



## Diversity, Equity and Inclusion Commission Agenda

Tuesday, May 11, 2021 from 3-5 p.m. via Zoom

Zoom Meeting ID: 881 5953 2507 Passcode: 697272

<https://us02web.zoom.us/j/88159532507?pwd=cnNSM21uVnYrN2hXLOZETUNaY2dtUT09>

### Purpose and Expected Outcomes

- To introduce ourselves to each other
- To review the Open Public Meetings Act & Public Records rules
- To review the DEI Commission's role
- To review time commitment and meeting dates for rest of year
- To discuss what is needed for the DEI Chapter of the Comprehensive Plan

Topic	Process	Who	Time
<b>Welcome &amp; Meeting Overview</b>	Present	Nancy G., Chair	5 min 3:00-3:05 p.m.
<b>Introductions</b> Approved absence for Veronica Acevedo for May 11 & May 25	Round Robin Motion	All	10 min 3:05-3:15 p.m.
<b>Approve Agenda</b>	Review and agree	All	5 min 3:15-3:20 p.m.
<b>Open Public Meetings Act &amp; Public Records Training</b>	Present/Listen Clarify	Nicole Klauss, PIO	30 min 3:20-3:50 p.m.
<b>Overview of DEI Commission Work</b> <ul style="list-style-type: none"> <li>• Review ordinance establishing Diversity, Equity &amp; Inclusion Commission</li> <li>• Discuss staggered terms and terms you can serve up to</li> <li>• Review duties of commission. Lot of work to do, staff can help with technical side, but direction needs to come from this group</li> </ul>	Present Clarify	Nancy G., Chair	20 min 3:50-4:10 p.m.
<b>Discuss Comprehensive Plan overview and what this group needs to accomplish with DEI Chapter</b>	Present Clarify	Kirsten Sackett / Jamey Ayling, Community Development	30 min 4:10-4:40 p.m.
<b>Review Meeting Schedule for 2021</b>	Present Clarify Agree	Nicole Klauss, PIO	5 min 4:40-4:45 p.m.

<b>Elect positions</b> <ul style="list-style-type: none"> <li>• Vice Chair (can run meeting in absence of chair)</li> <li>• Timekeeper</li> </ul>	Present Nominate Vote	Nancy G., Chair	5 min 4:45-4:50 p.m.
<b>Citizen Comment (as time allows)</b>	Comment	Citizen	5 min 4:50-4:55 p.m.
<b>Review Next Meeting: May 25, 2021, 3-4:30 p.m., Zoom</b> <a href="https://us02web.zoom.us/j/88159532507?pwd=cnNSM21uVnYrN2hXL0ZETUNaY2dtUT09">https://us02web.zoom.us/j/88159532507?pwd=cnNSM21uVnYrN2hXL0ZETUNaY2dtUT09</a> Meeting ID: 881 5953 2507 Passcode: 697272 <b>Adjourn</b>	Present	Nancy G., Chair	5 minutes 4:55-5:00 p.m.



## **DIVERSITY, EQUITY & INCLUSION COMMISSION**

**May 11, 2021 Regular Meeting  
(3:02 to 4:40 p.m.) Remote Meeting via Zoom**

Members Present: Daniel Amos, Tylene Carnell, Delores (Kandee) Cleary, Landis Hanson, and Sara Omrani, Nancy Goodloe

Members Absent: Veronica Acevedo (excused)

Also present: Jamey Ayling, Planning Manager; Kirsten Sackett, Community Development Director; Nicole Klaus, Public Information Officer (Recording Secretary); and Shana Kessler, citizen

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### **1. CALL TO ORDER**

Chair Nancy Goodloe called the meeting to order at 3:02 p.m. and welcomed everyone to the first meeting of the Diversity, Equity & Inclusion Commission for the City of Ellensburg.

Chair Goodloe introduced City staff: Nicole Klaus, staff support to the commission; Kirsten Sackett, Community Development Director; and Jamey Ayling, Planning Manager. Goodloe mentioned Sackett and Ayling would be helping the commission develop the diversity, equity and inclusion (DEI) chapter of the comprehensive plan.

Goodloe said one of the first priorities of the commission is to write the DEI chapter of the comprehensive plan.

Commissioner Amos provided an introduction. Commissioner Omrani provided an introduction. Commissioner Carnell provided an introduction. Commissioner Cleary provided an introduction. Commissioner Hanson provided an introduction.

Chair Goodloe introduced Commissioner Acevedo, who was not present, and requested an excused absence for the commissioner for the May 11 and May 25 meetings.

Motion: Commissioner Hanson moved to approve an excused absence for Commissioner Acevedo for the May 11 & May 25 meetings. Commissioner Amos seconded. All in favor; motion passed.

Chair Goodloe provided an introduction.

### **2. APPROVAL OF AGENDA**

Chair Goodloe asked if everybody was in favor of the meeting agenda. All in favor; no formal motion or second.



### **3. OPEN PUBLIC MEETINGS ACT & PUBLIC RECORDS TRAINING**

Nicole Klauss, recording secretary, gave a presentation on the Open Public Meetings Act and shared her screen to review the City Attorney's PowerPoint presentation on Public Records Basics. She noted that there were additional training links in the acceptance letters each commissioner received, and that they should complete the required training and provide documentation to Laurie Gigstead in the City Manager's office.

Commissioner Cleary asked if the City had a staff person to direct public records requests to, and Klauss said they should be forwarded City Attorney Terry Weiner and Klauss.

### **NEW BUSINESS**

#### **4. OVERVIEW OF DEI COMMISSION WORK**

Chair Goodloe reviewed Ordinance 4871 establishing the Diversity, Equity & Inclusion Commission, and noted that the purpose of the commission is to assist the Council through action, education and guidance. Goodloe also reviewed term lengths and reappointment, the qualities the Council was looking for in the commission, and absences and removals. Klauss clarified that commission member initial term lengths were drawn at random.

