does is trying to move toward a safe community. Goodloe suggested having a conversation at a retreat next year to define safety and plan projects that address it. The group suggested adding a topic to the Be Heard Eburg website asking about safety.

9. Staff Report

Klauss said there is a vacancy on the DEI Commission, and shared the timeline for filling the position. Interviews will likely take place in late April. Commissioner Cleary volunteered to be on the interview committee with Chair Goodloe. There is room for one more member to assist with interviews.

Klauss said CWU is looking for ways to celebrate the signing of the MOU between CWU, ESD & the City about DEI

10. Public Comment

Chair Goodloe called for public comment; there was none.

11. Preview Next Meeting April 11, 2023

- Bathroom accessibility information from P&R

Meeting adjourned at 4:24 p.m.

Nicole Klauss
Drafted: 3/8/23
Approved:



AGENDA REPORT

Meeting Date: April 11, 2023

Agenda Subject: Park Restroom Winter Accessibility Information

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Brad Case will present winter accessibility for park bathrooms in Ellensburg and how it compares to surrounding cities.

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:
[Winter Park Restroom Closures througout Central Washington.pdf](#)

Ephrata	Close all flush bathrooms when irrigation is shut off. Do not offer portables due to extreme cases of vandalization.
Yakima	Close all flush restrooms when irrigation is shut off. They blow out the lines for freeze prevention. Some parks offer portables, but not all.
Eastmont Park District (East Wenatchee)	Close flush restrooms when irrigation is shut off. All parks offer portables.
Chelan	Close all flush restrooms when irrigation is shut off. No portables offered, due to lack of park use.
Wenatchee	Centennial Park –Bathroom closed all the time except for events due to frequent vandalism, people taking up residence, drug use and other issues. It is typically vandalized when it is open. Also someone stole the heaters from the restroom. Rotary Park – Added heaters and now open year round. This is a busy park with disc golf, sport court, picnic shelters and is popular for dog walkers. It only receives only moderate vandalism. Pioneer Park – Restrooms open April through October. Not able to winterize this one. Lincoln Park – Currently under construction and open in May. It will have the ability to be open in the winter. The park is undergoing a major renovation adding a soccer field, splash pad, play equipment, second picnic shelter, Kiwanis Methow Park – New restroom in 2021. Able to be open year round, but due to constant vandalism have it closed except except for when programs are occurring. Park has a field turf micro soccer field, basketball, skate area, wading pool and picnic areas. Pennsylvania Park – Restroom open April through October. Not able to winterize this one. Small park with less users. Washington Park - Restroom open April through October. Not able to winterize this one. Typical neighborhood park. Hale Park – Opened in 2021. Restrooms can be open year round but we have difficulty keeping them operational due to high vandalism rates. Park has our dog park, skate park, picnic shelter, play area. Currently closed due to vandalism.
Grandview	All restrooms closed Oct. 1-March 1 (per code). Experienced an overwhelming amount of graffiti, vandalism and homeless this past season.
Quincy	Close all flush restrooms when irrigation is shut off. Place non-ada porta potties at two park facilities.
Prosser	No winter restroom access, restroom are open from April 1 st through October 31 st .

Ellensburg

Park flush restroom are closed for the season at the end of October and are opened back up by the third week in March

North Alder Street Park - portable toilet from November 1-March 19

Veterans Memorial Park - no winter portable restrooms, park users have access to the pool restrooms

Mt. View Park - ADA portable toilet November 1 - March 19

McElroy Park - year round ADA portable toilet

Rotary Park - year around portable toilet near dog park

Irene Rinehart Riverfront Park - Year around portable restroom at boat launch parking lot; vault toilets in main part of park

Paul Rogers Park - year around vault toilet

West Ellensburg Park - ADA portable toilet November 1 - March 19

Kiwanis Park - no restrooms available November 1-March 19

3rd & Main Restroom - open year around

Reed Park - no restrooms available any time of the year

Skate Park - portable restroom, not ADA compliant; public restrooms available across the street at EPD during business hours



AGENDA REPORT

Meeting Date: April 11, 2023

Agenda Subject: Listening Tour Document

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 Tour policy&process.pdf](#)

DEI Subcommittee Guidelines and Policy Recommendations
for
Conducting Listening Tours

Introduction

With the formation of the Diversity, Equity and Inclusion Commission (2021), the Ellensburg City Council validated the need for and the use of the Listening Tour format to continuously hear the priorities, concerns, needs, etc. of marginalized populations in Ellensburg. Persons from these groups bring invaluable talents, skills and perspectives to the workforce, the culture, and the economy of the city on a daily basis, but have historically been omitted from city discussions and decisions where the future of this community is concerned. It is the desire of the City Council that these groups be heard, be involved, and be recognized as part of the city. Toward this end, the DEI Commission will continue to use listening tours and various other methods so that city government as well as the people of Ellensburg become more aware of the place and value of the diversity of populations that contribute to this rapidly growing and changing community.

