

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

April 11, 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 3:02 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; Brad Case, Parks and Recreation Director; Ramona Bryant (League of Women Voters); Elliott Watkins; Pat Kelleher; and Amber Hoefler.

2. Approval of Agenda

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

3. Approval of Minutes from March 7, 2023 Meeting

Commissioner Cleary moved to approve the March 7, 2023 meeting minutes. Commissioner Divine seconded the motion. **Motion approved 5-0.**

4. Previous Meeting Motions And To-Do List Review

- Finalize first collaboration with CWU and City library about the Japanese American WWII Heroes event. **Nancy provided an updated release about the event.**
- Nicole needs to set up time for two commissioners to go to another commission meeting. **This month commission members Colazo and Mandujano will visit PTAC on 4/25.**
- Tylene will finalize sponsorship of Pride 2023. **No update.**
- Nancy will review subcommittees and individual responsibilities to commission. **On agenda.**
- Teresa will meet with CWU Day of Action/Block Party Committee. **Teresa got event funded.**
- Mayra and Alex will talk to contacts about plans for Cinco de Mayo event. **No updates.**
- Nancy will provide support to the Human Library event. **Event is 4/22.**

- Mayra and Tylenne will work on written request to ask Council to expand commission membership. **Commission member work is complete.**
- Nancy and Alex will meet with ESD & CWU to plan spring World Café event. **Event is complete.**
- DEI Commission will start conversation about what is a safe community on agendas. **Started at March meeting.**
- Nicole will work with DEI Commission members and IT to ensure access to City email. **In progress.**

6. Subcommittee Reports

Chair Goodloe is in contact with CWU about possibly holding a small Juneteenth event this year. Working with Hope Amason at CWU Museum. Commissioner Cleary volunteered to help.

7. Commission Member Reports

Commissioner Colazo said CWDR is bringing Outdoors For All accessible bikes to the Bike Month event at Unity Park.

8. New Business

A. Park Restroom Winter Accessibility Information

Parks and Recreation Director Brad Case provided a report about winterization of park restrooms, which close around October, and then reopen the Monday of Spring Break. All restrooms are currently open now. Case shared information about what other communities do regarding restrooms and winterization. The City looks at industry standards. City is researching automatic door locks and times to make it easier to open and close park restrooms and the possibility of heating restrooms year-round so pipes don't freeze.

Pat Kelleher provided public comment, asking the commission to issue a statement on minimum level of service to City Council and mentioned support for vault toilets.

Case said there are development standards the City must follow for vault toilets that determine if they are allowed in a location.

The new plan for Reed Park will have 1 gender neutral restroom and will have some ADA seating areas at the park. The Unity Park restroom will be open year-round; it will have 2 gender neutral restrooms that are open year-round like the ones at 3rd and Main. They will be large enough to accommodate a parent with young kids in a stroller.

Commission members asked if there are plans for making all parks have ADA restrooms year-round and what they can do to support park restrooms. Case will return to the May meeting with additional information.

B. Listening Tour Document

The Commission reviewed the draft listening tour document and recommended making City Hall a fallback location for the tours, rather than primary. The Commission recommended creating a script to read at the start of each listening tour so there is a consistent message being shared.

Klauss will ask the City Attorney to review the document section regarding the confidentiality and anonymity of the participants and will also ask about any special requirements involving minors such as a signed permission slip or parents present.

Chair Goodloe indicated the information included in the addendum to the document is not considered part of the listening tour policy but could be discussed by the Listening Tour subcommittee at their discretion.

Commissioner Cleary suggested having resources available at listening tours in case the questions bring up trauma for someone. KCHN put together a great resource packet so that can be printed and provide to listening tour members.

C. Review and Approve Grant Process

Carnell presented the draft of the grant application. The subcommittee is trying to make it as low barrier as possible. There was a suggestion to amend the “How does your project increase accessibility to...” to “How does your project minimize barriers to...”

The Commission asked if there is a limit on how much requests can be for and if the deadline is rolling or a set timeline; both need to be determined.

Klauss will forward the grant rubric that got left off the agenda packet. Feedback should be emailed to Klauss.

D. Review Commission Member Responsibilities

Chair Goodloe reviewed the document that outlines commission member responsibilities. The document will be used when onboarding new commission members.

9. Staff Report

Klauss reported on Belonging in The Burg.

Klauss said the commission has received 1 new application for the DEI Commission and has one on file from fall. Both will be invited to attend an upcoming DEI Commission meeting. Subcommittee needs to set up time to meet. Also need to interview current commission member interested in reappointment. Commissioner Divine will join interview subcommittee.

Klauss will be preparing a draft ordinance for City Council to consider adding two positions to the DEI Commission.

10. Public Comment

Chair Goodloe called for public comment; there was none.

11. Preview Next Meeting May 9, 2023

- Park Restroom Discussion Continued
- Review and Approve Listening Tour Document
- Finalize Grant Process
- Review and Approve Dates of Recognition For Social Media

Meeting adjourned.

Nicole Klauss

Drafted: 4/13/23

Approved: 5/9/23