Goodloe discussed the duties and responsibilities outlined in Ordinance 4871. Goodloe said if the commission needs money in the next several months, they will need to take the request to the City Manager, and it will go before the City Council. It will require a budget adjustment for the City since the Council had not budgeted for this commission when they put the last two-year budget together.

Commissioner Hanson asked when the next two-year budget plan would be, and Kirsten Sackett said the City will budget for 2023-2024 in 2022.

Commissioner Carnell asked how much of this commission is a liaison position and how much they can share with other groups about the commission's work. Chair Goodloe said if there are existing group ties, keep the groups updated with where the commission is and how the work is going. Get the word out to combat misinformation.

Klauss mentioned this commission can have subcommittees as needed.

#### **5. DISCUSS COMPREHENSIVE PLAN OVERVIEW AND COMMISSION'S ROLE IN DEI CHAPTER**

Kirsten Sackett, Community Development Director, introduced what the Community Development Department is responsible for in terms of planning.

Sackett shared her screen to show where to find the comprehensive plan on the City's website. She explained the City is required to have a comprehensive plan by the state. It is a 20-year plan



for how Ellensburg will grow in the future, and we have the opportunity to amend it once a year, but there's a required periodic update every eight years. Sackett discussed other requirements of the comprehensive plan and structure of plan.

Sackett showed Ellensburg's Community Heart & Soul community values, and mentioned the document was updated to include the value of celebrating diversity, equity and inclusion. This is a living document and can change.

Sackett showed the Washington State Department of Commerce's Comprehensive Planning Basics YouTube 10-minute video at:

[www.youtube.com/watch?app=desktop\\*&v=KwdDxJNVv2E](https://www.youtube.com/watch?app=desktop*&v=KwdDxJNVv2E)

Sackett showed an example of an existing chapter in the comprehensive plan, and explained they start with overview of what you will find in the chapter, then demographic trends, goals, policies and programs section, action items and a policy connection. The goals, policies and programs section is developed by going out to the community and soliciting feedback.

Sackett said this diversity chapter could be connected to all the others. This is a big topic around the country right now and there are a ton of resources. Chair Goodloe had reached out to the Association of Washington Cities (AWC) and they provided information on current efforts. Seattle, for instance, approached their comprehensive plan by inserting segments into every single chapter. The Planning Association of Washington has resources as well.

Developing an outreach strategy is going to be very important, along with developing questions to ask the public. Commissioners will want to go to their networks to get feedback on identified questions.

Sackett recommended reading the Ellensburg City Council Inclusion, Diversity & Equity Subcommittee Report, and that the commission may be able to pull some information from the report to use as part of the narrative piece of the comprehensive plan chapter.

Sackett has heard public feedback from community members that they felt they didn't get the chance to participate. She said the DEI Commission will want to create opportunities for the public to participate, and then bring the draft chapter back to the public for feedback.

Sackett mentioned the Housing Action Plan and Housing Action Plan Advisory Group, and asked if anyone from the DEI Commission would be interested in participating on that group. Sackett mentioned whoever participates can bring feedback to this group and everybody will have the opportunity to weigh in and fill out surveys.



Chair Goodloe said she and Commissioner Hanson would attend the Housing Action Plan Advisory Group meeting.

#### **REVIEW SCHEDULE FOR REST OF YEAR**

Klauss shared the dates for the rest of the year on her screen. She mentioned the commission is going to meet twice a month the rest of the year, but that the schedule can be updated if that schedule is not needed the entire year. She noted the schedule will be emailed to the commission, and meetings will be kept to an hour and a half.

Chair Goodloe mentioned there are deadlines for the comprehensive plan chapter, with about four or five months to meet the deadlines for next year's comprehensive plan amendment.

Sackett said to keep in mind that the group doesn't have to adopt something just because of comprehensive plan deadline. The commission could adopt a really small chapter knowing it will be updated the following year, or hold off and carry into the next year and adopt something they're more comfortable with.

#### **ELECT VICE CHAIR**

Commissioner Omrani nominated Commissioner Carnell as Vice Chair. Commissioner Amos seconded. Commissioner Carnell accepted the nomination.

Chair Goodloe called for discussion and other nominations, but there were none. All voted in favor of Commissioner Carnell as the Vice Chair for the Diversity, Equity & Inclusion Commission.

#### **CITIZEN COMMENT**

Citizen Shana Kessler commented that we need to be intentional in how we publicize these meetings to make sure that people who want to be able to listen in and have the opportunity to comment, have that access.

Kessler also commented via the Zoom chat that the city website calendar is not intuitive for navigating. There also is not a news announcement about the meeting on the website, so they were unclear of where it is located. They noted too that getting to the calendar on the website is difficult since there isn't a quick link for it.

There was discussion about how the meeting was advertised and how it could be advertised better moving forward. Goodloe suggested posting to some Facebook groups like Kittitas County Community Connect group. Hanson suggested a calendar on social media of all of the upcoming commission and board meetings. Commissioner Omrani mentioned people can be visual so a calendar might be helpful. Commissioner Cleary suggested it could be shared on



Central Today. Commissioner Carnell agreed with Shana Kessler, and said the City's website is not user friendly and it's hard to find things.

Commissioner Hanson requested that beginning at our next meeting we do a land acknowledgement, and also requested implementing it at all City Council meetings. Goodloe mentioned that it needs to be brought up again to Council and the Mayor for consideration.

The meeting adjourned at 4:40 p.m.

Respectfully Submitted by  
Nicole Klauss  
Recording Secretary (Drafted 5/12/21)

DRAFT