This document outlines the policies, procedures and guidelines to be used by the DEI Commission Listening Tour subcommittee to continue to hear these voices, to ensure a connection between the city and the marginalized communities, and to provide written reports and recommendations from these listening sessions to guide the DEI work going forward. If done well, these sessions will help gauge the changes that are happening in the community as a result of our work as well as help us better understand how to the needs of these populations are changing.

The DEI Listening Tour subcommittee will be responsible for conducting this work. The subcommittee will consist of three DEI Commission members, one of which will serve as chair and will be appointed by the members of the subcommittee. Other members of the DEI Commission may also participate in the listening sessions to support the work of the subcommittee. (See Implementing the Listening Tour sessions).

Responsibilities of the Chair

- *Call meetings of the subcommittee and keep the listening tour work moving forward.
- *Keep the DEI Commission updated and informed on the work of the subcommittee.
- *Coordinate with subcommittee members to an annual plan that will identify the number of Listening Sessions to be conducted each year, the schedule for the sessions, and the identification of the marginalized groups that will be invited to participate. Present this plan to the DEI Commission for approval.
- *Coordinate with staff in the development of this plan.
- *Assign tasks to subcommittee members to help organize listening tour sessions identified on the plan.
- *Coordinate with staff and subcommittee members on a strategy to contact and invite participants for each listening session.
- *Coordinate with staff to acquire meeting sites for the sessions. (Option: decide that sessions will be held at city hall. This makes it easier for staff to schedule the meeting places).
- *Ensure that written reports after each session are submitted to the chair in a timely fashion for chair review.
- *Format and develop the final listening session report from the subcommittee reports.
- *Submit the final report in a timely manner to staff for placement on a DEI Commission agenda for discussion.
- *Coordinate with staff to develop a method/process for tracking input from each listening tour group, that can be included in a DEI Commission final report to City Council each year. Utilize past reports to compare and contrast results.
- *Coordinate with staff when new members of the DEI Commission would like to observe a listening session and be trained to participate in this work. Report to staff when this training is complete.

Responsibilities of the Subcommittee members

- *Assist the chair in developing the annual work plan for the Subcommittee.
- *Attend listening sessions and take notes to capture the important ideas, needs, recommendations and suggestions that you hear during the listening session.

*Develop a report on what you heard at the listening session and present it to the chair within the timelines indicated below.

*Assist the Chair in developing the final report that will go to the DEI Commission.

Implementing the Listening Tour sessions

*At least two Commission members will be present at each listening session (three is preferred). The Chair of the Listening Tour subcommittee will coordinate with staff to identify who will conduct the session, where the session will be held, and the timeframe for the session. (Subcommittee chair will not always be able to attend a listening session and will assign a chair for the session).

*Members of the DEI Commission are trained by members of the Subcommittee who have experience in doing listening sessions. Before a Commission member may actively participate in a listening session, they shall have observed Subcommittee members conducting at least one listening session.

*The recommended length for a Listening Tour Session is one hour; depending on number of participants, this time could go longer. It is highly recommended that sessions not exceed 1.5 hours in length.

*At least four members of the public are required as participants in each listening tour session, with 10 members being the maximum number.

Protecting the Confidentiality and Anonymity of the Participants

*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. **This needs discussion.**

*Only participant first names will be used in the session.

*Subcommittee members will not record participant names and will not share participants names with anyone outside of the listening tour sessions

*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.

Conducting the Sessions:

*One subcommittee member will be in charge of asking the questions in the session. This subcommittee person will also develop an introductory script to be read to the participants once all are in place. The script should:

- a. Introduce the members of the subcommittee,
- b. Explain the purpose of the listening session,
- c. How the questions will be asked, that each subcommittee member will take notes during the session, and that this is a listening session, not a discussion session.
- d. Participants should feel free to share their observations, concerns, issues, feelings, and recommendations honestly and sincerely.
- e. Inform participants of their rights not to answer or participate and the confidentiality with which their comments will be kept.

* Members listen but do not actively direct the conversation of the cohort participants. On rare occasions, a clarifying question may be asked by a commissioner. Participants generally have been willing to collectively discuss their lived challenges, opinions and insights being part of the Ellensburg community.

*Commissioners continuously take notes on what is discussed. These sessions usually involve 45 to 90 minutes of active conversation.

*After each Listening Tour session, the notes taken by each subcommittee member are compiled into a report for that member. Members will then meet to determine the shared observations and differences in the notes. A report combining the member's observations and comments will be drafted and submitted to the Chair.

*These report discussions should be held within a week of the listening session and rough drafts to the Chair developed and submitted during this time.

*The Chair is responsible for finalizing the report and forwarding to staff.

*A final report to staff should be completed by the Chair and submitted to staff within two weeks of the listening session.

Staff will include the report on a forthcoming DEI Commission meeting.

(Note: process may vary depending on whether or not the Chair participates in the listening session).

The Questions, in order of ask:

ORIGINAL QUESTIONS:

1. What are some examples of how you feel welcome in Ellensburg? Are there people or places or events that stand out to you?

2. What situations or conditions influence when you do or do not feel safe in Ellensburg?

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. What is the best way for us to get information to you? And for you to share information with us? US mail? Email? Social media? Meetings?

Newly suggested addition to questions:

1. Is there anything you would like to add to what you have already shared today?

Approved by the City of Ellensburg DEI Commission

Date:

Addendum

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:	April 11, 2023
Agenda Subject:	Review and Approve Grant Process
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Review the documents, suggest changes if necessary, and approve.
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A
Attachments:	
	Grant Program.pdf

DEI Grant Application

The City of Ellensburg is committed to creating a community with a lived and built environment that improves lives, supports all people, and provides residents with opportunities to flourish. It is important for the Ellensburg community to be inclusive, to celebrate diversity, and to provide equitable opportunities to all. Doing so can help create a thriving local economy, and environment in which individuals achieve their full potential.

Grant guidelines:

What does this all mean? Supporting diversity, equity, and inclusion related educational opportunities, social gathering opportunities, and supporting access to community resources, can create a sense of belonging within the community for all residents.

In three of four sentences please respond to each of the following questions.

How many do you hope to reach with your project?

What is one next step you hope to see following your project?

How does your project support fostering an environment of understanding, equity, and belonging in our community?

Can you please describe your leadership, board, staff, volunteers etc. How closely does your organizational leadership and structure represent the diversity of our Ellensburg community?

How does your project increase accessibility to City Services, Projects, Programs and Events?

- Examples: Increasing access to government documents in multiple languages and through accessibility needs.
- Identifying areas where greater physical accommodations are needed.
- Promotes and encourages community engagement and outreach.
- Support civic engagement programs that actively engages diverse groups and encourages diverse representation in local leadership, organizations and agencies.

How does your project foster racial understanding, equity, and Belonging within our Community?

- Examples: Supports events and celebrations that highlight the variety of cultural traditions.
- Encourages the creation of spaces where cultural foods and traditions can be shared among members of our community.
- Encourages local leadership to address systemic issues that create barriers for participation.
- Collaborates with local organizations that help local businesses support diverse members of our community.

Review/scoring Process:

Additional considerations:

Please indicate the area in which you hope your project will address.

Race

Gender

Religion

Sexual Orientation

Ethnicity

Nationality

Immigration Status

Socioeconomic Status

Language

Age

Other



AGENDA REPORT

Meeting Date: April 11, 2023

Agenda Subject: Review Commission Member Responsibilities

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Chair Goodloe will review DEI Commission Member Responsibilities Document.

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:
[DEI Commission Member Responsibilities.pdf](#)

DEI Commission Member Responsibilities

The DEI Commission is a hard-working, hands-on City of Ellensburg Commission in the process of building an infrastructure for our City in such a way that will strengthen and build its resiliency and will positively impact every resident's lived experience in Ellensburg. We strive to do this by developing relationships with partners who have the same vision we have for the community, who can help us provide some of the resources we need to achieve our goals, by hosting events that bring all of our cultures and ethnicities together in community, by honoring and appreciating the uniqueness of everyone and every group in town, by providing information about and visibility to our target communities, and by finding ways to advocate for inclusion, equity and belonging across the spectrum of businesses, educational institutions, churches, non-profits, and the medical community. Below is a suggested list of responsibilities we have to each other and to the city to make this Commission the best it can be.

As a member of the DEI Commission, I agree to:

General

Make this Commission a priority, attending all meetings to the best of my ability.
Be flexible with the challenges we are having as a new Commission without any history or previous model to fall back on for moving forward, be tolerant and patient of issues that slow us down.
Avoid getting caught up in my own "causes" and losing focus on the big picture of what we are trying to do in our community.
Support decisions that keep us moving forward with our work.
Support my colleagues in the work they are doing on behalf of the Commission.

Meetings

Read and review all meeting materials before each meeting.
Be fully present and engaged during the meetings, actively participating in conversations.
Commit to having challenging conversations when necessary.
Be respectful of each other when engaged in conversations and decision-making.

Communications

Respond to requests from staff for agenda items, information, etc. in a timely manner.
Commit to staying in touch with members and staff between meetings.
Check my City email several times a week and respond in a timely fashion.
(Note) If you are having issues with the City email system, make it a priority to contact the City IT department to help you get those issues resolved. You can call them or make an appointment to go in and let them help you.)
IT Help Desk 509-925-8616 help@ellensburgwa.gov

Subcommittees

Give appropriate priority to the committee task. I realize they are the nuts and bolts of how we get things done.
Give mindful and ongoing consideration to who in our community should also be a part of this committee/conversation
Respond to be attentive to the communication from the chair in a timely fashion.
Be fully present and engaged during meetings and with work that is ~~done~~ necessary between meetings.
Stay in touch with members and conversations that are happening between meetings.